



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. RO20313806
(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 Psychiatry
Contract Amount (if this request amends the amount, please enter the amended amount): ENCSD: ~~\$44,141.20~~ 54,246.00
GMS: ~~\$47,963.24~~ 48,010.56
Total Contract: \$92,104.44 102,256.56
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 psychiatric services to those students identified as having mental health needs. We require a Child Psychiatrist to provide these services to students enrolled at the Eastern NC School f/t Deaf.
4. How does the contract add value to the teaching/learning process?
 - Having a Child Psychiatrist to provide for the mental health 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 nor GMS have a Child Psychiatrist on staff. In order to provide needed mental health services to our students, we require the services of this contract.
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: NC10308678

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 services not to exceed Three Hundred Thirty (330) hours annually at a cost of \$130.00 per hour. We are also reimbursing travel not to exceed 2320 miles at Fifty-three and 1/5 cent (\$0.535) per mile, based on the state allowable rate determined by the IRS. Total mileage reimbursement not to exceed \$1,241.20. The mileage rate is subject to change. Allowable mileage is from the contractors work site or home site, whichever route is closest.
- The cost for GMS is based on services not to exceed Three Hundred Thirty (330) hours annually at a cost of \$130.00 per hour. We are also reimbursing travel not to exceed 9464 miles at Fifty-three and 1/5 cent (\$0.535) per mile, based on the state allowable rate determined by the IRS. Total mileage reimbursement not to exceed \$5,063.24. The mileage rate is subject to change. Allowable mileage is from the contractors work site or home site, whichever route is closest.
- Hourly rate for services is based on ECU Psychiatry Services standard charge of \$130.00 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.

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. RQ20313806

ENCSD Budget Code: 0801 532150 186310380533

GMS Budget Code: 0801 532150 186410380544

Signed: *Jmya Hall* Date: 4/24/17
Budget Representative

Requisition No. RQ20313806

Approved: Yes No

Signed: *Sabrina Bacon* Date: 4/26/17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes No

Signed: _____ Date: _____
Chief Information Officer