

August 2, 2017



TO Mark R. Johnson
FROM Susan Auton, Special Assistant
Office of the State Superintendent

INTENT TO CONTRACT
Requisition No. RQ 20619559
(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: NC Holocaust Foundation
Contract Amount (if this request amends the amount, please enter the amended amount): \$31,685.00 ³⁰
Contract Dates: August ~~15~~, 2017 – June 20, 2018
DPI Contract Contact Person and Telephone Number: Susan Auton
(919-807-3432)

2. Is this a contract amendment? If so, please explain fully why you are amending it. No
(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?

The North Carolina Council of the Holocaust was created by the North Carolina General Assembly in 1985 to prevent future atrocities similar to the systematic program of genocide of six million Jews and others by the Nazis. The NC Holocaust Council shall develop a program of education and observance of the Holocaust. The Council will sponsor a Holocaust Commemoration Ceremony. The Council will provide funding to the NC Holocaust Foundation for providing web site promotion of the commemoration ceremony, additional security, staff development activities and training exercises for participants, Kinder Transport Exhibit and advertising and promotion of the commemoration ceremony. The Council will also cover travel and subsistence costs of Council members attending various conferences/meetings.

4. How does the contract add value to the teaching/learning process?

North Carolina teachers and administrators will have educational opportunities to learn from survivors of the Holocaust and share this information with students in North Carolina.

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 North Carolina Council of the Holocaust was created by the North Carolina General Assembly in 1985 to prevent future atrocities similar to the systematic program of genocide of six million Jews and others by the Nazis. The Council will work directly with DPI staff, teachers and administrators from across the state to develop a program of education and observance of the Holocaust.

6. What is the impact, if you do not contract for these services?

North Carolina teachers and administrators will not have educational opportunities to learn from survivors of the Holocaust and share this information with students in 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. **Not grant money**

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 – NC Holocaust Foundation

11. Have you contracted with this vendor previously for related services? If yes, please list all contracts with this vendor during the last twelve months.


Yes - Yearly

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.

The NC Holocaust Council meets quarterly. It was voted and agreed upon by the Council members to expend \$31,685.00 for the workshops, travel expenses and Commemoration Ceremony for 2017-18.

13. Is this contract for information technology services?

No

Approved:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Signed:	 State Superintendent	Date: <u>8/2/17</u>