

May 10, 2017



**Memorandum**

To: Maria Pitre-Martin, Ph.D., *Deputy State Superintendent*

From: Eliz Colbert, *Executive Director, NCVPS*

Subject: Intent to Contract - Three Years  
Requisition No. **RQ20407041**  
(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:** Oklahoma State University (OSU) German Instruction 17-18

**Contract Amount (if this request amends the amount, please enter the amended amount):** Up to & not to exceed

Year 1 (17-18) : \$16,500+\$160,400+\$123,600) = \$300,500.00

Renewal Option 1 (18-19): (\$18,000+\$174,800+\$134,800) = \$327,600.00

Renewal Option 2 (19-20): (\$19,650+\$190,600+\$147,000) = \$357,250.00

TOTAL Maximum Amount if all renewal options executed: **\$985,350.00**

**Contract Dates:** YEAR 1 - June 19, 2017- June 20, 2018, YEAR 2 - June 19, 2018- June 20, 2019, & YEAR 3 - June 19, 2019- June 20, 2020

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

Rachel McBroom/Tammy Pearson 919-513-8550

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**

3. Why are you initiating a contract? What services will you require?  
**NCVPS offers online course options for all NC LEAs and charters schools to provide access to courses that may not be offered at the local school. German is a content area in which many LEAs and charters cannot provide access except through NCVPS. There is a shortage of licensed German teachers in the state of NC. NCVPS depends on an external vendor to provide qualified teachers in order to meet the statewide online German courses enrollment demand. The vendor will supply teachers licensed in German to provide instruction via the NCVPS learning management system and in compliance with NCVPS instructional expectations. Oklahoma State University has a proven track record of providing this service to DPI and NCVPS over the past 12 years.**
  
4. How does the contract add value to the teaching/learning process?
  - a. **The instructional model used by OSU aligns with the instructional model used by NCVPS which focuses on student-centered instruction. OSU has been open through the years to adapting its model to ensure alignment to NCVPS expectations.**
  - b. **The curriculum instructional design of the OSU courses aligns with the instructional model used by NCVPS which moves students up the Revised Bloom's taxonomy ladder and challenges students to show a higher level of learning and aligns instruction to the N.C. Standard Course of Study.**
  - c. **NCVPS has an existing partnership with the OSU team and a rapport with the schools who are using them to create a familiar experience as NCVPS delivers.**
  - d. **The vendor provides access to licensed teachers so that NCVPS can comply with the SBE policy requirement that courses for first time credit are teacher led.**
  
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.  
**There is a shortage of licensed German teachers in N.C. NCVPS cannot contract with enough German teachers to meet the current statewide demand for the courses. OSU provides access to qualified teachers for NCVPS.**
  
6. What is the impact, if you do not contract for these services?  
**We would not be able to deliver the courses to over 1400 students across the**

**State.**

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.

**No, Contract is not being paid with grant money.**

8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12.

**No, The contract will be submitted with a request for a waiver of competition per feedback from Purchasing and Contracts staff this past year.**

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 provide the contract number of all contracts with this vendor during the last twelve months.

**The vendor has contracted since before we began with NCVPS but was used in Instructional Technology.**

**NC10320330**

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.

**Enrollments for the 17-18, 18-19 & 19-20 school years were projected with a 9% enrollment growth based on historical German enrollments. The annual costs were calculated based on the projected enrollments and the cost per enrollment by semester type. (\$150 cost per summer enrollment; \$200 cost perfa/ semester enrollment).**

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) \_\_\_\_\_

Budget Code: 0801 532813 182114200000	
Signed: <u>Rob B Pass</u> Budget Representative	Date: <u>5/16/17</u>
Approved: Yes <u>  ✓  </u>	No _____
Signed: <u>M Pitre-Martin</u> Supt./Deputy Supt./Appropriate CFO/CAO/CIO	Date: <u>5-12-17</u>
<b><u>For Technology Contracts Only:</u></b>	
Approved: Yes _____	No _____
Signed: _____ Chief Information Officer	Date: _____