

February 22, 2017

**Memorandum**

To: Maria Pitre-Martin  
From: Rosalyn Galloway  
Subject: Intent to Contract  
Requisition No. RQ RQ20243455  
(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: Instructure (Canvas Learning Management System)**

**Contract Amount: \$1,313,450.00 (\$1,293,450.00 + \$20,000.00)**

**Contract Dates: March 30, 2017 – March 29, 2018**

**DPI Contract Contact Person and Telephone Number:**

**Rosalyn Galloway, 919-807-3261**

**Rachel McBroom, 919-307-7970**

2. Is this a contract amendment? **YES.** 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).

**The Vendor (Instructure) shall continue to provide Operational Support services as previously awarded through a competitively bid RFP and terms. DPI is exercising the remaining one year of Operational Support effective March 30, 2017 through March 29, 2018.**

- To continue to provide the NCSBE, LEAs, and Charter Schools with the Contractor's Services and System as defined in the Contract.
- To continue to provide the NCSBE, on behalf of NCVPS and the Education Services for the Deaf and Blind, with up to 150,000 subscriber accounts to the Contractor's learning management system at no cost to NCSBE.
- To continue to provide NCSBE with access to Contractor's Course Catalog and Payment System at a cost of \$5,000.00 to NCSBE.
- To continue to provide the eSchool Dashboard hosting, maintenance, and support (as described in Attachment A to Amendment 2 to the Contract) for NCVPS at a cost of \$15,000.00.

All other original contract terms remain in effect.

3. Why are you initiating a contract? What services will you require? **Explained above under #2.**
4. How does the contract add value to the teaching/learning process? **Districts will be able to leverage a cooperative purchasing agreement for this Learning Management System.**
5. Is the service unique and not repetitive with agency activity or other contracts? **YES. Please state why this service cannot be performed within the resources of the agency. DPI lacks resources and expertise to perform this work.**
6. What is the impact, if you do not contract for these services? **Districts will not be able to leverage the LMS fully without the course catalog.**
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. **N/A.**
8. Will you use competitive bidding (e.g., RFP)? **This was already competitively bid in a prior RFP. If yes, skip the remaining questions # 9 through # 12.**
9. Are you using an IT Supplemental Staffing Convenience Contract or other type of convenience contract? **N/A. If yes, please skip question # 10 and complete questions # 11 and # 12.**
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). N/A – this was already competitively bid.**
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. **N/A.**
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. **Vendor provided a quote.**

13. Is this contract for information technology services? **Yes.**
14. If this is a personal service contract request, is the vendor/contractor a retiree? **N/A**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If answer is yes, is individual a member of:

\_\_\_\_\_ TSERS (Teachers & State Employees Retirement System)

\_\_\_\_\_ Other (Please Explain) \_\_\_\_\_

Requisition No. RQ (RQ20243455)

Budget Code: 1021 14200 119

Signed: Ron B. Page  
Budget Representative

Date: 3/1/17

Requisition No. RQ (RQ20243455)

Approved: Yes  No \_\_\_\_\_

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

Date: 2-27-17

**For Technology Contracts Only:**

Approved: Yes  No \_\_\_\_\_

Signed: [Signature]  
Chief Information Officer

Date: 3/6/17