



Eastern North Carolina School for the Deaf

1311 US Hwy 301 S · Wilson, North Carolina 27893-6621

(252) 237-2450 · Courier 151

Carter Bearden
ENCSD School Director

Shirley Reed
Principal

March 28, 2017

Memorandum

To: Adam Levinson, CFO
From: Carter Bearden, ENCSD School Director
Subject: Intent to Contract
Requisition No. RO 20314820
(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: Teacher for the Visually Impaired Services **(TBD)**
Contract Amount (if this request amends the amount, please enter the amended amount):
Contract Dates: August 1, 2017 through July 31, 2018
Includes option to renew to 2 additional 1 year periods as follows:
August 1, 2018 through July 31, 2019, 1st renewal
August 1, 2019 through July 31 2020, 2nd renewal
DPI Contract Contact Person and Telephone Number:
Joni Robbins, 919-807-3664

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?
 - To provide services of a Teacher for the Visually Impaired (TVI) for the deaf/blind students at the Eastern North Carolina School f/t Deaf (ENCSD). We will require a Teacher of the Visually Impaired. Specialized training as a TVI is needed to provide specialized instruction/services required to meet the students' unique educational needs.
4. How does the contract add value to the teaching/learning process?
 - Having this TVI providing services for our deaf/blind students will allow for direct instruction and consultative services for each student identified. These services will enhance instruction and services required to meet their unique educational needs. These services will also provide the ENCSD teaching staff with the tools needed to provide continuity of instruction.
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.
 - ENCSD does not have TVI on staff to provide needed services to our students. ENCSD requires this service to meet the needs of our identified students.
6. What is the impact, if you do not contract for these services?
 - The service will not be provided without contracting. Students identified as requiring TVI will not be able to receive this service to increase their functionality/mobility and related compensatory skills as described in their IEP without ENCSD contracting with a TVI. Each school is required to provide services to any Child identified with a need for this or any other related service. If service is not provided the school is non-compliant with the students' IEP.
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.
 - Grant money is not involved in this contract.
8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12.
 - Yes. We are requesting an RFQ. Currently only two known vendors can provide these services.
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.
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.)**

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.
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, this contract is not for information technology services.
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. RQ20314820

Budget Code: 0801 532150 186310380533

Signed: *Imya Hall* Date: 4/24/17
Budget Representative

Requisition No. RQ20314820

Approved: Yes No

Signed: *Barbara Saca* Date: 4/26/17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes No

Signed: _____ Date: _____
Chief Information Officer