

PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., State Superintendent


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October 26, 2016



Memorandum

To: Rebecca Garland

From: John Pruette 

Subject: Intent to Amend Contract NC10118094 with University of North Carolina at Greensboro, Catherine Scott-Little, Human Development & Family Studies Department
Requisition No. PR 17403580-V5

Important Information: Approval of this Memorandum of Intent to Contract is required prior to initiating the contract process. It does not constitute a contract, nor does it imply that a contract will be approved. In that regard, please note that no contractor work can begin until a contract has been approved and signed by both parties. Signed contracts will be returned to the listed DPI Contract Contact Person by the DPI Purchasing and Contracts Section.

Instructions: The questions/information in this memorandum must be completed, and the appropriate approvals obtained prior to initiating a Request for Proposal (RFP) or any contract paperwork, including amendments. All appropriate requested questions and information must be answered and completed, or the form will be returned. If approved, the original memorandum will be forwarded to the Purchase and Contracts Section, and a copy will be returned to the division. If not approved, the original memorandum will be returned to the division.

1. Please complete the following information (If you will use competitive bidding, please insert a short name for the RFP or other bid instrument in the place for Contractor Name; for example: RFP for Parking Services, and do not complete the contract amount or contract dates.)

Contractor Name: UNC-Greensboro, Catherine Scott-Little
Contract Amount: \$25,311 (Amendment Amount) #131,748.00 (#106,437.00 + \$25,311.00)
Contract Dates: January 15, 2014 through December 31, 2017
DPI Contract Contact Person & Telephone: Dan Tetreault, (919) 807-3752

2. **Is this a contract amendment? If so, please explain fully why you are amending it.**
 Yes, this is an amendment to add funding and extend the date of this contract. This extension will enable the contractor to continue providing the services defined in the scope of work.

OFFICE OF EARLY LEARNING

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 2075 Mail Service Center, Raleigh, North Carolina 27699-2075 | (919) 807-3946 | Fax: (919) 807-4050

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

3. **Why are you initiating a contract? What services will you require?**
Per GS 115C-83.1E passed in legislation, the Office of Early Learning is required to develop and implement a kindergarten entry assessment as part of a kindergarten through third grade formative assessment. This assessment will be used in grades K-3 across North Carolina. Statewide implementation began in the fall of 2015. In order to ensure sustainability in a manner consistent with research related to formative assessment, it is necessary to continue with facilitation expertise to assist the Office of Early Learning. Dr. Scott-Little will facilitate the meetings of multiple implementation team meetings, and lead facilitation of the K-3 revision process.
4. **How does the contract add value to the teaching/learning process?**
This contract will enable the Office of Early Learning to meet state timelines and requirements while ensuring that Standards, Curriculum, and Assessment alignment is appropriately and adequately addressed within the K-3 Formative Assessment process. The K-3 formative assessment process will be used by both teachers and students in an effort to inform daily instruction and learning and support students' development of knowledge, skills, performance and dispositions needed in the 21st century.
5. **Is the service unique and not repetitive with agency activity or other contracts? Please state why this service cannot be performed within the resources of the agency.**
Within the Department of Public Instruction, there are limited personnel devoted to early grade curriculum, standards, and assessment alignment. Given current responsibilities of existing staff, additional support is needed to expand the agency's capacity to meet state legislation.
6. **What is the impact, if you do not contract for these services?**
The end result/goals of the K-3 assessment is to 1) provide reliable and valid assessment results for K-3 children so that appropriate instruction may be provided, 2) communicate the child's strengths and weaknesses in an appropriate and meaningful way to families, and 3) complete this work in a timely and efficient manner. If the assessment is not appropriately created, it will jeopardize the project completion within required timelines. The facilitation of the Assessment Design Team and all of its sub-teams must be accomplished and is critical to the success of this project.
7. **If this contract is being paid with grant money, does the grant require the contracted services? Please describe the grant references to these contracted services, and give a synopsis of the grant.** No
8. **Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12.** No
9. **Are you using an IT Supplemental Staffing Convenience Contract or other type of convenience contract? If yes, please skip question # 10 and complete questions # 11 and # 12.** No
10. **Do you plan to request sole sourcing for this contract? If yes, please complete and attach the required sole source justification memorandum. Sole sourcing is warranted whenever only one acceptable source can be found; sole sourcing should never be the first consideration. (Important: The approval of the DPI Section Chief for Purchasing and Contracts, and approval by the Division of Purchasing and Contracts or ITS Procurement Services is required for sole sourced contracts.)** No

11. **Have you contracted with this vendor previously for related services? If yes, please list all contracts with this vendor during the last twelve months. Contract amendment.**
12. **How did you calculate the cost (e.g., what is the cost per hour and number of hours?) If the cost per hour is above the DPI maximum for that type of service per the New Service Contract Policies, please attach the required written permission granted by the Deputy Superintendent.**
See the attached amended budget (Attachment A) that includes salary, travel and other expenses.
13. **Is this contract for information technology services? No**
14. **If this is a personal service contract request, is the vendor/contractor a retiree? N/A**

Requisition No. RQ <u>174 03580 - V 5</u>	
Budget Code: <u>53 2150</u> <u>180010123 026</u>	
Signed: <u>S. Collins</u>	Date: <u>12.9.16</u>
Budget Representative	
Requisition No. RQ <u>174 03580 - V 5</u>	
Approved: Yes _____	No _____
Signed: <u>Rebecca Garland</u>	Date: <u>12/14/16</u>
Deputy Superintendent of NC DPI	
Signed: <u>[Signature]</u>	Date: <u>12-14-16</u>
Executive Director, Office of Early Learning	
<u>For Technology Contracts Only:</u>	
Approved: Yes _____	No _____
Signed: _____	Date: _____
Chief Information Officer	