



PUBLIC SCHOOLS OF NORTH CAROLINA

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

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April 7, 2017



Memorandum

To: Maria Pietre-Martin, Academic & Digital Learning Officer

From: William J. Hussey, Exceptional Children Director *WJH*

Subject: Intent to Contract
Comprehensive Exceptional Children Accountability System (CECAS)
Amendment #4 to Contract No. NC10227308
Requisition No. RQ 20328126
(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: CORE Education and Consulting Solutions INC
Contract Amount (if this request amends the amount, please enter the amended amount): \$711,673.59
(\$544,173.59 O&M plus \$167,500 data migration)
Contract Dates: July 1, 2017 to June 30, 2018
DPI Contract Contact Person and Telephone Number: Quentin Parker (919) 807-3215

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, the scope consists of maintenance and support of the CECAS application while we install the new product ECATS. Scope also consists of the**



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extraction and assistance in mapping for the migration of data from legacy system, CECAS, to the new Special Education module in ECATS.

3. **Why are you initiating a contract? What services will you require?**
The scope consists of maintenance and support of the CECAS application and the migration of data from the CECAS system to the new ECATS system. We will require the following services: testing and debug, deployment and data extraction and mapping
4. **How does the contract add value to the teaching/learning process? Provide accurate funding to LEAs for EC services.**
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 technical resources that *have* produced the CECAS application are not available within the agency. A continued relationship with CORE-ECS, the vendor, is a necessity for the continued success of CECAS. The current situation with technology for the State of North Carolina Agencies best practices and from lessons learned with other technology projects dictates that retaining and maintaining relationships with current successful vendors greatly reduces risk for failure of the project. The continued relationship with the CECAS is required to extract the data needed to migrate to the new ECATS system.
6. **What is the impact, if you do not contract for these services?** Possible loss of federal revenue due to providing an incorrect child count for the 14 reporting LEAs (700,000 students x 10% EC x 1% error rate x \$3598.55(federal \$/child) = \$2,518,985/year). Data manager(s) work required to transfer a student into and/or out of a reporting LEA from daily user LEA. Loss of legacy data to import into the new Special Education module for ECATS.
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.** Authorized activities under the Individuals with Disabilities Act (IDEA) reserves funds under 20 U.S.C. 1411(e) (2) (A) to support paperwork reductions activities, including expanding the use of technology in the IEP process.
8. **Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12. No.**
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**



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Purchasing and Contracts or ITS Procurement Services is required for sole sourced contracts.) Yes, see attached

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.

CORE Education and Consulting Solutions —

- CECAS application 7/3/2003 — 7/2/2006
- Support and Maintenance — 1/3/2007 — 12/2009
- Hosting Services — 12/1/2006 — 11/30/2007
- Discovery-Requirements — 3/5/2007 — 9/30/2007
- 2007 CECAS Enhancements 7/ 1/2007 — 11/30/2007
- 2007 Group 2 Enhancements 3/12/2007 — 5/8/2008
- EP4476050 Group 3 Enhancements 5/18/2008 — 6/30/2009
- EP4426210 Amendment #3 Support and Maintenance 1/3/2010 — 1/2/2013
- EP4708916 CECAS 2.0 Development 3/9/10 — 9/8/2011
- EP4708916 CECAS 2.0 Development Amendment #1 3/9/10 — 3/31/12
- EP4708916 CECAS 2.0 Development Amendment #2 3/9/10 — 12/31/12
- NC10086519 Support and Maintenance 7/1/2015 – 6/30/2016
- NC10086519 Support and Maintenance 7/1/2016 – 6/30/2017

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. A negotiated amount for the for vendor costs.

13. Is this contract for information technology services? Yes

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. RQ _____

Budget Code: 166032956841

Signed: Sharon Collins Date: 4.18.17

Budget Representative



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Requisition No. RQ _____

Approved: Yes No _____

Signed: MPH - Martin Date: 4-12-17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: ^{J.A.} Yes _____ No _____

Signed: [Signature] Date: 9/13/17
Chief Information Officer