

October 27, 2016



**Memorandum**

To: Maria Pitre-Martin  
From: Rosalyn Galloway *RG*  
Subject: Intent to Contract  
Requisition No. RQ *19205824-V6*  
(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:** Public Consulting Group, Inc. (PCG)  
**Contract Amount (if this request amends the amount, please enter the amended amount):** \$8,614,576.00 (\$8,953,422.00 - \$388,646.00 + \$49,800)  
**Contract Dates:** January 15, 2013 – June 30, 2020  
**DPI Contract Contact Person and Telephone Number:**  
Rosalyn Galloway, 919-807-3261

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)
  - a. Yes – The NCDPI and PCG entered into Amendment 3 to the Agreement on November 24, 2015. As part of Amendment 3, PCG agreed to provide the North Carolina State Board of Education (NCSBE) with 5,000 additional user licenses, which increased the total number of user licenses from 115,000 to 120,000. The NCSBE no longer requires the Additional Licenses and wishes to reduce the total number of user licenses by 5,000.

Also pursuant to Amendment 3, the NCSBE retained the right to elect to procure another 5,000 licenses (as defined in Amendment 3, the "Option Licenses") at the NCSBE's sole and exclusive option upon thirty (30) days written notice to PCG. NCSBE no longer requires the Option Licenses and wishes to remove them from the Agreement.

3. Why are you initiating a contract? What services will you require?
  - a. N/A – NCDPI is amending its current contract with PCG to reflect the cost savings to NCDPI by removing 10,000 user licenses.
4. How does the contract add value to the teaching/learning process?
  - a. N/A
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.
  - a. Yes – the service is unique and not repetitive with agency activity or other contracts. This is an amendment to reduce the scope of the existing contract.
6. What is the impact, if you do not contract for these services?
  - a. NCDPI's child nutrition funds will be wasted if NCDPI does not execute the amendment.
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.
  - a. N/A – the 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.
  - a. N/A – the current contract was awarded via RFP.
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.
  - a. N/A
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.)
  - a. N/A
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.
  - a. N/A – This is an amendment to the current contract.
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.

a. Costs to NCDPI are based on PCG's license fee.

13. Is this contract for information technology services?  
a. Yes.

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) \_\_\_\_\_

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Budget Code: 532140 - 1330 23630 883

Signed: Shapri Date: 11-10-2016  
Budget Representative

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Approved: Yes  No \_\_\_\_\_

Signed: M. P. Hill-Martin Date: 11/15/16  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

**For Technology Contracts Only:**

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Information Officer