



PUBLIC SCHOOLS OF NORTH CAROLINA

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

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March 28, 2017



Memorandum

To: Maria Pitre-Martin

From: William J. Hussey *WJH*

Subject: Intent to Contract
 Requisition No. RQ _____
 (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
 IT Project Manager

Contract Amount: \$120,766.91

Contract Dates: July 1, 2017 – June 30, 2018

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?** A Project Manager is needed to manage the new Exceptional Children Accountability Tracking System (ECATS) project for the Exceptional Children Division including; but not limited to project management, product management, contract management, and vendor management.
4. **How does the contract add value to the teaching/learning process?** The Project Manager will be responsible for managing the ECATS project for the EC Delivery Team and the EC Division. By

EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, Director | bill.hussey@dpi.nc.gov

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

managing this project, enhancements will get implemented in the application that will assist in collection of data for reporting to the state and federal government. This reporting is crucial to the Department of Public Instruction to receive state and federal funding for children with disabilities.

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.** Yes. Project Manager resources are at capacity within the agency. The ECATS application projects needs project management, personnel management and vendor management.
6. **What is the impact, if you do not contract for these services?** The lack of enhancements to the ECATS application could cause a lapse in being able to report to the state and federal government which could cause a long-term effect on state and federal funding to the Department of Public Instruction.
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 2016-17, as the RFP for ECATS was researched and developed.
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?** Yes
14. **If this is a personal service contract request, is the vendor/contractor a retiree?**

_____ Yes No

If answer is yes, is individual a member of:

_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please Explain) _____

Requisition No. RQ 20336570

Budget Code: 0801-532150-166032956839 (70%) = 84,536.84
0801-532150-166032956841 (30%) = 36,230.07

Signed: S. Collins Date: 4-11-17
Budget Representative

Requisition No. RQ _____

Approved: Yes No _____

Signed: M. P. H. - Martin Date: 4-10-17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____ Date: _____
Chief Information Officer