


March 26, 2018

**Memorandum**

To: Stacey Wilson-Norman  
From: Verna Lalbeharie   
Subject: Intent to Contract  
Requisition No. RO 21157495  
(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: TBD**

**Contract Amount (if this request amends the amount, please enter the amended amount): TBD (\$500K budgeted)**

**Contract Dates: TBD**

**DPI Contract Contact Person and Telephone Number:**

**Hunter Huffman, 919.807.3655**

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) N/A
3. Why are you initiating a contract? What services will you require?

**The purpose of this IT project is to provide an optional digital supplemental math curriculum to North Carolina students, teachers, and parents. This project will involve a competitive bidding process resulting in the selection of one or more vendors to be included in a statewide**

**convenience contract. The resulting convenience contract will be subsidized for early adopters with the use of Digital Learning Initiative funds (S.L. 2016-94 § 8.23(2)) (pending available resources).**

**The selected solution(s) will fully and seamlessly integrate with the NCDPI's Identity and Access Management (IAM) single sign-on application, as well as with all modern Learning Management Systems (LMS) via Learning Tools Interoperability (LTI).**

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

**This resource will offer parents with children in grades K-12 critical digital support to be able to better assist with homework (via access to a parent portal); students with engaging, rigorous, adaptive, personalized, and motivational content as well as access to certified math teachers; and teachers with robust analytics, customizable lesson plans, live support, and on-demand coaching. By offering this solution to all high schools in the state, the NCDPI aims to increase student achievement in math, ultimately leading to higher graduation rates and improved long-term student outcomes.**

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 scale of the desired products/services are beyond the bandwidth for our internal staff, and would be out of scope of our current contracts.**

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

**Parents will continue to have negative views of math curriculum, lack of communication with teachers, and face barriers to involvement with their children's homework. Students would not be able to benefit from supplemental resources and teaching/coaching to help them overcome challenges with learning the material. Teachers would not be able to benefit from on-demand lessons, instructional resources, coaching, etc. to better develop their course curriculum and personalize learning for each of their students.**

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. **No.**

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. **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.) *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. *N/A*
- 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. *N/A*
- 13. Is this contract for information technology services? **Yes.**
- 14. 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   21157495  

Budget Code:   180010138000   (pending OSBM IT Project code)

Signed:   Margaret Wall   Date:   4/3/2018    
Budget Representative

Requisition No. RQ   21157495  

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

Signed:   [Signature]   Date:   4/2/2018    
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

**For Technology Contracts Only:**

DocuSigned by:

*Donna Rack*

4/4/2018

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Approved: Yes \_\_\_\_\_

No \_\_\_\_\_

DocuSigned by:

*Michael Nicolaides*

Signed: \_\_\_\_\_

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Date: 4/4/2018

Chief Information Officer