



PUBLIC SCHOOLS OF NORTH CAROLINA

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

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September 7, 2018



Memorandum

To: Maria Pitre-Martin
From: William J. Hussey
Subject: Intent to Contract
Requisition No. RQ_NC10443304
(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
Research Specialist
Contract Amount: \$86,829.72 (\$84,054.94 + \$2,774.78)
Contract Dates: August 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) Yes, to comply with legislative increase in salaries and benefits.
3. Why are you initiating a contract? What services will you require? To provide direct assistance to the Exceptional Children Division for the collection and analysis of data for students who are deaf or hard of hearing as required by Session Law 2013-119 House Bill 317, and as a part of the total effort on behalf of students with disabilities in keeping with 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

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 No

If answer is yes, is individual a member of:

_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please Explain) _____

Requisition No. RQ_20976194/NC10443304 _____

Budget Code: _0801-532150-166032956380 _____

Signed: E. Wayne Smith Date: 9/12/18
Budget Representative

Requisition No. RQ _____

Approved: Yes No _____

Signed: W. P. Pite - Martin Date: 9-12-18
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes _____ No _____

Signed: _____ Date: _____
Chief Information Officer