



PUBLIC SCHOOLS OF NORTH CAROLINA

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

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January 19, 2017

Memorandum

To: Maria Pitre-Martin, Chief Academic and Digital Learning Officer

From: Jo Anne Honeycutt, Director Career and Technical Education *JA*

Subject: Intent to Contract
Requisition No. RQ_20148061
(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: NCACTE

Contract Amount (if this request amends the amount, please enter the amended amount): \$20,000.00

Contract Dates: January 25, 2017 – July 31, 2017

DPI Contract Contact Person and Telephone Number: Felicia Gray-Watson, 919-807-3892

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

CAREER AND TECHNICAL EDUCATION DIVISION

Jo Anne Honeycutt, Director | joanne.honeycutt@dpi.nc.gov

6361 Mail Service Center, Raleigh, North Carolina 27699-6361 | (919) 807-3764 | Fax (919) 807-3899

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

3. Why are you initiating a contract? What services will you require?
This contract is for NCACTE to provide event planning and coordination services that includes registration management, exhibitor showcases, and coordination of CTSO involvement for the 2017 CTE Summer Conference.
4. How does the contract add value to the teaching/learning process?
The CTE Summer Conference provides professional development and disseminates information from DPI to CTE teachers.
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. **The agency lacks manpower to manage and process the large number of registrations, exhibitor showcases and coordinate CTSO involvement.**
6. What is the impact, if you do not contract for these services?
Exhibitor involvement, booth set up and showcasing; registration for the 3,000 attendees; and CTSO services has to be coordinated and handled manually. The agency lacks the necessary staff, resources, and time.
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 – expenses are paid through registration fees generated by the conference.
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.)**
Yes
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.
No
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. **This is a flat fee to provide event planning and coordination services for registration, exhibits and CTSO involvement.**

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. RQ_20148061 _____

Budget Code: 0801 532199900 160020066342 _____

Signed: S. Collins Date: 1-20-17
Budget Representative

Requisition No. RQ_20148061 _____

Approved: Yes ✓ No _____

Signed: MPitche-Martin Date: 1-20-17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____ Date: _____
Chief Information Officer