



PUBLIC SCHOOLS OF NORTH CAROLINA

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


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September 6, 2018



Memorandum

To: Maria Pitre-Martin

From: William J. Hussey 

Subject: Intent to Contract
Requisition No. RQ_20976198_NC10437484
(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: \$126,506.74 (\$122,353.29 + \$4,153.45)

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)
Yes, to comply with the legislative increase in salaries and benefits.

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

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 / NC10437484 _____

Budget Code: 0801-532150-166032956380 _____

Signed: E. Wayne Smith Date: 9/12/18
Budget Representative

Requisition No. RQ _____

Approved: Yes ✓ No _____

Signed: W. P. He-Martin Date: 9-17-18
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____ Date: _____
Chief Information Officer