

April 24, 2017



Memorandum

To: Maria Pitre-Martin
From: Verna Lalbeharie
Subject: Intent to Contract
Requisition No. RQ RO 20404654
(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: Friday Institute
Contract Amount (if this request amends the amount, please enter the amended amount) \$1,014,838.68 ((2016-17 FY: \$375,412.37 + Data Vis.: \$169,050.00 = \$544,462.73) + (2017-18 FY: \$470,376.31))
Contract Dates: July 1, 2017–June 30, 2018
DPI Contract Contact Person and Telephone Number: Hunter Huffman, 919-807-3633

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) **Yes. The amendment extends the term of the current contract (task order under the Master Agreement with the University System) and adds \$169,050.00 to the current term. The additional costs in the current term are for data visualization services (specifically, the creation of the NC Digital Learning Data Dashboard); this service is a primary deliverable in the state's digital learning plan.**

3. Why are you initiating a contract? What services will you require? **See attached scope of work for details. DPI wishes to contract with the FI to assist in coordinating work related to the State Board's Digital Learning Plan as required by SL 2016-94, Section 8.23.**
4. How does the contract add value to the teaching/learning process? **This task order will advance the State's efforts in meeting its target of 2017 for digital learning by focusing particularly on statewide content, state policies, and continuous improvement.**
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. **DPI does not have the personnel resources to accomplish this work without the FI's assistance.**
6. What is the impact, if you do not contract for these services? **Work toward achieving the State Board's Digital Learning Plan will be stalled indefinitely.**
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. **No.**
8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12. **No. We will establish this contract as a task order under the Master Agreement with the University System.**
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. **N/A**
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 in the case of a task order.**
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. **N/A**
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. **N/A**
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 N/A

If answer is yes, is individual a member of:

_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please Explain) _____

Requisition No. RQ 20404654

Budget Code: 180010138000 (532150)

Signed: Margaret Wallace Date: 5/2/2017
Budget Representative

Requisition No. RQ 20404654

Approved: Yes No

Signed: M. P. Martin Date: 5-8-17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____ Date: _____
Chief Information Officer