


February 24, 2017



Memorandum

To: Dr. Maria Pitre-Martin
From: Verna Lalbeharie 
Subject: Intent to Contract – NCDPI Oracle APEX Developer
Requisition No. RQ 20274389
(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 (TBD)
Contract Amount: \$42,514.24
Contract Dates: March 20, 2017 – June 20, 2017*
DPI Contract Contact Person and Telephone Number:
Linda Lowe 919-807-4018

****NOTE: Dates above are estimated based on typical timing to complete the recruiting process with subsequent agency and State level IT Staffing approvals and may vary.****

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?
This request is for an NCDPI Oracle APEX Developer to deliver automated tools for continuous improvement under the Digital Learning Implementation (DLI) Program's Human Capacity Workstream.

Specifically, this individual will provide experience using Oracle Application Express (APEX), PL/SQL and SQL programming to: (1) Develop a District Learner Profile Tool (Proof of Concept), (2) Update Questions for the 2016-17 Digital Learning and Media Inventory (DLMI) System, (3) Update reporting tool to provide additional customizations and visual graphical representations of data, (4) Automate data exports to third party systems for data integration including Data Dashboard, Tableau and School Report Card and (5) Develop an e-version of the Digital Learning Progress Rubric for Schools and Districts.

For additional details, refer to Attachment A.

4. How does the contract add value to the teaching/learning process? **This contract will provide tools for educational staff to enhance, improve and sharpen their capabilities to deliver better education to 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. **Although this is not a unique service, NCDPI staff with the required skills are already fully allocated performing critical work in support of the agency's mission.**
6. What is the impact, if you do not contract for these services? **These services are necessary to meet Digital Learning expectations mandated by the General Assembly (SL 2016-94, Section 8.23). The State Board of Education (SBE) must obtain all of the required resources to effectively collaborate with the Friday Institute for Educational Innovation at North Carolina State University and implement the Digital Learning Plan in North Carolina public schools.**
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. **N/A – State funded**
8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12. **The Statewide IT Supplemental Staffing Contract will be leveraged to obtain a qualified technical resource. See #9 below.**
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 – The Vendor for the position requested has not been determined and will not be known until recruiting is complete. We are requesting approval**

to commence recruiting for this technical resource though the State approved IT Supplemental Staffing contract vehicle.

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 total amount of \$42,514.24 was calculated based on paying \$80.00 per hour for 531.43 hours.**
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 this is not a personal service contract.**

_____ Yes _____ No

If answer is yes, is individual a member of:

_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please Explain) _____

Requisition No. RQ _____

Budget Code: 0801-532199-180010138000

Signed: Margaret Zell Date: 2-28-17
Budget Representative

Requisition No. RQ _____ PeopleFluent Req#: 493604

Approved: Yes No _____

Signed: W Pitce - Martin Date: 2-27-17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

^{DR} Approved: Yes No _____

Signed: [Signature] Date: 3/9/2017
Chief Information Officer