



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, Superintendent of Public Instruction

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March 15, 2017



Memorandum

To: Dr. Maria Pitre-Martin
Chief Academic and Digital Learning Office

From: William J. Hussey *WJH*
Exceptional Children Division

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

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: Bridge II Sports
Contract Amount (if this request amends the amount, please enter the amended amount): \$300,000.00
Contract Dates: June 1, 2017-May 31, 2018
DPI Contract Contact Person and Telephone Number: Sherry Thomas 919-807-3992

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? **An RFP was created following legislation to develop and implement a pilot program for an integrated community-based adapted sports program for students with disabilities, K-12.**
4. How does the contract add value to the teaching/learning process? **Students with disabilities will have equal access to extracurricular athletics, increasing health, fitness and social interaction.**

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. **Yes, Legislation created funding in the 2015-17 fiscal biennium to support the development of the program, consistent with the "Dear Colleague" letter addressing equal access to extracurricular athletics for students with disabilities released by the US Department of Education, Office for Civil Rights, on January 25, 2013.**
6. What is the impact, if you do not contract for these services? **Legislative requirements will not be met.**
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, Legislative funding to NC DPI.**
8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12. **No, RFP has already been conducted and a Bridge II Sports was found most competitive.**
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 provide the contract number of all contracts with this vendor during the last twelve months. **Yes, NC10292179**
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. **N/A**
13. Is this contract for information technology services? **No**
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) _____

Requisition No. RQ20296016 _____

Budget Code: 0801-532199-166010131380 _____

Signed: S. Collins Date: 4.11.17
Budget Representative

Requisition No. RQ20296016 _____

Approved: Yes No

Signed: White-Martin Date: 4-10-17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes No

Signed: _____ Date: _____
Chief Information Officer