



# PUBLIC SCHOOLS OF NORTH CAROLINA

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

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March 31, 2017



## Memorandum

To: Maria Pitre-Martin, Ph.D.  
Chief Academic and Digital Learning Officer

From: William J. Hussey *[Signature]*

Subject: Intent to Contract  
Requisition No. PR RG 20347658  
(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:** Salem College  
**Contract Amount (if this request amends the amount, please enter the amended amount):** \$365,524.00  
**Contract Dates:** June 1, 2017 – July 28, 2017  
**DPI Contract Contact Person and Telephone Number:** Tom Winton, 807-3319

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 continues our 54 years of assuring the operation of the Governor's School of NC. The services

### 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

provided are room and board, meals, classrooms and other necessary provisions for the 335 students who have been selected to attend.

4. How does the contract add value to the teaching/learning process? Value is added within the domain of curriculum and instruction. The 335 students attending, rising juniors and seniors, are among the most academically and intellectually gifted students within the state, coming together to study advanced mathematics, social science, English, natural science, languages, and the arts. This study is not a repeat of high school course work, but a stretch beyond what is taught within secondary education. Additionally, the students for the first time will get to study philosophy/epistemology and psychology, which is presented as a study of self in society. In every sense of the word, the school is a non-traditional high school program, offering a unique and personal learning environment in a residential setting seven days a week.
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. The Governor's School is most unique. It is the only residential educational program for gifted and talented students that is operated by the State Board of Education and the Department of Public Instruction.
6. What is the impact, if you do not contract for these services? If we are unable to contract with the host college for this service, Governor's School will not be able to operate.
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. N/A
8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12. No.
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 provide the contract number of all contracts with this vendor during the last twelve months. Yes. This is an annual contract with Salem College. The last contract covered the dates of June 1, 2016 – July 28, 2016.
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. Cost is based on services provided. See attached budget sheet.

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 \_\_\_\_\_ No

If answer is yes, is individual a member of:

\_\_\_\_\_ TSERS (Teachers & State Employees Retirement System)

\_\_\_\_\_ Other (Please Explain) \_\_\_\_\_

Requisition No. RQ 20347658

Budget Code: 166010350382

Signed: S. Collins  
Budget Representative

Date: 4.3.17

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

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

Signed: M. Pitzer-Martin  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

Date: 4-1-17

**For Technology Contracts Only:**

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

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

Date: \_\_\_\_\_