


March 22, 2018



Memorandum

To: Stacey Wilson-Norman
Chief Academic Officer

From: Tammy Howard, Director 
Division of Accountability Services RQ 2116 1323

Subject: Intent to Contract with Office of Assessment, Evaluation, and Research Services in the Department of Educational Research Methodology at the University of North Carolina at Greensboro.

We request approval to issue a request to solicit a Task Order to provide psychometric guidance and services from the *Office of Assessment, Evaluation, and Research Services in the Department of Educational Research Methodology at the University of North Carolina at Greensboro (UNC-G)*. The contract will provide continuing Psychometric support services including technical guidance and support for the development and implementation of North Carolina state assessments.

It is critical that these services be provided and these tasks be performed to ensure the technical quality and soundness as well as legal defensibility of the tests. It is expected that all services provided and all tasks performed under the terms and conditions of this contract are to be completed by June 30, 2019.

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: University of North Carolina at Greensboro
Contract Amount: \$100,000.00
Contract Dates: July 1, 2018 to June 30, 2019
DPI Contract Contact Person and Telephone Number:
Tammy Howard (919) 807-3787.

2. Is this a contract amendment? If so, please explain fully why you are amending it.
(Note: If the amendment is for a date extension only, do not answer questions #3 through #12)

No.

3. Why are you initiating a contract? What services will you require?

We are requesting permission to submit a Task Order to solicit psychometric services to provide technical and psychometric guidance and support to the North Carolina Testing Program.

4. How does the contract add value to the teaching/learning process?

The contract adds value to the teaching and learning process indirectly by ensuring that the assessment instruments used to gauge the level of student performance are valid and reliable instruments that are also otherwise technically sound and appropriate measures of North Carolina students.

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.

This service is unique and not repetitive within the agency activities or other contracts. These services cannot be performed within the resources of the agency as the agency does not have sufficient psychometric experts who can perform these tasks in the allotted timelines. In addition, the Office of Assessment, Evaluation, and Research Services in the Department of Educational Research Methodology at the UNC-G provides a system of checks and balances that assures the technical quality and soundness of the state assessment system.

6. What is the impact, if you do not contract for these services?

If we do not contract for these services, the impact will be that there will be no external validation of the technical quality and soundness of the North Carolina tests.

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.

Testing is required under both state & federal statutes. Accordingly, the funds to pay for this service must be allocated from state funds.

8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12.

It is not expected that the competitive bidding process will be used for this contract as this is a task-order contract with UNC-G for Psychometric Services. No other university in the state can provide this level of psychometric support provided by the Office of Assessment, Evaluation, and Research Services in the Department of Educational Research Methodology at the UNC-G.

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.

This is not an IT Supplemental Staffing Convenience Contract or other type of convenience contract.

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.)

We are seeking to initiate a contract with the Office of Assessment, Evaluation, and Research Services in the Department of Educational Research Methodology at the UNC-G without the use of the competitive bidding process by using the task order process.

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.

Yes. NC10381689

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.

The cost for this project to provide psychometric services is calculated by UNC-G and is based on the tasks, staff, activities, travel and products specified in the scope of work.

13. Is this contract for information technology services?

This contract is not for information technology services.

14. If this is a personal service contract request, is the vendor/contractor a retiree?

_____ Yes ___X___ No

If answer is yes, is individual a member of:

_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please Explain) _____

Requisition No. RG 2116 7323

Budget Code: 081-532150-180010511000

Signed: 
Budget Representative

Date: 4/17/2018

Requisition No. RG 2116 1323

Approved: Yes ✓ No _____

Signed: 
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

Date: 4/11/2018

For Technology Contracts, Only: