



**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 *WJH*

Subject: Intent to Contract  
 Requisition No. RQ\_20976246 \_\_\_\_\_  
 (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 – Charlotte  
 Regional EC Education Consultant & State Performance Plan  
 Consultant

**Contract Amount:** \$364,625.96

**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?** These positions will provide assistance statewide and to the Exceptional Children Division in matters of special education through state level activities.
4. **How does the contract add value to the teaching/learning process?** These positions will provide professional services to selected Local Education Agencies (LEAs), charter schools within the

**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

selected counties and the Exceptional Children Division of the State Board of Education (SBE), Department of Public Instruction (DPI), compliance/monitoring and data reporting and analysis for children with disabilities in the areas of educational and related services (free appropriate public education {FAPE}).

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. These positions will provide assistance to selected LEAs, charter schools and the Exceptional Children Division in matters of special education with school based administrators including training regarding compliance/monitoring and data reporting and analysis program planning, development, management and evaluation, as well as critical data collection and reporting to the Office of Special Education Programs (OSEP).
6. **What is the impact, if you do not contract for these services?** The services, to be provided by a contract with University of North Carolina-Charlotte, support the mandate of IDEA in providing a FAPE to children with disabilities. These services and support are critical components of the successful implementation of IDEA. Failure to submit appropriate data and reports could result in the loss of federal IDEA funds.
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 – Charlotte 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. RQ20976246 \_\_\_\_\_

Budget Code: 0801-532150-166032956380 \_\_\_\_\_

Signed:  \_\_\_\_\_ Date: 4/17/2018 \_\_\_\_\_  
Budget Representative

Requisition No. RQ \_\_\_\_\_

Approved: Yes   ✓   No \_\_\_\_\_

Signed:  \_\_\_\_\_ Date: 4/11/2018 \_\_\_\_\_  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

**For Technology Contracts Only:**

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

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