



**PUBLIC SCHOOLS OF NORTH CAROLINA**

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

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April 9, 2018

**Memorandum**

To: Stacey Wilson-Norman

From: William J. Hussey *WJH*

Subject: Intent to Contract  
 Requisition No. RQ\_20976279 \_\_\_\_\_  
 (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  
 Regional EC Education Coordinator

**Contract Amount:** \$180,408.31

**Contract Dates:** July 1, 2018 – June 30, 2019

**DPI Contract Contact Person and Telephone Number:** Sherry Thomas, 919-807-3992

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 provide direct services to 28 LEAs for the education of children with disabilities. The Individuals with Disabilities Education Act (IDEA) and Article 9, North Carolina Public School Laws, require that children with disabilities be provided a free appropriate public education (FAPE). The services provided through this contract will ensure that children with disabilities be provided a FAPE.

**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

4. **How does the contract add value to the teaching/learning process?** LEAs must have a source to which they can turn for quick response, particularly on a regional level. Services delivered at a regional level provide an effective, expeditious adjunct to services from the state level. Regional services will enhance the site based decision process and the local autonomy of LEAs. This position coordinates regional services from the Exceptional Children Division to streamline 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. Services will focus on providing technical assistance and support in compliance/monitoring and parent complaint follow-up for children with disabilities in the areas of educational and related services. There are no agency positions at this time that can provide these services.
6. **What is the impact, if you do not contract for these services?** The services, to be provided by a contract with ECU, support the mandate of IDEA in providing a FAPE to children with disabilities. These services and support are critical components of the successful implementation of IDEA and they won't be provided to the Northeast & Southeast Regions without this contract.
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.** Funds from the Individuals with Disabilities Education Act (IDEA) Title VI-B Grant are used to fund 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.)** No
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, The Exceptional Children Division has contracted with East Carolina State to provide similar services for 2017-18.
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 of this contract was calculated based on cost for salary, benefits, facilities, office costs and special projects.
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. RQ\_20976279 \_\_\_\_\_

Budget Code: 0801-532150-166032956380 \_\_\_\_\_

Signed:  \_\_\_\_\_ Date: 4/17/2018  
Budget Representative

Requisition No. RQ \_\_\_\_\_

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

Signed:  \_\_\_\_\_ Date: 4/11/2018  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

**For Technology Contracts Only:**

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

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