



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 *gm For BB*
Superintendent, ESDB

Subject: Intent to Contract
Requisition No. RQ20183648 – Spanish Interpreter
(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): \$5500.00

Contract Dates: August 22, 2017 – August 21, 2018

DPI Contract Contact Person and Telephone Number:

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? GMS does not have a Spanish-speaking staff member who can interpret for families of students to communicate with nursing residential, or teaching staff. The interpreter will provide in-person or phone interpreting services, depending on the time or length of the conversation and will also

OFFICE OF THE SUPERINTENDENT

Barbria Bacon, Superintendent | barbria.bacon@esdb.dpi.nc.gov

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

translate documents to provide Spanish-speaking parents with access to general or student-specific information.

4. How does the contract add value to the teaching/learning process? It is important that parents be involved in their child's education and, in the case of an IEP, parent involvement is required. Conferences and progress reports from teachers and residential life staff are critical to the student's success and parent involvement in such meetings is essential.
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 School does not have staff who are fluent in Spanish, nor would it be cost-effective to hire a staff member to provide this service as it is not required on a daily basis. It is required when there needs to be communication between staff and Spanish-speaking parents of our students.
6. What is the impact, if you do not contract for these services? Parents would not be able to participate in either general school activities or activities and meetings related to their children. Denial of access to these parents would be very problematic to the success of their children and problematic for the school and department.
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. We have not had a contract with this provider, but she has provided this service on an as-needed basis over the past couple of years and has also served one of the schools for the deaf. She has developed a good understanding of the disabilities of our students and the terminology used in our educational setting. She has demonstrated a good ability to establish a rapport with families of our students.
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. The contractor's hourly rate is \$30.00. The rate includes translation of forms and documents as well as general interpreting by phone or in person.

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. **RQ20183648**

Budget Code: 0801 532199 186416004544

Signed: Jimmy Hall Date: 2/1/17
Budget Representative

Requisition No. **RQ20183648**

Approved: Yes ✓ No _____

Signed: [Signature] Date: 2/2/17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO/COO

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____ Date: _____
Chief Information Officer