

**DEPARTMENT OF EDUCATION - OFFICE OF FISCAL SERVICES
REQUEST and NOTICE OF EXEMPTION FROM PROCUREMENT**

PART I - REQUEST FOR EXEMPTION FROM PROCUREMENT

1. TO: DOE Chief Procurement Officer (send completed original form to OFS Procurement and Contracts Branch)

FROM: Pearl City Complex
(Name of School or Program)

The school/program named above requests a procurement exemption as follows below.

2. This exemption is requested pursuant to:
 §103D-102(b)(4), HRS and Chapter 3-120, HAR or
 §103F-101(a)(4), HRS and Chapter 3-141, HAR

3. Island/District: Statewide or
 Oahu Hawaii Kauai Maui

4. Description of the proposed purchase (attach additional sheets if necessary):
 Indicate one category: good service construction Health/Human service professional service
 Brief description:
 Professional Development in writing instruction that is clearly aligned to the CCSS, for example, narrative, opinion/argumentative, and informational/explanatory is requested for all K-12 teachers in the Pearl City Complex, including certificated support staff. Training will require that all teachers receive a binder with instructional materials for teacher use (sample templates, extensions, etc.) Professional development will include focus on the full writing process as well as the organization and essential elements of all genres of writing.

5. Vendor Information
 Name: The Write Tools
 Address: 6590 Vine Street #108
 Centennial, CO 80121

6. Term of Contract
 From: Upon execution
 To: May 31, 2017 w/ 12
 month extension

7. Total Cost:
 NTE \$60,000

8. Explanation describing how procurement by competitive means is either **not practicable** or **not advantageous** to the State (attach additional sheets if necessary):
 See Attachment

9. Details of the process or procedure to be followed in selecting the vendor to **ensure maximum fair and open competition** as practicable (attach additional sheets if necessary):
 See Attachment

8. Explanation describing how procurement by competitive means is either **not practicable or not advantageous** to the State (attach additional sheets if necessary):

Pearl City High School identified writing as an area of challenge for their graduating seniors. As a result, the Pearl City Complex K-12 Construct project, Write Core, has been working on informative/explanatory writing for the past three years. All ten schools participate in Write Core to improve writing systemically from K-12 by identifying effective instructional strategies for writing. Many of the strategies identified were from the writing program, The Write Tools.

The Common Core State Standards outlined the standards and focus areas for writing while the Smarter Balanced Assessment further specified that at the elementary level, students should be exposed to the three genres of writing (narrative, opinion, and explanatory) in the following percentages 35% for narrative, 35% of explanatory/informational, and 30% from opinion/argumentative writing. With the implementation of the Smarter Balanced Assessments, the Pearl City Complex Schools began working on another writing genre, opinion/argumentative during the SY 2015-2016.

Pearl City Principals are requesting further Professional Development to include writing instruction that is clearly aligned to the Common Core State Standards, for example narrative writing in addition to opinion/argumentative and informational/explanatory from The Write Tools based on previous success with strategies that work for their students. Write Core data showed an increase in student writing proficiency as outlined below

Percentage Increase of students meeting proficiency on areas measured by Write Core		
	Purpose/Focus	Organization
SY 2013-2014	38%	40%
SY 2014-2015	28%	35%
SY 2015-2016	37%	39%

The Write Tools has worked with many of the Pearl City Schools through small school contracts within the last 11 years. Teachers participating in Write Core identified The Write Tools strategies as

being effective instructional strategies. Write Tools strategies were specified as effective within all their complex grade level groups as well as their individual school groups. Teachers find that students benefit from the program through its student friendly strategies such as the use of colors and manipulatives to build a consistent and solid structure for writing, starting in kindergarten. Because Write Tools sets up a strong foundation for writing, teachers have found that strategies are easily transferred into content areas other than English Language Arts. All teachers in the Pearl City Complex are expected to teach writing and therefore the complex needs an effective student friendly and teacher friendly program that can be accessed by teachers of all content areas. With continued articulation and learning of instructional strategies through the data team process and Write Tools trainings, all students will be given the opportunity to learn and grow, as well as enhance teacher practice.

The Pearl City Elementary schools anticipate using the Pearl City Complex Waiver Day on September 2 to provide The Write Tools professional development on writing instruction that is clearly aligned to Common Core State Standards including narrative, opinion/argumentative, and informational/explanatory to all K-12 teachers. Using this day will eliminate the use of substitutes and allow all teachers access to strategies to teach all genres of writing that are aligned to Common Core State Standards and Smarter Balanced Assessment.

The Write Tools programs aligns with the state common core standards and is K-12 aligned system of support for writing. Strategies from The Write Tools are being integrated into the Reading Wonders programs to enhance student writing. Through its K-12 construct project, Write Core, the strategies will be evaluated and continued services will be reviewed.

The Pearl City Complex requests an exemption in consideration of:

- The complex area has no other day on which professional development can be provided to all teachers in a timely fashion to begin the year with effective writing training.
- Teachers have already experienced success for their students with strategies from The Write Tools as documented through Write Core data.
- Consistency and continuity in the writing program will continue student success.
- A change in writing program will disrupt student learning as teachers learn a new system.

Procurement of services by competitive means is neither practicable nor advantageous. Exemption is requested to ensure the timeliness of the contract and continuity of student success in writing.

9. Details of the process or procedure to be followed in selecting the vendor to **ensure maximum fair and open competition** as practicable (attach additional sheets if necessary):

Other vendors were reviewed by principals (SchoolRise, Literacy Connection) but were deemed not able to meet the needs of the complex (K-12 program, ease of implementation, servicing 10 schools in a short period of time, schools' familiarity with program, etc.). Write Tools is able to provide professional development for the Pearl City Complex working around our schedule and while providing technical assistance via email and phone, when Write Tools staff is not physically present on the island.