

October 11, 2017



Memorandum

To: Maria Pitre-Martin, Ph.D., *Chief Academic and Digital Learning Officer, Academic and Digital Learning*

From: Eliz Colbert, *Executive Director, NCVPS*

Subject: Intent to Contract
Requisition No. RQ2079805
(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: Discovery Education 2017-2018

Contract Amount (if this request amends the amount, please enter the amended amount): \$91,006.08

Contract Dates: November 5, 2017 – November 4, 2018

DPI Contract Contact Person and Telephone Number: Michelle Lourcey
919-513-8550

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 Discovery contract has already been approved and allows for renewal.

3. Why are you initiating a contract? What services will you require?

NCVPS currently has a Discovery Education contract as the instructional videos provided by Discovery are embedded within the courses we teach. We require the

video services that provide content to our teachers and course developers that are not available otherwise.

4. How does the contract add value to the teaching/learning process?

NCVPS creates almost all of its own content, but Discovery provides rich media content that further extends learning that NCVPS cannot create. Discovery provides videos that can be integrated into the lessons to make the concepts come alive and it do so in a safe environment. We are unable to find or use these videos from internet searches or other sites because the quality and accuracy are not available or guaranteed. Likewise, by using the rich media content provided by Discovery, NCVPS can know that students will not be exposed to inappropriate content or ads.

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 agency does not have a robust video repository that matches the instructional videos provided by Discovery Education.

6. What is the impact, if you do not contract for these services?

Without these videos, there will be substantial instructional gaps in our online courses. We have created courses and content with the understanding that we could continue our use of Discovery videos. These videos are not supplemental to instruction. These are critical pieces of instruction that cannot be replaced.

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.

No, this contract is not being paid with grant money.

8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12.

No, the contract will not use competitive bidding.

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 Purchasing and Contracts or ITS Procurement Services is required for sole sourced contracts.)

No

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.

We are currently under contract with Discovery Education, RQ19778368, which ends in November 2017. This is a request to renew based on Amendment 1 ITS-009554 of the contract.

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 cost was calculated based on student enrollment for NCVPS.

13. Is this contract for information technology services?
No

14. If this is a personal service contract request, is the vendor/contractor a retiree?

_____ Yes x No

If answer is yes, is individual a member of:

_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please Explain)

Budget Code: 0801 533720 102114200119


Signed: Rose B Page Date: 10/19/17
Budget Representative

Approved: Yes ✓ No _____

Signed: White-Martin Date: 10-18 -17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: ^{OK} Yes No

Signed:  Date: 10/10/17

Chief Information Officer