

May 25, 2017

Memorandum

To: Maria Pitre-Martin, Ph.D.
Deputy State Superintendent

From: Donna R. Brown, Director
Federal Program Monitoring and Support Division

Subject: Intent to Contract
Requisition No. RQ20472599
(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: HMB INFORMATION SYSTEM DEVELOPERS, INC.

Contract Amount (if this request amends the amount, please enter the amended amount): \$126,000

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

DPI Contract Contact Person and Telephone Number: Quentin Parker, 919-807-3215 Quentin.Parker@dpi.nc.gov

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, the contract amendment is necessary to support and host the Grant Management System GMS-100 – NC Comprehensive Continuous Improvement Plan (NC CCIP) System.**

3. **Why are you initiating a contract? What services will you require?** The amendment will allow the vendor to provide maintenance and technical support and host the application.
4. **How does the contract add value to the teaching/learning process?** Grant Management System GMS-100 – NC Comprehensive Continuous Improvement Plan (NC CCIP) System provides the tools and services to enable educators to more effectively manage the process of grant submission, approval, and validation. Additionally, the transparency of the grant activities allows current and future grantors to more easily track the allocation of funds.
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, Grant Management System GMS-100 – NC Comprehensive Continuous Improvement Plan (NC CCIP) System provided by HMB Information System Developers is unique and nonrepetitive with other agency activity or contracts. NCDPI does not have internal resources with the skills and knowledge to make changes to the existing technology needed in order to support the application.
6. **What is the impact, if you do not contract for these services?** If NCDPI does not contract with HMB Information System Developers for these services, state and local education resources will continue to manually process grant funding applications, thereby causing inefficiencies in the ability to prioritize, save time, and manage resources effectively. Furthermore, because NC LEAs are required to complete a variety of applications in order to expand state and federal funds, the inability to contract for these services will also render NC LEAs unable to consolidate planning and application processes which reduce duplication of effort and information across the state of North Carolina.
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, the contract is being paid with grant money but the grant does not require the contract services.
8. **Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12.** No, this is a sole source with the vendor HMB Information System Developers
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.)** Yes, see attached.

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.

1. Amendment 8 to contract NC10081574
2. Amendment 7 to contract NC10081574
3. Amendment 6 to contract EP4794591;
4. Amendment 5 to contract EP4794591;
5. Amendment 4 to contract EP4794591;
6. Amendment 3 to contract EP4794591;
7. Amendment 2 to contract EP4794591;
8. Amendment 1 to contract EP4794591;
9. Contract cover sheet for EP4794591;
10. Special Terms and Conditions set forth in RFQ number 40-GMS-100-CCIP;
11. ITS Terms and Conditions;
12. RFP 40-GMS-100-NC CCIP, including exhibits;
13. Instructions to Vendors; and Vendors Response to RFQ number 40-GMS-100-CCIP;

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. Amendment 8 to contract NC10081574 - FY 2016-17 - DIT file 200175 authorizes the option to renew this contract for an additional two (2) years in one (1) year increments each. Amendment 8 states that NCSBE is to pay the Contractor an amount not to exceed \$126,000.00 per North Carolina fiscal year (July 1 – June 30) for the services to be provided pursuant to the Contract during the Extended Term. The total amount due and payable from NCSBE to Contractor during the Extended Term shall not exceed \$252,000.00.

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 204725 99

Budget Code: 1100 - 31150 - 827

Signed: Heidi M. Thum
Budget Representative

Date: 8/10/2017

Requisition No. RQ _____

Approved: Yes No

Signed: Mitchell-Martin
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

Date: 8-7-17

For Technology Contracts Only:

Approved: Yes No

Signed: [Signature]
Chief Information Officer

Date: 8/7/17