



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_20976198 _____
 (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: Granville County Schools
 IDEA Part B Consultant

Contract Amount: \$122,353.29

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?** The reauthorization of the Individuals with Disabilities Act 2004 has resulted in collection of additional data from the 272 local education agencies, charter schools and state-operated programs applying for Individuals with Disabilities Education Act (IDEA) 2004, Title VI, Part B 611 grant. The requirements for approval are now so extensive that another consultant is needed to review grants. The process is two-fold including a program and fiscal (BAAS) review and approval. Both must be approved before funds are allotted to units from the School Allotment Section.

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?** This contract assures that LEAs, charter schools and state-operated programs have special education teachers, related service personnel, and teacher assistants. The IDEA 611 grant has to be approved before funds can be used to hire LEA personnel. The one consultant has not been able to approve and amend grants before the deadline. There are currently two preschool consultants to review the 115 traditional LEAs IDEA, Title VI, Part 619 web grant applications. There is a need for an additional consultant to assist with the review, approval and amendment of IDEA, Title VI, Part 611 web grant applications.
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.** The Exceptional Children electronic web grant is the only portal for approval of IDEA, Part 611 and 619 grants in North Carolina. The support for budget development, submittal and approval by charter schools as LEAs greatly increased the number of grants consultants can support. This also put the Exceptional Children Division in a precarious position of not having support for the grant approval process for charter schools.
6. **What is the impact, if you do not contract for these services?** The current consultants cannot review, approve, support and amend 286 LEA web grants within the current deadline with the new federal IDEA 2004 data collection requirements. The approval gives the units receiving the grant funds a certain number of months to expend funds. Grantees will not receive the full life of the grant funds, if the Exceptional Children Division does not meet the approval deadline. This could pose a problem for the grantee and the Division. The Exceptional Children Division was requested and received another position. However, the continued increase in the number of Charter Schools necessitates the continuation of this contract. North Carolina for this year alone has over 360 million dollars in IDEA 2004 federal grant funds. The responsibilities of the position have grown.
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 Granville County Schools 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 and benefits.

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 X No

If answer is yes, is individual a member of:

_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please Explain) _____

Requisition No. RQ20976198 _____

Budget Code: 0801-532150-166032956380 _____

Signed: [Signature] _____ Date: 4/17/2018
Budget Representative

Requisition No. RQ _____

Approved: Yes ✓ No _____

Signed: [Signature] _____ Date: 4/11/2018
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____ Date: _____
Chief Information Officer