



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION Mark Johnson, *Superintendent of Public Instruction*
WWW.NCPUBLICSCHOOLS.ORG

April 3, 2018



Memorandum

To: Stacey Wilson-Norman, Ed.D.
Chief Academic Officer

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

Subject: Intent to Contract
Comprehensive Exceptional Children Accountability System (CECAS)
Amendment #5 to Contract No. NC10086519
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.

- 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): \$240,343.10
 (\$240,343.10 O&M Extension)
Contract Dates: July 1, 2018 to November 30, 2018
DPI Contract Contact Person and Telephone Number: William J. Hussey
 (919) 807-3971

- 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 and implement the new product ECATS.

EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, *Director* | bill.hussey@dpi.nc.gov

6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (919) 807-3969 | Fax (919) 807-3243

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

3. **Why are you initiating a contract? What services will you require?** The scope consists of extending maintenance and support of the CECAS application during user migration from the CECAS system to the new ECATS system for required federal reports.
4. **How does the contract add value to the teaching/learning process?** Provide accurate funding to LEAs for EC services and comply with federal reporting requirements.
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, as federally required reports need to be submitted. This coincides with the rollout of 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. Inaccurate reporting for several indicators, due before 12/1/18, that may impact future federal funding.
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.

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

10. **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.)** 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
- NC10086519 Support and Maintenance 7/1/2017 – 6/30/2018

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. RO 20328126

Budget Code: 166032956841

Signed: [Signature] Date: 4/5/2018
Budget Representative

Requisition No. RO 20328126

Approved: Yes No

Signed: [Signature] Date: 4-4-2018
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes No

Signed: _____ Date: _____
Chief Information Officer