December 4, 2017

<u>Memorandum</u>

To: Dr. Stacey Wilson-Norman

From: William Hussey

Subject: Intent to Contract – ECATS & PowerSchool Integration
          Requisition No. RQ_20335613-v2
          (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.

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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: PowerSchool
      Amended Contract Amount: $7,989,120.90
      ($7,608,989.00 (($7,398,989.00 Original + $210,000.00 for Amendment 10)) + $380,131.90 for Amendment 11 – ECATS)
      Amended Contract Dates: January 1, 2018 – June 30, 2018
      DPI Contract Contact Person and Telephone Number:
      Quentin Parker 919-807-3215

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, this is Amendment 11 to NC10196552. This amendment is required for customizations to PowerSchool needed for project Every Child Accountability & Tracking System (ECATS); formerly Exceptional Children Accountability Tracking System (ECATS).**

3.   Why are you initiating a contract? What services will you require?
      PowerSchool shall make modifications to the core PowerSchool application that will allow the following functions and features within the areas outlined

below. The deliverables will be presented in milestones which are also outlined in the summary below.

Milestone A

a. **Incident Management**
   i. Make data entry points required for entry
      1. Location
      2. Reporter
b. **Student Information**
   i. Require 9th Grade Entry Date
      1. Write a script that will automatically populate this value based on reenrollments data using the first 9th grade record found.
      2. Modify the Academics page to make this field required if the student is in 9th grade or above and the field is blank.
   ii. Update "Send Demographics to EC" (S_NC_EC.EC_REFERRED) drop down menu to be populated from ECATS with Occupational Course of Study (OCS) as a read only field.
      1. Modify the "Send Demographics to EC" label on the EC Data Screen to "EC Designated Course of Study" (tentative label with final to be approved by EC business).
      2. Modify the current field for "Send Demographics to EC" to be read only. Users can not change the field.
      3. Write script to remove/set to null data currently located in the "Send Demographics to EC" field within all instances.

Milestone B

a. **Attendance Changes**
   i. Add timestamp entry for office staff so when attendance is entered by office staff, they are also allowed to enter the time in / out as a timestamp for both daily and meeting attendance schools.

Milestone C

a. **Incident Management**
   i. Changes to "Add Action" screen
      1. Bus Suspension (022) should require the Action Date Range and Assigned Duration
      2. ISS (002) should require both a date range and a duration

Milestone D

a. **Incident Management**
   i. Attendance Hook
      1. Tie OSS codes (003, 004, 005) to attendance so personnel know that a student is serving OSS. Attendance shall be populated automatically when the student has the incident created.
         a. The dates of attendance shall be based on the action date range and inclusive of the begin and end dates.
         b. Example: 10/10/2017 through 10/13/2017 shall create attendance entries for 10/10, 10/11, 10/12, and 10/13
         c. Example: Suspensions code is "3" in the definition
      2. Tie ISS code (002) to attendance the same way that OSS codes do.

a. Example: ISS code is "9i" in the definition

Milestone E
a. General Changes
   i. ECATS vendor File Processing
      1. ECATS vendor will build a file and PowerSchool will automatically process it to populate the EC Data Screen. Data in "EC Designated Course of Study" field should be populated by same column in ECATS vendor file that currently contains "Send Demographics to EC" (S_NC_EC.EC_REFERRED)data. See Milestone A.b.ii.
      2. The file from ECATS vendor needs to be consistent and should not contain date-based data.
      3. The file format is to be mutually agreed upon by both the client and PowerSchool.
   ii. CTE Pathways / CTE Concentrators
      1. PowerSchool shall build 2 fields to hold this information and the field contents will be made visible in the Academics screen with other Graduation related information / overrides.

Milestone F
a. Attendance View
   i. Consultation and development up to 100 hours for updates to the attendance view. Changes to the attendance views in each of the PowerSchool instances and the PowerSchool ODS.

Milestone G
a. Incident View
   i. PowerSchool will create a new screen that will pull all Incident related data (from the INCIDENT* tables) for the currently accessed student and display incident related data from other LEA's via a link on that student's incident page. Only a minimum amount of data necessary will be displayed to the user and only identifiable data related to the specific student will be able to be accessed. Witnesses, Reporters, and other "people" related to the incident will not be identified.
   ii. This item does not include any additional reports and is only a view of data within the individual student record.

4. How does the contract add value to the teaching/learning process?
   Federal regulations require that states collect, maintain and report data on exceptional children in support of Every Student Succeeds Act (ESSA) and Individuals with Disabilities Education Improvement Act of 2004. 20 USC 1400 (IDEA). ECATS must comply with federal regulations and support the extraction of data in formats required for, but not limited to, reporting to the Office of Special Education Programs (OSEP), used in the State Performance Plan (SPP) and Annual Progress Report (APR), and reporting for State Systemic Improvement Plan (SSIP).

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 new functionality or data required for the integration of data between PowerSchool and ECATS.

6. What is the impact, if you do not contract for these services? The current system CECAS which is used to meet Federal regulations required by ESSA and IEA is being sunset June 30th 2018. This contract is essential in providing the needed data for the integration between PowerSchool and ECATS to continue meeting OSEP, SPP, APR, and SSIP reporting regulations. This contract of services is needed for the integration between PowerSchool and the ECATS Special Education module which is required for a successful ECATS implementation. Without this contract, not only will NCDPI fail to meet Federal regulations, but a significant loss of revenue would ensue. The Medicaid Module overall is expected to decrease statewide operating costs by 5% saving $1.4 million. ECATS will eliminate the need for LEA third party contracts for the Special Education module. The Medicaid module is expected to increase legitimate reimbursements and prevent the loss of funding due to non-compliance saving the LEAs $5.6 million. The Special Education module will reduce the number of hours needed to complete monitoring and compliance visits and the number of meeting hours for the Individual Education Plan (IEP) saving the LEAs $155 thousand and $47 million statewide respectfully.

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. Authorized activities under the Individuals with Disabilities Act (IDEA) reserves funds under 20 U.S.C. 1411(e) (2) (A) to support paperwork reductions activities, including expanding the use of technology in the IEP process.

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. NC10196552

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 total amount of $380,131.90 was calculated based on $358, 615 project cost and 6-month prorated Operations and Maintenance cost of $21,516.90. Project cost calculated at $210.00 per hour for

a total of 1707.7 project hours.   Project rate per hour was based upon vendor standard rate.

13.   Is this contract for information technology services? Yes

14.   If this is a personal service contract request, is the vendor/contractor a retiree? N/A this is not a personal service contract.

_____Yes   _____No

If answer is yes, is individual a member of:

_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please Explain)_____

Requisition No. RQ 20335613 v-2

Budget Code: 0801-532140-166032956839

Signed: _____   Date: 12/18/2017
Budget Representative

Requisition No. RQ 20335613 v-2

Approved: Yes _____   No _____

Signed: _____   Date: 12/18/17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes _____   No _____

Signed: _____   Date: 12/18/17
Chief Information Officer