



PUBLIC SCHOOLS OF NORTH CAROLINA

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

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June 16, 2017



Memorandum

To: Michael Nicolaidis
 From: Paul Gebhardt and Donna Roch *DH*
 Subject: Intent to Contract
 Requisition No. RQ20498553
 (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 Amended Amount: **N/A**
 Contract Amended Dates: **N/A**
 DPI Contract Contact Person and Telephone Number: **Paul Gebhardt 919-807-3212 and Donna Roch 919-807-3253**
2. Is this a contract amendment? **No, this is a new contract**
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 conducting planning work related to School Connectivity Initiative 2.0 and the Business System Modernization Project. The current year's budget law requires that we contract with the Friday Institute for the Business System Modernization Project.**
4. How does the contract add value to the teaching/learning process?
This contract will advance the State's efforts in meeting its target of 2017-2020 for digital learning by focusing particularly on infrastructure needs and related governance. The Business System Modernization project will add value by providing modern systems and tools to make our schools more efficient.
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.

TECHNOLOGY SERVICES

Michael Nicolaidis, 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

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 a School Connectivity Initiative 2.0 and a Business System Modernization Project 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 questions # 9 through # 12. **No, we will establish a 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. **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 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. **Please see attached RQ20498553 for individual line items – total amount is \$1,433,817.56.**
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) _____

Requisition No. RQ20498553 _____

Budget Code: 102120725220 E-Rate Receipts

Signed: Rose B. Page Date: 4/23/17
Budget Representative

Requisition No. RQ20498553 _____

Approved: Yes No

Signed:  Date: 6/16/2017
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes No

Signed:  Date: 6/16/2017
Chief Information Officer