



PUBLIC SCHOOLS OF NORTH CAROLINA

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

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April 9, 2018



Memorandum

To: Stacey Wilson-Norman
From: William J. Hussey
Subject: Intent to Contract
Requisition No. RQ20976190 _____
(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: University of North Carolina – Chapel Hill
Consultant for Occupational Therapy
Contract Amount: \$175,232.03
Contract Dates: July 1, 2018 – June 30, 2019
DPI Contract Contact Person and Telephone Number: Sherry Thomas, 919-807-3992

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 consultation and technical assistance services for school systems in the federally-mandated related services of occupational therapy for students with disabilities as identified under the Individuals with Disabilities Education Act.

EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, Director | bill.hussey@dpi.nc.gov

6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (919) 807-3969 | Fax (919) 807-3243

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

4. **How does the contract add value to the teaching/learning process?** Provide direct assistance to the Exceptional Children Division and local education agencies in the areas of occupational therapy as a part of the total effort on behalf of students with disabilities.
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.** This service is not repetitive with agency activity or other contracts. This position will provide consultation and other technical assistance to school systems in screening and identification of students with disabilities. Specific outcomes. No other staff position is available in the ECD to provide this service.
6. **What is the impact, if you do not contract for these services?** The services if not provided by a contract with UNC – Chapel Hill, will create a gap in the technical support to ensure the provision of FAPE at the district and school level. These services and support are critical components of the successful implementation of IDEA. Failure to comply could result in the loss of federal IDEA funds. No other positions in the ECD are available to provide this support.
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.** Funds from the Individuals with Disabilities Education Act (IDEA) Title VI-B Grant are used to fund this contract.
8. **Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12.** No
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.** No
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.** Yes, The Exceptional Children Division has contracted with the University of North Carolina – Chapel Hill to provide similar services for 2017-18.
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 cost of this contract was calculated based on cost for salary, benefits, facilities, office costs and special projects.
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. RQ20976190 _____

Budget Code: 0801-532150-166032956380 _____

Signed: _____

Budget Representative

Date: _____

4/17/2018

Requisition No. RQ _____

Approved: Yes ✓ No _____

Signed: _____

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

Date: _____

4/11/2018

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____

Chief Information Officer

Date: _____