

July 27, 2017



**Memorandum**

To: Superintendent Mark Johnson  
From: Eric Hall  
Subject: Intent to Contract  
Requisition No.

**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:** *NCSU – Friday Institute*

**Contract Amount (if this request amends the amount, please enter the amended amount):** *\$103,651.00*

**Contract Dates:** *August 1, 2017 through July 31, 2018*

**DPI Contract Contact Person and Telephone Number:** *Lisa Frazier 919.807.3435*

2. Is this a contract amendment? *No* 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.)
3. Why are you initiating a contract?  
*Research and Evaluation Design of the North Carolina Innovative School District*
4. What services will you require? *The scope of work addresses three phases of the process for planning the longer-term evaluation of the North Carolina Innovative School District: development among NCISD staff of an Internal Vision for the Innovative School District and the associated Innovation Zones; initial analysis of similarities and differences between the NCISD and ISD-like models in other states (Tennessee ASD/Innovation Zones, Louisiana RSD/Baton Rouge Achievement Zone, etc.); and the Development of a Four-Year Evaluation Plan that captures both external (e.g., North Carolina General Assembly, School District, Community, etc.) and internal (NCISD, DPI) formative and summative evaluation needs.*
5. What is the impact, if you do not contract for these services? *The most critical risk associated with failure to acquire these services would ultimately be to educational opportunities provided to children in low-performing schools who may hampered by NC ISD's inability to implement strategies to affect positive change / improved results in low-performing North Carolina schools.*

6. 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*
7. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12.
8. 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*
9. Do you plan to request sole sourcing for this contract? *Yes* 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.) *Sole Source letter not required as Friday Institute is a governmental unit – as stated on Sole Source form: Please note that a sole-source justification is not required when the contractor is a governmental unit.*
10. 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. *No, but this vendor has an extensive portfolio within DPI for similar projects (Race to the Top, LAB Schools)*
11. 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. *Budget Narrative attached.*
12. Is this contract for information technology services? *No*
13. If this is a personal service contract request, is the vendor/contractor a retiree? *N/A*  
 Yes     No

If answer is yes, is individual a member of:

TSERS (Teachers & State Employees Retirement System)

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

Requisition No.	
Budget Code: 0801 532199 1000 10100122	
Signed: <u>          Ron B. Page          </u>	Date: <u>8/25/17</u>
Budget Representative	
Requisition No.	
Approved: Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Signed: <u>          M. J. [Signature]          </u>	Date: <u>8/24/17</u>
Supt./Deputy Supt./Appropriate CFO/CAO/CIO	

**For Technology Contracts Only:**

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

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