

Memorandum of Planned Contract

INSTRUCTIONS

DELETE THIS PAGE PRIOR TO EXECUTION AND SUBMISSION

- A Memorandum of Planned Contract (formerly known as an Intent to Contract) is required for good/service contracts greater than \$25,000. The information contained in this form is not made public at the monthly DPI State Board of Education (SBE) meeting.
 - Non-IT Good and Service purchases over \$25,000 – Planned contract form required
 - IT Good and Service purchases over \$25,000 – Planned contract form required

***Note: All IT Good and Service purchases at any dollar amount that are not on a State Term Contract require the IT Approval to Purchase form**

- **IT Good and Service purchases on State Term Contracts** over \$25,000.00 - IT Approval to Purchase form required; **Planned Contract form Not Required**
- Provide answers on the template on the following page(s) and upload a completed version in the requisition in E-procurement. Each section shall be completed including the requisition number that is assigned when the request is entered into eprocurement.
- The information provided should reflect the understanding of the business needs and provide information to help DPI Procurement evaluate and appropriately structure a potential procurement process.
- DPI Procurement will review the Memorandum of Planned Contract while reviewing the requisition in the E-procurement workflow, if there are any questions or additional information required, DPI procurement will contact the Requestor/Business Owner.
- Do not change the font, headers or borders on the PC as this document has to go to the SBE for approval and needs to remain in this font style and size.

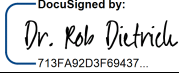
IMPORTANT INFORMATION

- **DPI Business Owners/Directors/Requestors are not authorized to sign/execute contracts of any type (i.e., Task Orders, RFPs, IFBs, RFQs, MOUs, MOAs, DPI Contracts, Vendor Contracts, Building/Hotel/Room rentals, etc.) on behalf of the NC Department of Public Instruction at any dollar amount. The only authorized signers are the CFO and Superintendent.**
- This document is a first and necessary step in the contracting process, but it does not constitute a contract, nor does it imply that a potential contract resulting from this document will be approved.
- **NO contractor work can begin until a contract has been approved and signed by both parties.** Signed contracts are obtained by DPI Procurement and will be returned to the Requestor/Business Owner/Vendor/Contractor upon contract execution.

Date: April 30, 2024

Memorandum of Planned Contract

COMPLETE ALL ITEMS BELOW BEFORE SUBMISSION

| | |
|---|---|
| To: | Superintendent |
| From: | Dr. Rob Dietrich |
| Name, email, and phone number of the DPI Business Owner | Dr. Rob Dietrich rob.dietrich@dpi.nc.gov 984-236-2942 |
| DPI Business Owner/ Director/Designee Signature & DPI Division: |  713FA92D3F69437... |
| Title of Request: | Gaggle.net |
| Recommended Vendor Contact Information (Name, email address and telephone; if this contract is a RFP or IFB, enter N/A) | Gaggle.net |
| Eprocurement Requisition #: (PRXXXXXXXXXX) | RQ91626 |
| Funding Source: (Determining Budget Source Fifth # in the Cost Center in eprocurement detail: State – 1; Special Fund – 2; Federal – 3 Carryforward – 4 ; State - General Fund – 1000; Receipt Based - 7 | 1000 |
| Contract Type: (New Contract, DPI Contract, Task Order, Amendment, RFQ, RFP, IFB) | RFQ |
| Contract Amount: (include original and amendment amounts) | Not to exceed \$15,000,000 per year |
| Contract Term: (Enter future contract date, i.e., upon contract award through MM/DD/YYYY); for Goods enter (One-Time Buy) no contract term is required unless there is an actual contract term for delivery of the good(s). | Upon contract execution through June 30, 2024 |
| Required for Good/Service Contracts, greater than \$25,000 | |
| Important Information: A requisition shall be entered for all requests. The Memorandum of Planned Contract will be approved electronically in the Eprocurement approval flow after SBE approval (contracts that exceed \$500,000.00) and a contract is fully executed by the CFO or Superintendent (as applicable). This memorandum does not constitute a contract or imply that a contract will be approved. <u>Please note that no contractor work shall begin until a contract has been approved and signed by both parties.</u> Executed contracts will be returned to the Requestor/Business Owner/Vendor/Contractor by DPI Procurement. | |

QUESTIONS BEGIN ON THE FOLLOWING PAGE

1. Contracts over \$500,000 require State Board approval. Will this contract require Board approval?
YES
2. Is this contract required by Statute? If so, please provide the information.
YES
Under the Digital Learning Initiative Session Law 2023-134 House Bill 259, funds are allocated for the Department to contract with Gaggle.Net, Inc., to provide technology and services to mitigate cyberbullying, monitor student internet activity, and assist with suicide prevention services. This contract is to work with the named vendor in the law; Gaggle.Net for one year plus Two optional years through a convenience contract to PSUs.
3. Is this contract required by State Board policy? If so, please provide the information.
NO
4. Is this contract a grant requirement? If so, please provide the information.
NO
5. If this contract is for Information Technology Goods/Services, have you attached an approved/executed IT approval to purchase form to the requisition to initiate this contact (*A Planned Contract memo is not required for IT goods/services purchased through a NC state term contract*)?
YES
6. For DIT related contracts, will this contract require a Purchasing or Hosting Exception?
YES
7. If this is a new contract, please provide a detailed Scope of Work. This should include major activities, milestones, dates, deliverables, etc. It should represent your best guess at this point in the process, and it is understood this may change during the procurement process. You may attach an additional sheet if necessary. *Please do not enter See attached unless you have the scope of work attached to this form or in the requisition.*
See attachment.

Is the scope of work attached to this form or uploaded into the requisition in eprocurement?
YES
8. **If this is a contract amendment**, briefly describe the service you need and the business case for it (e.g., why it is necessary and how it will help you carry out the work of your division).
Not an amendment