

June 26, 2017



Memorandum

To: Dr. Maria Pitre-Martin
From: Tiffany Perkins *TP*
Subject: Intent to Contract
Requisition No. NC10317231
(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: North Carolina Comprehensive School Health Training Center (NCCSHTC) at East Carolina University

Contract Amount: \$40,250

Contract Dates: September 16, 2016 – ~~July 31, 2017~~
October 31, 2017

DPI Contract Contact Person and Telephone Number:
Susanne Schmal, 919-807-3867

2. Is this a contract amendment? Yes, this is a no cost extension
3. (Note: If the amendment is for a date extension only, do not answer questions #3 through #12)
4. Why are you initiating a contract? What services will you require?
5. How does the contract add value to the teaching/learning process?

partnerships within their communities. Additionally, this position will build capacity at the LEA level to sustain this work.

6. 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.
7. What is the impact, if you do not contract for these services?
8. 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.
9. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12. No

10. 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

11. 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.)

12. 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.

13. 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.
14. Is this contract for information technology services?
No
15. 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. NC10317231 - RQ19834272.

Budget Code: 1330 36150 340 532150

Signed: S. Collins Date: 7-14-17
Budget Representative

Requisition No. NC10317231

Approved: Yes No

Signed: W. P. H. - Martin Date: 7-11-17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes No

Signed: _____ Date: _____
Chief Information Officer