

December 14, 2016



Memorandum

To: Dr. June Atkinson
From: Lou Fabrizio *LMF*
Subject: Intent to Contract
Requisition No. *RQ*
(Required for Service Contracts Greater Than \$5,000)

Contract # 4371021

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: SAS

Contract Amount (if this request amends the amount, please enter the amended amount): \$0.00

Contract Dates: January 12, 2015 – January 11, 2018

DPI Contract Contact Person and Telephone Number:
Linda Lowe 919.807.4018

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. We are changing the number of hosted environments from two (2) to three (3) nothing else on the contract is changing.**
3. Why are you initiating a contract? What services will you require? **SAS is providing the platform, tools and support for a cost of \$0.00. This request is submitted solely to change the number of hosted environments.**
4. How does the contract add value to the teaching/learning process?

NCDPI strives to continue providing transparent reporting on school report card that has been in place since 2001. This essential public information impacts our ability to meet the needs of the public and specifically our students across the State.

Parents, LEAS, Charter Schools and the public rely on this information to improve specific areas of deficiency and select schools for their children.

5. Is the service unique and not repetitive with agency activity or other contracts? **Yes.** Please state why this service cannot be performed within the resources of the agency.

NCDPI does not have staff with technical skills and availability to support School Report Card. NCDPI does not have financial resources to pay for hosting elsewhere. This service and support if provided free of charge from SAS.

6. What is the impact, if you do not contract for these services?
If the exception is not approved, NCDPI will be unable to deliver the federally mandated School Report Card (SRC) scores for the prior or current school year.

If this contract is being paid with grant money, does the grant require the contracted services? **N/A** Please describe the grant references to these contracted services, and give a synopsis of the grant. **Grants are not involved.**

7. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12. **Yes. We posted the initial RFQ and asked for competitive bids. SAS was the only bidder. The existing contract has already been through the competitive bidding process and it is good through January 2018.**

8. 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. **N/A**

9. 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.) N/A**

10. 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. **N/A**

11. 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 \$0.00. There is no change to cost with this amendment.**

12. Is this contract for information technology services? Yes
13. If this is a personal service contract request, is the vendor/contractor a retiree?
_____ Yes X No

If answer is yes, is individual a member of:

_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please explain) _____

Requisition No. RQ _____

Budget Code: 0801-

Signed: Margaret Wallace Date: 12/16/16
Budget Representative

Requisition No. RQ _____

Approved: Yes ✓ No _____

Signed: Carla Date: 12/16/16
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes ✓ No _____

Signed: H. Hill Date: 12/16/16
Chief Information Officer