



# PUBLIC SCHOOLS OF NORTH CAROLINA

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

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January 31, 2017



## Memorandum

To: Adam Levinson  
Chief of Staff

From: Barbria Bacon *DM for BB*  
Superintendent, ESDB

Subject: Intent to Contract  
Requisition No. **RQ20183588 – Orientation & Mobility Services**  
(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): \$15,620.00**

**Contract Dates: July 1, 2017 – June 30, 2018**

**DPI Contract Contact Person and Telephone Number: Wanda Simmons, 919-715-9074**

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? Preschool Orientation and Mobility instruction hours for visually impaired students including as needed: transit

### OFFICE OF THE SUPERINTENDENT

Barbria Bacon, Superintendent | [barbria.bacon@esdb.dpi.nc.gov](mailto:barbria.bacon@esdb.dpi.nc.gov)

2303 Mail Service Center, Raleigh, North Carolina 27699-2303 | (919) 733-6382 | Fax (919) 715-2206

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

hours, documentation hours, consultation hours, IEP development hours, evaluation hours, tactile material production hours, assistive technology evaluation hours, and canes ordered as needed at cost plus shipping. GMS is required to provide orientation and mobility services as stated on the IEP of each child.

4. How does the contract add value to the teaching/learning process? The service will enable children to begin to develop pre-cane and cane travel skills as well as other safe travel skills.
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 services must be provided by an individual who is trained and certified in the field of Orientation and Mobility. It is not cost effective for the Preschool to employ a person on staff to meet this need, and at Governor Morehead School K-12 Program does not have staff available at the present time to meet this need.
6. What is the impact, if you do not contract for these services? Children will not receive the needed training to begin learning independent travel skills, and the Program will be out of compliance with the IEPs.
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. 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.) No
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.
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    \_\_\_X\_\_\_No

If answer is yes, is individual a member of:

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

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

Requisition No. **RQ20183588**

Budget Code: 0801 532199 186423560544 \_\_\_\_\_

Signed:   
Budget Representative

Date: 2/1/17

Requisition No. **RQ20183588**

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

Signed:   
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

Date: 2/2/17

**For Technology Contracts Only:**

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

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

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