



**Eastern North Carolina School for the Deaf**

1311 US Hwy 301 S · Wilson, North Carolina 27893-6621  
(252) 237-2450 · Courier 151

**Carter Bearden**  
ENCSD School Director

**Shirley Reed**  
Principal

May 5, 2017

**Memorandum**

To: Adam Levinson, CFO

From: Carter Bearden, ENCSD Director

Subject: Intent to Contract  
Requisition No. RO20423940  
(Required for Service Contracts Greater Than \$5,000)

*For CONTRACT# NC 10080243  
Amendment 2*

**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:**

**Contract Amount (if this request amends the amount, please enter the amended amount):**

ENCSD \$1,468.40  
NCSD \$ 500.00  
Total Contract: \$1,968.40

*+ current total of \$1,080,056.49*

**Contract Dates:** ENCSD May 20, 2017 – May 19, 2017  
NCSD May 1, 2017 - April 30, 2017

**DPI Contract Contact Person and Telephone Number:**

Joni Robbins (919) 807-3664

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)
  - Yes. Blackboard agreement is to allow continued service for the Mass Notification System to notify parents of students and staff of urgent issues (i.e. a notice to parents to pick up their children 1 hour early at the pick-up location due to inclement weather approaching). We cover the central to eastern most counties for transporting children.
3. Why are you initiating a contract? What services will you require?
  - The Service is currently being provided using the vendor's contract verbiage and we need to renew the contract for this year to allow us time to do an IFB or place in e-procurement with an e-quote if approved to do the agreement through e-procurement going forward. This will allow for competitive bidding in the future without placing our schools in jeopardy should a major event occur that requires the systems use.

The services provided by the vendor allows for Mass Notification in a variety of ways simultaneously (i.e. voice, text, or e-mail). This system does a repeater to each until the message is delivered successfully. The system allows for reports and reporting to verify and determine that all persons received the communication. The dialogue is limited to a specific number of key strokes.
4. How does the contract add value to the teaching/learning process?
  - Having the Mass Notification System allows us to communicate to all during important events and has a means to determine that the message was received by each individual on the list.
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.
  - The schools' IT infrastructure does not allow for such notifications and would not be able to provide reports to verify receipt of the message.
6. What is the impact, if you do not contract for these services?
  - If we do not contract for these services and there is a need to send out a notification to all parents of students and all staff it would require a number of staff and be very laborious to complete, the chance that someone would be overlooked would increase, and there is no way to accurately report that all received the notification without again manual laborious means.
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.
  - Grant money is not involved in this contract.
8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12.
  - No. We are using the DPI contract with Blackboard (NC10080243) and doing an amendment to include the services ENCSD & NCSD are in need of.
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.)
  - We are using the DPI contract with Blackboard (NC10080243).




11. Have you contracted with this vendor previously for related services? If yes, please provide the contract number of all contracts with this vendor during the last twelve months.
  - Yes. Last year the means of payment was through Direct Pay.
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.
  - ENCSD = 269 @ \$5.46 each = \$1,468.40, NCSD = 150 @ \$3.33 each = \$500.00
13. Is this contract for information technology services?
  - This contract is for mass notification to staff and parents of students in events that we need to send urgent information and have ability to verify and know that message has been received.
14. If this is a personal service contract request, is the vendor/contractor a retiree?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If answer is yes, is individual a member of:

\_\_\_\_\_ TSERS (Teachers & State Employees Retirement System)

\_\_\_\_\_ Other (Please Explain) \_\_\_\_\_

ENCSD Lines 1 & 2	
Requisition No. <u>RO20423940</u>	
Budget Code: <u>0801 532811 186326014533</u>	
NCSD Lines 3 & 4	
Requisition No. <u>RO20423940</u>	
Budget Code: <u>0801 532811 186210380522</u>	
Signed: <u></u>	Date: <u>5/15/17</u>
Budget Representative	
Approved: Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Signed: <u></u>	Date: <u>5/15/17</u>
Supt./Deputy Supt./Appropriate CFO/CAO/CIO	
<b><u>For Technology Contracts Only:</u></b>	
Approved: Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Signed: <u></u>	Date: <u>5/19/17</u>
Chief Information Officer	