

October 26, 2016



Memorandum

To: Dr. June Atkinson
From: *LMF*
Lou Fabrizio
Subject: Intent to Contract
Requisition No. RQ 480296 RQ 2000 2156
(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 (if this request amends the amount, please enter the amended amount): \$46,502.43
Contract Dates: 1/9/2017 – 6/30/2017
DPI Contract Contact Person and Telephone Number:
Linda Lowe 919.807.4018

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?
We need to hire an experienced Technical Writer to support the NC SchoolWorks P20W Statewide Longitudinal Data Systems (SLDS) project and document all required State IT manuals. In addition, this individual is responsible for all deliverables outlined in Attachment A.

4. How does the contract add value to the teaching/learning process?
This contract provides supporting federal grant administration and management that will allow work on the P20W SLDS project to continue. The project seeks to enable five state agencies (North Carolina Department of Public Instruction (NCDPI), North Carolina Department of Commerce, Division of Employment Security (NCDES), North Carolina Community College System (NCCCS), The University of North Carolina (UNC) and North Carolina Independent Colleges and Universities (NCICU)) to share data. Data sharing occurs through a broker designed to provide information to key decision-makers and the legislature. P20W SLDS aims to improve education and employment outcomes for North Carolina's citizens.
5. Is the service unique and not repetitive with agency activity or other contracts? **Yes.** Please state why this service cannot be performed within the resources of the agency.
This is temporary – this position is being hired to help with the P20W project, it will either be terminated when the project completes or moved to a permanent position (contingent upon agency/State funding availability).
6. What is the impact, if you do not contract for these services?
The P20W SLDS project would be significantly impacted. We do not have any permanent resources with the required abilities and technical writing expertise to fulfill the requirements in the timeframe allotted.
If this contract is being paid with grant money, does the grant require the contracted services? Yes Please describe the grant references to these contracted services, and give a synopsis of the grant. This position is being paid through the P20W SLDS grant which is described under Question 4.
7. Will you use competitive bidding (e.g., RFP)? If yes, skip the remaining questions # 9 through # 12. **We have posted this supplemental staffing request using PeopleFluent per State requirements (see #8 below).**
8. 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**
9. 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**
10. 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**

11. 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. **Cost is based on \$47.04 hour for 988.57 hours totaling \$46,502.43.**
12. Is this contract for information technology services? **Yes**
13. 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. RQ 20002156

Budget Code: 0801-532140-100030450836

Signed: M.P. Wallace Date: 11/17/2016
Budget Representative

Requisition No. RQ 20002156

Approved: Yes _____ No _____

Signed: Joe Altman Date: 11/21/16
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes No _____

Signed: [Signature] Date: 11/28/2016
Chief Information Officer