



# PUBLIC SCHOOLS OF NORTH CAROLINA

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

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October 16, 2017

## Memorandum

To: Michael Nicolaides

From: Paul Gebhardt *PUG*

Subject: Intent to Contract  
 Requisition No. *RQ 19036151 V-4 - NC10282298*  
 (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: **E-rate Central**
  - Contract Amended Amount: **\$93,000 for the final extension 2018-19**
  - Contract Amended Dates: **April 8, 2018 – April 7, 2019**
  - DPI Contract Contact Person and Telephone Number: **Paul Gebhardt 919-807-3212**
  
2. Is this a contract amendment? **Yes, the original Contract was one year, with two optional extensions. This is the second and final extension.**
  
3. Why are you initiating a contract? What services will you require? **E-rate Central provides e-rate consulting and compliance assistance for our own State E-rate coordinators. Their services assist us in making critical decisions that will have a state-wide impact. We seek their advice to help ensure compliance and show due diligence.**

### TECHNOLOGY SERVICES

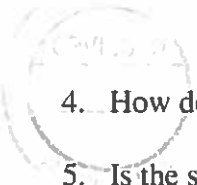
Michael Nicolaides, Chief Information Officer | Michael.Nicolaides@dpi.nc.gov  
 6310 Mail Service Center, Raleigh, North Carolina 27699-6310 | (919) 807-3606  
 AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



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- 4. How does the contract add value to the teaching/learning process? **N/A**
- 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.  
**Yes, this is a unique service.**
- 6. What is the impact if you do not contract for these services? **N/A**
- 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. **N/A**
- 8. Will you use competitive bidding (e.g., RFP?) If yes, skip questions # 9 through # 12. **N/A**
- 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, IFB 40-IT00105-16 is the original contract for this amendment.**
- 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 extension is specified in the original contract.**
- 13. Is this contract for information technology services? **Yes.**
- 14. If this is a personal service contract request, is the vendor/contractor a retiree? **No.**

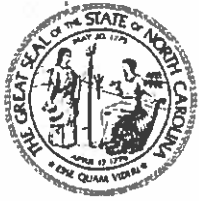
If answer is yes, is individual a member of:

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

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

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Requisition No. RQ 19036151-V4

Budget Code: 0801-532140-102120725220

Signed: Margaret Wall Date: 10/19/17  
Budget Representative

Requisition No. RQ 19036151-V4

Approved: Yes  No

Signed: [Signature] Date: 10/20/17  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

**For Technology Contracts Only:**

Approved: <sup>DR</sup> Yes  No

Signed: [Signature] Date: 10/20/17  
Chief Information Officer

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