



Eastern North Carolina School for the Deaf

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(252) 237-2450 • Courier 151

Dr. Michele Handley
ENCSD School Director

Shirley Reed
Principal

April 3, 2018

Memorandum

To: Barbria Bacon, Superintendent
From: Dr. Michele Handley, ENCSD School Director
Subject: Intent to Contract
Requisition No. RQ21141539
(Required for Service Contracts Greater Than \$5,000)

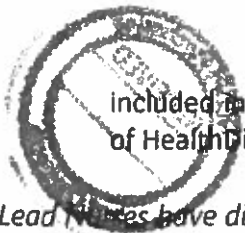
Important Information: Approval of this Memorandum of Intent to Contract is required prior to initiating the contract process. It does not constitute a contract, nor does it imply that a contract will be approved. In that regard, please note that no contractor work can begin until a contract has been 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: \$27,523.50
GMS: \$28,461.50
NCSD: \$29,999.00

Total Contract: All Schools: \$85,984.00
Contract Dates: July 1, 2018 through June 30, 2019
DPI Contract Contact Person and Telephone Number: Mike Beaver, NC DPI Purchasing, Phone: 919-807-3683



included in the monthly invoice for contract payment by schools. Current fair market value of HealthDirect services provided to ECU is \$14.00 per triage call.

*The Lead Nurses have discussed and want to be open to changes when necessary but would like to say this is a huge reduction in the personal service we have grown to count on with ECU. Having one physician that knows our students, that works with all 3 schools daily to provide continuity of care has been a tremendous positive influence for our students health. Dr Simeonsson seeing a red ear on Monday and being able to evaluate continued earache on Wednesday evening understands the student's needs better having already been treated earlier. We agree that we have not abused the privilege of being able to contact Dr Simeonsson after hours, citing less than 15 calls from all 3 schools this entire school year. This is because Dr Simeonsson has provided Nursing Standing Orders, and Physician Standing Orders that we follow every day, to provide 24 hour services to our student's vast needs. **The Lead Nurses are requesting to keep our contract unchanged for on call services for the 2018-2019 pediatric medical contract.***

NC BON tells us that the Nurse can discriminate what is normal from abnormal. However without objective data/ x-rays or lab pushes beyond the scope of practice for the RN. That's the physician's role. The ESDB Nurse follows physician standing orders currently, when those fail, we then contact the physician. The Lead Nurses are concerned that the Nurse Triage line will be a barrier to access physician services. We are already nurses; following specific standing orders created for ESDB students in our academic/residential programming, and would be following those orders prior to a physician call. From Mitzi Witherington" Once the Health Direct office receives a call they will triage the call and page the MD if needed." The Lead Nurses feel that a nurse triage line is unacceptable. Will the HealthDirect staff receive training? Be aware of our standing orders, our schools goals of keeping the students at school? Will the HealthDirect triage nurse be who decides if we have access to a physician? We would like access to the on-call physician without barriers.

We would like to request an onsite visit to ECU telemedicine, to better understand how you do things, to better understand changes of services and to better assist us in our individual processes at each school in the flow of the addressing the needs of our students.

Finally, with regard to receiving our faxes from ECU Telemedicine center, we request that getting paperwork back from the person responsible be done in a timely manner.

Thank you.

ESDB Lead Nurses.

Elizabeth Beck and I will reach out to ECU to discuss their proposed changes with the information and feedback provided by the Nursing Directors at each school shown above, but am requesting to go ahead as is to meet the deadline of submittal.

Please notify me as the contract moves through the approval process.

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 be for students Pre-School-12th Grade throughout the state of North Carolina. Students being served may vary in age from 3 years to 22 years. 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.)

Contract Policies, please attach the required written permission granted by the Deputy Superintendent.

- The cost for ENCSD is based on services not to exceed Three Hundred Thirty (330) hours annually at a cost of \$150.00 per hour not to exceed \$49,500.00. We are also reimbursing travel not to exceed 2530.80 miles at Fifty-four and 1/2 cent (\$0.545) per mile, based on the state allowable rate determined by the IRS. Total mileage reimbursement not to exceed \$1,379.29. The mileage rate is subject to change. Allowable mileage is from the contractors work site or home site, whichever route is closest. Must be provided at the beginning of the contract for each route to verify the closest route. Route may not exceed 66.6 round trip miles.

Total contract amount for services and travel at ENCSD will not exceed Fifty Thousand Eight Hundred Seventy-Nine Dollars and Twenty-Nine cents. (\$50,879.29). This contractual service will be paid from state funds (0801-532199-186310380533).

- The cost for GMS is based on services not to exceed Three Hundred Thirty (330) hours annually at a cost of \$150.00 per hour not to exceed \$49,500.00. We are also reimbursing travel not to exceed 6330.80 miles at Fifty-four and 1/2 cent (\$0.545) per mile, based on the state allowable rate determined by the IRS. Total mileage reimbursement not to exceed \$3,450.29. The mileage rate is subject to change. Allowable mileage is from the contractors work site or home site, whichever route is closest. Must be provided at the beginning of the contract for each route to verify the closest route. Route may not exceed 166.6 round trip miles.

Total contract amount for services and travel at GMS will not exceed Fifty-Two Thousand Nine Hundred Fifty Dollars and Twenty-Nine cents. (\$52,950.29). This contractual service will be paid from state funds (0801-532199-186410380544).

- Hourly rate for services is based on ECU Psychiatry Services standard charge of \$150.00 per hour.

NOTE: Travel reimbursement is at the IRS rate and is subject to change at any time. Mileage will not be included in billing or approved for payment unless the contractor comes onsite at the schools. Billable route will be the route submitted that verifies closest route to school.

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 X No

If answer is yes, is individual a member of:

 TSERS (Teachers & State Employees Retirement System)

 Other (Please Explain) _____

Requisition No. RO21141548

ENCSD Budget Code: 0801 532199 186310380533

GMS Budget Code: 0801 532199 186410380544

Signed: [Signature] Budget Representative Date: 4/11/2018

Requisition No. RO21141548

Approved: Yes No

Signed: [Signature] Superintendent Date: 4/10/18
White - Martin

For Technology Contracts Only:

Approved: Yes No

Signed: _____ Date: _____
Chief Information Officer

