



PUBLIC SCHOOLS OF NORTH CAROLINA


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

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October 9, 2018

Memorandum

To: Eric Hall, Deputy Superintendent of Innovation

From: Trey Michael, Director, Career and Technical Education 

Subject: Intent to Contract
 Requisition No. RQ21570407
 (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: Inter-Industry Conference on Auto Collision Repair® ("I-CAR")

Contract Amount (if this request amends the amount, please enter the amended amount): \$5,850.00

Contract Dates: October 31, 2018 – June 30, 2019

DPI Contract Contact Person and Telephone Number: James Pressly 919-807-3887

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? What services will you require?

This contract will provide the resources for students to earn industry recognized credentials in collision repair.

- **Curriculum Updates:** I-CAR shall provide up-to-date curriculum for the modules required by I-CAR for NC-DPI to deliver to its students to earn

CAREER AND TECHNICAL EDUCATION

Trey Michael, Director, Career and technical Education Trey.Michael@dpi.nc.gov

6307 Mail Service Center, Raleigh, North Carolina 27699-6306 | (919) 807-3818 | Fax (919) 807-3899

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

the agreed upon I-CAR Platinum Certificates of Refinishing, Nonstructural and/or Estimating.

- **Educator Support:** I-CAR agrees to provide training, at no additional cost to NC-DPI or its Educators or students.
- **Materials:** I-CAR agrees to provide to NC-DPI, its Educators and students, at no additional expense to NC-DPI, educational materials including online supporting materials (objective worksheets, quizzes, post-test, answer keys, performance evaluations, activities and demonstrations, instructor manual, textbook); in electronic format.
- **Online Resources:** I-CAR shall provide NC-DPI and its students and graduates with access and training resources to the "myI-CAR" account registration.
- **Recognition:** I-CAR shall award all NC-DPI graduates who successfully complete the NC-DPI Program, pay the "Start" and "Grad" fees, and pass the End of Program Exams with individual Platinum Certificates.

4. How does the contract add value to the teaching/learning process?
It provides resources so that instructors can train and provide an opportunity for students to earn I-CAR certifications.
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.
I-CAR is a sole source for the materials provided.
6. What is the impact, if you do not contract for these services?
Students will not have access to the training and credentials provided by I-CAR.
7. If this contract is being paid with grant money, does the grant require the contracted services?
No grant money is being used
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? **No** If yes, please skip question # 10 and complete questions # 11 and # 12.
10. 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.)
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 NC10396079**

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.

It is a negotiated price for North Carolina to use this program with approximately 9 schools at \$650.00 per school.

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:

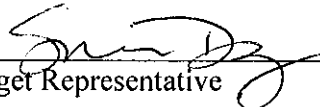
_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please Explain) _____

Requisition No. RQ21570407 _____

Budget Code: 0801-532150-180036453342

Signed: _____


Budget Representative

Date: _____

10/15/18

Requisition No. RQ21570407 _____

Approved: Yes _____ No _____

Signed: _____


Supt./Deputy Supt./Appropriate CFO/CAO/CIO

Date: _____

10/15/18

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____

Chief Information Officer

Date: _____