

# PUBLIC SCHOOLS OF NORTH CAROLINA


DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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October 16, 2017

## Memorandum

To: Maria Pitre-Martin

From: William J. Hussey 

Subject: Intent to Contract  
Requisition No. PR (NC10337302 Amendment)  
(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:** Piedra Data Services, LLC

**Contract Amount (if this request amends the amount, please enter the amended amount):** \$32,975.00

**Contract Dates:** February 1, 2018 through December 31, 2018

**DPI Contract Contact Person and Telephone Number:** Heather Ouzts  
(919) 807-3989

### EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, *Director* | bill.hussey@dpi.nc.gov

6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (919) 807-3969 | Fax (919) 807-3243

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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. NC10337302 contains an option for two (2) one (1) year renewal and this is exercising one (1) one (1) year renewal.**
  
3. Why are you initiating a contract? What services will you require?  
**The contract is being initiated to fulfill the State's obligation under the State Performance Plan pursuant to Indicator #8, The Parent Survey (Percentage of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities.). As indicated on the attached estimates from Piedra Data Services, LLC, the services are for the printing and mail services associated with mailing over 18,000 surveys to parents of children with disabilities. This includes printing, graphics, materials and postage. Additionally, Piedra will provide a Rasch analysis and report of Statewide data and LEA specific reports for the 44 LEAs surveyed.**
  
4. How does the contract add value to the teaching/learning process? **The Office of Special Education Programs (OSEP) mandates through Indicator 8 of the State Performance Plan that NC survey parents of EC children and report the percentage of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities. The results of the survey will be reported to each LEA who will use the information to facilitate parent involvement and to improve services to children with disabilities.**
  
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.  
**This service is unique as there is no other statewide survey of parents of children with disabilities regarding their involvement in their children's programs. NC DPI's stratified random sample approved by OSEP is too large and labor intensive to be performed within the agency. Further Piedra Data Services is specialized in analyzing the data and producing a report specific to this survey.**
  
6. What is the impact, if you do not contract for these services?  
**As DPI is unable to handle the magnitude of this project, failure to comply with Indicator 8 of the State Performance Plan may/will result in a withholding of federal funds.**
  
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.  
**YES. Funds from the Individuals with Disabilities Education Act (IDEA) Title VI-B Grant will fund this contract.**
  
8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12.  
**No, competitive bidding will not be used for this project.**

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.**
  
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.**  
**NC10337302 Indicator 8 (Parent Survey) was initiated in 2005 and is required every year for 6 years by OSEP. OSEP extended the timeline (2 years) for this requirement because the IDEA has not been reauthorized.**
  
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 cost is based on processing 18,000 parent surveys, not on an hourly rate.**
  
13. Is this contract for information technology services? **No.**

Approved:	Yes _____	No _____
Signed:	_____ Associate Superintendent	Date: _____

Requisition No. RQ\_ 1

Budget Code: 166032956380

Signed: Ron B. Page Date: 10/27/17  
Budget Representative

Requisition No. RQ \_\_\_\_\_

Approved: Yes  No

Signed: M. Pitce-Martin Date: 10-25-17  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

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

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