



Eastern North Carolina School for the Deaf
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Carter Bearden
 ENCSD School Director

Shirley Reed
 Principal

April 17, 2017

Memorandum

To: Adam Levinson, CFO

From: Carter Bearden, ENCSD School Director

Subject: Intent to Contract
 Requisition No. **RQ20314840 (Occupational Therapy Services & RQ20314835 (Physical Therapy Services)**
 (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.

- 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: Occupational Therapy & Physical Therapy Services
Contract Amount (if this request amends the amount, please enter the amended amount): \$
Contract Dates: August 1, 2017 through July 31, 2018
Includes option to renew to 2 additional 1 year periods as follows:
 August 1, 2018 through July 31, 2019, 1st renewal
 August 1, 2019 through July 31 2020, 2nd renewal
DPI Contract Contact Person and Telephone Number:

Occupational Therapy Est. \$33,442.00
 Physical Therapy Est. \$33,442.00

2. Is this a contract amendment? No. 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)
3. Why are you initiating a contract? What services will you require?
 - To provide Occupational Therapy & Physical Therapy Services (OT & PT Services) for the students at the Eastern North Carolina School f/t Deaf (ENCSD). We will require an occupational and a physical therapist(s) to provide OT & PT services as specified in the individualized Education Plan (IEP) to provide specialized instruction/services required to meet the students' unique educational needs.
4. How does the contract add value to the teaching/learning process?
 - These are required services for those students identified through the IEP process. The therapist works towards helping the student attain goals established in his IEP.
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.
 - E An occupational therapy evaluation is performed by the therapist and specific goals are set annually. These goals must be provided by an Occupational Therapist or Occupational Therapy Assistant.
 - The Eastern NC School for the Deaf does not have an Occupational Therapist or Occupational Therapy Assistant on staff.
 - A physical therapy evaluation is performed by the therapist and specific goals are set annually. These goals must be provided by a Physical Therapist or Physical Therapy Assistant.
 - The Eastern NC School for the Deaf does not have a Physical Therapist or Physical Therapy Assistant on staff.
6. What is the impact, if you do not contract for these services?
 - The services will not be provided without contracting. Students identified as requiring OT &/or PT services will not be able to receive these services as described in their IEP. ENCSD is required to provide services to any Child identified with a need for these or any other related service as described in the IEP. If service is not provided the school is non-compliant with the students' IEP. If the services are not provided, the school will be out of compliance with specific guidelines and laws and could face monetary fines and penalties.
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.
 - ENCSD proposes to use these Title VI-B Grant Funds to support Individualized Education Plan (IEP) determined services such as contract services for an Occupational Therapist and Physical Therapist for enrolled students (\$35,000.00 Total Estimated Amount).
 - Grant will provide one contract Occupational Therapist (\$20,000.00 Total Estimated Amount).
 - Grant will provide one contract Physical Therapist (\$15,000.00 Total Estimated Amount).

8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12.
- Yes. We are requesting and RFQ. We are requesting a contract to include OT & PT, but if there is not response on meeting the needs in a combined contract we will consider splitting the services to ensure the students' needs are met.
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.
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.)**
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.
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.
13. Is this contract for information technology services?
- No, this contract is not for information technology services.
14. 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. RQ20314840 (OT Services) / RQ20314835 (PT Services)

Budget Code: 0801 532150 186310380533

Signed:  Date: 5/1/17
Budget Representative

Requisition No. RQ20314840 (OT Services) / RQ20314835 (PT Services)

Approved: Yes No

Signed:  Date: 5/1/17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts, Only:

Approved: Yes No

Signed: _____ Date: _____
Chief Information Officer