



Eastern North Carolina School for the Deaf

1311 US Hwy 301 S • Wilson, North Carolina 27893-6621
(252) 237-2450 • Courier 151

Carter Bearden
ENCSD School Director

Shirley Reed
Principal

March 27, 2017

Memorandum

To: Adam Levinson, CFO
From: Carter Bearden, ENCSD Director
Subject: Intent to Contract
Requisition No. **RO20313771**
(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: ECU School of Medicine: Department of Pediatrics
Contract Amount (if this request amends the amount, please enter the amended amount): ENCSD: \$27,360
GMS: \$28,080
NCSD: \$28,800
Total Contract: All Schools: \$84,240
Contract Dates: August 1, 2017 through July 31, 2018
DPI Contract Contact Person and Telephone Number:
Joni Robbins (919) 807-3664

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?
 - To be able to provide onsite primary care from a pediatrician who specializes in working with the special needs population. This service will provide on-call for students while on campus and provide telemedicine services for quick and accurate diagnostics. This service also will provide Doctor's written orders and sign off on treatment of students to be provided by each schools nursing staff (for compliance). Services will be required during the regular academic school year and during summer camps.
4. How does the contract add value to the teaching/learning process?
 - Having a Pediatrician to provide for primary care needs of students will ensure availability of care and enhance the student's educational experience.
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.
 - Neither ENCSD, GMS, nor NCSD have a Pediatrician on staff. In order to provide primary healthcare services to our students, we require the services of this contract. This contract is provided by another state agency.
6. What is the impact, if you do not contract for these services?
 - The services will not be provided without contracting. If the services are not provided the students needing these services will not be able to access the care.
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.
 - Grant money is not involved in this contract.
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.)
 - N/A
 - We are using ECU School of Medicine another state agency.

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.
- Yes. We have contracted with East Carolina University School of Medicine, Department for a number of years.
 - NCSBE Contract Order No: NC10308677
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 for ENCSD is based on approximately one thousand, and ninety-four point four (1094.4) hours (38weeks) of pediatric services @ \$25.00/hour (excludes periods of time of 1 or more week periods when the students are on breaks, inclusive of times the students are in camp outside of the academic school year). The cost for GMS is based on approximately one thousand, one hundred and twenty-three point 2 (1123.2) hours (38weeks) of pediatric services @ \$25.00/hour (excludes periods of time of 1 or more week periods when the students are on breaks, inclusive of times the students are in camp outside of the academic school year). The cost for NCSD is based on approximately one thousand, one hundred and fifty-two (1152) hours (38weeks) of pediatric services @ \$25.00/hour (excludes periods of time of 1 or more week periods when the students are on breaks, inclusive of times the students are in camp outside of the academic school year).
13. Is this contract for information technology services?
- No, this contract is not for information technology services.
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. RQ20313771

ENCSD Budget Code: 0801 532150 186310380533

GMS Budget Code: 0801 532150 186410380544

NCSD Budget Code: 0801 532150 186210380522

Signed:

Imogen Hall
Budget Representative

Date:

4/24/17

Requisition No. RQ20313771

Approved:

Yes

No

Signed:

Sabrina Bacon
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

Date:

4/26/17

For Technology Contracts Only:

Approved:

Yes

No

Signed:

Chief Information Officer

Date:
