


March 1, 2018



**Memorandum**

To: Stacey Wilson-Norman

From: Tammy Howard, Director   
Division of Accountability Services

Subject: Intent to Contract for Printing Services for Braille  
Requisition No. RQ 2114 3397  
(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:** Printing - Braille  
**Contract Amount:** \$148,000.00  
**Contract Dates:** July 1, 2018 – June 30, 2019  
**DPI Contract Contact Person and Telephone Number:**  
Stephanie Boyd, 919-807-3612

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?

*This contract will provide the printing and delivery of North Carolina Department of Public Instruction braille test books and ancillary materials for students with*

March 1, 2018

**Memorandum**

To: Stacey Wilson-Norman

From: Tammy Howard, Director  
Division of Accountability Services

Subject: Intent to Contract for Printing Services for Braille  
Requisition No. RQ 21143397  
(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.

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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:** Unknown  
**Contract Amount:** \$148,000.00  
**Contract Dates:** July 1, 2018 – June 30, 2019  
**DPI Contract Contact Person and Telephone Number:**  
Stephanie Boyd, 919-807-3612

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?

*This contract will provide the printing and delivery of North Carolina Department of Public Instruction braille test books and ancillary materials for students with*

*visual impairments. In order to successfully implement the federal and state-mandated testing program in North Carolina, the NCDPI requires the printing of books containing test questions and other ancillary materials.*

*It is expected that the services will be provided and completed in time to provide test materials for the fall testing cycle.*

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

*The contract adds value to the teaching and learning process by providing the test materials to successfully implement the state testing program.*

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 and cannot be performed within the resources of the agency.*

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

*If we do not contract for these services, there will be no braille test materials to implement the state testing program.*

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.

*This 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.

*Yes.*

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?

*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. RQ 21143397

Budget Code: 0801-533720-180010511000

Signed: Margaret Wall Date: 4/9/2018  
Budget Representative

Requisition No. RQ 21143397

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

Signed: \_\_\_\_\_ Date: 3/28/18  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

**For Technology Contracts Only:**

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