

March 17, 2017



Memorandum

To: Mark Johnson
From: Louis M. Fabrizio *LMF*
Subject: **Amended 3 Intent to Contract – North Carolina Independent College and Universities (NCICU) Requisition 16615510**

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 Independent College and Universities (NCICU)

Contract Amount: \$500,199 = (\$529,199-\$29,000)

Contract Dates: October 8, 2012 – June 30, 2016

July 1, 2016 – June 30, 2017

DPI Contract Contact Person and Telephone Number:

Karl Pond, 919-807-3241

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)

Yes. Contract dollar amount is reduced because NCICU does not need all the funds that they originally requested.

3. Why are you initiating a contract? What services will you require?

The NCDPI is the fiscal agent for the U.S Department of Education (USED)/National Center for Education Statistics (NCES) P-20W SLDS grant. The NCICU is one of four sub-grantees named in the grant award.

The NCICU will use their portion of the grant to fund personnel costs (including fringe benefits), travel costs for a federally mandated SLDS Best Practices conference, equipment (including a laptop computer for the database administrator), and MCNC Hosting Services.

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

The statewide longitudinal data system envisioned by the P-20W SLDS enables the NCDPI to satisfy key aspects of our state's educational priorities, working with partner agencies in workforce and higher education. Funds allocated through this grant would go toward the following objectives to enhance North Carolina's efforts in establishing a P-20W SLDS:

- *Establish common infrastructure for each student in post-secondary education systems and coordinate UIDs with workforce data*
- *Establish a data broker based system so that agency researchers can ask questions that each of the linked data systems can answer*
- *Automate regular cross-agency reporting*
- *Provide key data to empower the legislature and NC policy makers to make better decisions concerning funding, program assessments, as well as identifying trends in NC education*

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.

Yes, it is unique. The NCICU collects data that is required for monitoring North Carolina students' educational outcomes. Their participation is vital to the P-20W effort. Without the NCICU, North Carolina will be missing a key piece of educational outcome data and an important link in the PK to workforce data system.

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

The NCDPI has reached agreement with the NCICU that they would provide these services, as documented in the P-20W SLDS grant application. This agreement was approved in the Federal grant.

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.

The NCDPI received a three-year, \$3.64 million grant award from the USED in December 2011 to design, develop and implement a statewide, P-20 longitudinal data system. The approved grant application specified that the NCICU would do this work. NC P-20W (preschool [P] through higher education [grade 20] through workforce [W]), the state's longitudinal data system, will enable education leaders at all points along the NC education-workforce continuum to access a "big picture" view of trends in student performance to help better prepare graduates for a career and college.

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.)

No.

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.

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.

The costs were provided in the grant application approved by the USED.

13. Is this contract for information technology services?

Yes. It also includes approved travel and hardware purchases in support of the IT services.

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 16615510**

Budget Code: 0801-5321991-100030450836

Signed:

Margaret Wallace
Budget Representative

Date: 3/17/17

Requisition No. **RQ 16615510**

Approved: Yes ✓ _____ No _____

Signed:

M. R. Johnson
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

Date: 3/24/17

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed:

Chief Information Officer

Date: _____