

March 13, 2017



**Memorandum**

To: Michael Nicolaides  
From: Donna Roch  
Subject: Intent to Contract  
Requisition No. RQ 19927787 (Amended\* No Cost Schedule Extension)  
(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:** CAI  
**Amount Prior to Amendment:** \$67,200.32  
**Contract Amount (if this request amends the amount, please enter the amended amount):** \$0.00  
**Total Amount (after Amendment):** \$67,200.32  
**Additional Service Dates:** 3/25 /2017 – 6/30/2017  
**Revised Contract Dates:** 10/10/2016 – 6/30/2017  
**DPI Contract Contact Person and Telephone Number:**  
Donna Roch 919.807.3253

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 – We are seeking approval to extend the end date from 3/24/2017 to 6/30/2017. There is no change to the approved dollars (\$67,201.32) or hours (840.0165) or rate (\$80/hour).**

**Agency and State approval processes took longer than anticipated for the prior amendment request submitted in January. Consequently, the Contractor was unable to resume work until all approvals were obtained.**

3. Why are you initiating a contract? What services will you require?  
**This contract was initiated to provide additional Career and Technical Education (CTE) Reports. A technical resource is needed to interpret business rules, determine the best data implementation approach based on an understanding of data structures and build web pages.**
4. How does the contract add value to the teaching/learning process? **This contract provides technical capability to deliver CTE Reporting to school districts in PowerSchool and complete Pathway requirements. These reporting features will enable CTE staff to see the value they add to the teaching/learning process and identify areas where improvements are needed.**
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 is a temporary position needed to complete reports/work. Existing agency resources are already fully deployed on other support work and initiatives.**
6. What is the impact, if you do not contract for these services? **The CTE area would be impacted if reports were unavailable. We lack available permanent technical resources with the required skills and abilities to work on the technical aspects of this position.**
7. If this contract is being paid with grant money, does the grant require the contracted services? **No** Please describe the grant references to these contracted services, and give a synopsis of the grant. **N/A**
8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12. **The State approved IT Supplemental Staffing Contract vehicle was used to recruit and select a viable candidate for this work when the contract was initially created last fall.**
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. **Yes**
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.) **N/A**
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. **N/A**
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 - There is no cost associated with this No Cost Schedule extension request.

13. Is this contract for information technology services? **Yes**
14. If this is a personal service contract request, is the vendor/contractor a retiree? **N/A**  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If answer is yes, is individual a member of:

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

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

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Budget Code: 0801-532140-180036453342

Signed: S. Collins Date: 3-13-17  
Budget Representative

**\*\*\*NOTE - This is a no cost extension and the budget code has not changed\*\*\***

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Approved: Yes  No \_\_\_\_\_

Signed: [Signature] Date: 3-13-17  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

**For Technology Contracts Only:**

Approved: Yes  No \_\_\_\_\_

Signed: [Signature] Date: 3/13/17  
Chief Information Officer