



PUBLIC SCHOOLS OF NORTH CAROLINA

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

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September 4, 2018

Memorandum

To: Dr. Maria Pitre-Martin

From: William J. Hussey *WJH*



Subject: Intent to Contract
Requisition No. RQ21522666
(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: Exceptional Children's Assistance Center
Amended Contract Amount: \$35,000.00
Amended Contract Dates: October 1, 2018-September 30, 2019
DPI Contact Person and Telephone Number: Dreama McCoy, 807-3920

EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, Director

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

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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 contract is being initiated to support the partnership with the Exceptional Children's Assistance Center (ECAC) to provide educators and parents with increased knowledge of scientifically-based instructional practices for children with disabilities. To provide training and understanding for parents around Deaf-Blind services and support. The Deaf-Blind grant is responsible for identification, dissemination of information and technical assistance to students and families birth through 22 year of age. All of these services support the IDEA requirement for parental input as well as the sharing of valid information.
4. **How does the contract add value to the teaching/learning process?** This contract will provide the Exceptional Children's Assistance Center with funds to support the development, presentation of and distribution statewide of instructional strategies and information to support quality instruction for students with disabilities (Deaf-Blind), in conjunction with EC Division staff. It also provides multiple opportunities for parental input on services for students with disabilities, as well as parent information regarding general supervision of 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.** This service is not repetitive with agency activity or other contracts. In order to develop and present this information to educators and parents across NC, ECAC needs the resources to support these projects.
6. **What is the impact, if you do not contract for these services?** If we are not able to contract with ECAC to support the development and distribution of information to parents, educators and communities, our stakeholders will lack the most up-to-date knowledge and skills to be effective providers and consumers of special education services, OSEP required accountability, policy changes, deaf-blind services, and parental rights.
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.** Federal Deaf/Blind Project funds will be used to support this contract. The grant indicates a collaborative partnership with ECAC.
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 Purchasing and Contracts or ITS Procurement Services is required for sole sourced contracts.) Yes.**
11. **Have you contracted with this vendor previously for related services? If yes, please list all contracts with this vendor during the last twelve months.** Yes, we contracted with the Exceptional Children's Assistance Center during 2014-15, 2015-16, 2016-17, 2017-18 to support parent education in the areas of special education.

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 amount of this contract was calculated based on costs of providing multiple opportunities for parental input and to develop and distribute statewide critical information and parent training (English and Spanish) concerning instruction for students with disabilities and parent's rights under IDEA.

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) _____

Requisition No. RQ 21522666 _____	
Budget Code: 0801-532199-166032550380 _____	
Signed: <u>E. Wayne Smith</u> Budget Representative	Date: <u>9/12/18</u>
Requisition No. RQ 21522666 _____	
Approved: Yes <u> ✓ </u>	No _____
Signed: <u>White-Martin</u> Supt./Deputy Supt./Appropriate CFO/CAO/CIO	Date: <u>9-18</u>
<u>For Technology Contracts Only:</u>	
Approved: Yes _____	No _____
Signed: _____	Date: _____
Chief Information Officer	

BUDGET
Exceptional Children Assistance Center
October 1, 2018-September 30, 2019

Allow for the support and training to Deaf-Blind specialists statewide; Engage families to successfully advocate on behalf of their children with Deaf-blindness. To create and assist with parent information and awareness on the Deaf-Blind Grant. This includes technical assistance and dissemination of products and services of high quality.

Funded from Deaf Blind Grant 35,000

TOTAL **\$35,000**