



# PUBLIC SCHOOLS OF NORTH CAROLINA

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


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April 24, 2017



## Memorandum

To: Maria Pitre-Martin, Chief Academic & Digital Learning Officer

From: William J. Hussey, Director 

Subject: Intent to Contract  
Requisition No. **RQ20387008**  
(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:** East Carolina University

**Contract Amount (if this request amends the amount, please enter the amended amount):** \$220,207.00

**Contract Dates:** October 1, 2017 to September 30, 2018

**DPI Contract Contact Person and Telephone Number:** Dreama McCoy 919- 807-3920

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 purpose for the amendment is to allow the continuation of services and the amended Scope of Work to continue, Appendix A. Amended sum: \$220, 207.00.
3. **Why are you initiating a contract?** The Deaf-Blind Grant is responsible for identification, dissemination of information and technical assistance to families and

### 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

LEA's of children birth through 22 years of age. DPI does not have the internal capacity to fulfill all the activities in the grant without contractual support.

4. **How does the contract add value to the teaching/learning process?** Specialized instruction, training, consultation, and resources will be provided to teachers, service providers, and families of students with deaf-blindness. These services will have a direct impact on the learning and increased skill level of students with deaf-blindness.
5. **Is the service unique and not repetitive with agency activity or other contracts?** This service is unique and not repetitive with agency activity or other contracts. **Please state why this service cannot be performed within the resources of the agency.** We receive special federal funding to provide this service under our deaf-blind grant which provides technical assistance to service providers in the state. These services will be provided in collaboration with the Exceptional Children Division. The university has the additional staff and resources required to provide on-going services to teachers and families.
6. **What is the impact, if you do not contract for these services?** Students who are deaf-blind will not receive specialized instruction in accordance with federal requirements.
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.** Yes, the grant indicates a collaborative partnership with East Carolina University and NCDPI.
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.)** No
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.  
NC10083776
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.** It is commensurate with university policies and salary schedules. These individuals will be working part-time on grant activities. This figure also includes all costs for benefits and instructional materials.

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 \_\_\_\_\_ No

If answer is yes, is individual a member of:

\_\_\_\_\_ TSERS (Teachers & State Employees Retirement System)

\_\_\_\_\_ Other (Please Explain) \_\_\_\_\_

Requisition No. **RQ20387008**

Budget Code: **0801-532150-166032550380**

Signed: S. Collins Date: 4-26-17  
Budget Representative

Requisition No. **RQ20387008**

Approved: Yes ✓ No \_\_\_\_\_

Signed: M. Pitre - Martin Date: 4-27-17  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

**For Technology Contracts Only:**

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Information Officer