



PUBLIC SCHOOLS OF NORTH CAROLINA

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

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August 20, 2018



Memorandum

To: Maria Pitre-Martin

From: Ben Matthews *Ben Matthews*
Kevin Harrison *Kevin Harrison*

Subject: Intent to Contract
Requisition No. RQ_21480536____
(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: UNC Charlotte Urban Institute
Contract Amount (if this request amends the amount, please enter the amended amount): \$193,751.04
Contract Dates: November 1, 2018 – October 31, 2019
DPI Contract Contact Person and Telephone Number: Kevin Harrison
919-807-3579

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? The Transportation Information Management System (TIMS) is a key part of operating a safe, efficient transportation system and is required by G.S. 115C-240(d). The system is also a source of the key measures that are used in the funding formula for transportation (PRC 056). DPI does not have in-house resources or expertise to support this system. It has been accomplished through the university since 1986. This contract is to provide training, help desk, implementation and data management support to the LEAs in western North Carolina in the use of the TIMS. Key data are extracted from TIMS to calculate efficiency ratings for each county in order to determine equitable allotments for each LEA. LEAs rely on support from the university in training new personnel, data management and implementing cost-saving efficient routing strategies.
4. How does the contract add value to the teaching/learning process? Transportation is necessary for students to get to school and there are many benefits to providing that transportation in an efficient manner: cost savings, reduces student ride times, etc.
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. There are no agency employees with a working knowledge of TIMS. The support, training and implementation functions can only be carried out by entities that are familiar with the software and how it is best implemented in the wide variety of LEAs that we have in the state. The university TIMS staff are recognized as national leaders in the field of computer-assisted routing and scheduling.
6. What is the impact, if you do not contract for these services? LEAs rely on the university to provide system support because the state pays no maintenance/support fees to the software provider. Most LEAs have only one person that knows TIMS. Normal turnover creates the need for an ongoing program of training for new and more experienced users. Further, as the needs of LEAs change (e.g. local board policies regarding school districting, staggered bell times, efficiency and levels of service) TIMS data managers often find themselves in situations where they need to be trained in aspects of this complex system with which they have no previous experience. Without the contracted services, LEAs would have no support mechanism, would not have the resources to produce efficiencies using the system and would quickly fall out of compliance with G.S. 115C-240.
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. 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 – University Contract

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 – PO: NC10391206 for TIMS Support and Services, 2017-2018 \$217,586

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. University budget using actual salaries of state employees and state employee benefits. Overhead rate cut to 15%.

13. Is this contract for information technology services? Contract is for the support, training and implementation of a state information system (TIMS).

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_21480536_____

Budget Code: 0801 532150 133010434724

Signed: Constance Alach Date: 8/24/18
Budget Representative

Requisition No. RQ_21480536_____

Approved: Yes No

Signed: W. Pitzer-Martin Date: 8-23-18
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes No

Signed: _____ Date: _____
Chief Information Officer