



**Office of Management and Budget
Division of Purchasing
Non-Competitive Contract Request Form**

Department	OMB	Department Contact	Michael Burt
Contact Email	Michael.Burt@louisvilleky.gov	Contact Phone	502-574-3752

Contract Type: check one	New	Amendment		
		Additional Funds	Time Extension	Scope
Professional Service	✓			
Sole Source (goods/services)				
	Start	End		
Requested Contract Dates (MM/DD/YYYY)	07/01/2022	06/30/2023		

VENDOR INFORMATION

Vendor Legal Name	Simon and Company					
DBA						
Point of Contact	Stephanie McIntosh		Email	stephanie.carter@simoncompany.com		
Street	1660 L Street NW					
Suite/Floor/Apt	Suite 501		Phone	202-659-2229		
City	Washington		State	DC	Zip Code	20036
Federal Tax ID#			SSN# (If sole proprietor)			
Louisville Revenue Commission Account #						
Human Relations Commission Certified Vendors		Certified Minority Owned Business	Certified Woman Owned business	Disabled Owned business		
Select if applicable						

FINANCIAL INFORMATION

Not to Exceed Contract Amount	\$60,000	(including reimbursement expenses, if applicable)			
Fund Source: General Fund	✓				
Federal Grant		Federal Granting Agency			
Other		Describe:			
Account Code String #	1101	210	5522	552203	521301
Payment Rate	\$4,000.00	per hour		per day	
		per month		Other	
Payment Frequency	✓	Monthly		Upon Completion / Delivery	
		Quarterly		Other	



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CONTRACT SCOPE and PURPOSE (Attach additional documentation if necessary)

Amendments: Describe the circumstances under which a time extension or scope change is needed.

New: Be specific about the work to be performed / product to be purchased including but not limited to: scope of work; description of service; work product created; why the service / product is necessary; and benefit to Louisville Metro Government.

Simon and Company provides Metro with federal affairs assistance, including: developing priority federal legislative and program objectives; coordinating Washington meetings; communicating on federal issues; identifying grant opportunities, working with congressional delegation on Louisville Metro priorities, working with federal agencies to solve problems, assisting Louisville Metro in creating new ideas and solutions for governmental services; acting as a liaison with national organizations on behalf of Louisville Metro; and preparing materials for consideration by Congress and federal agencies.

JUSTIFICATION FOR NON-COMPETITIVE GOOD/SERVICE (Attach additional documentation if necessary)

Provide justification including but not limited to: a description of the unique features that prohibit competition; research conducted to verify the vendor as the only known source (sole source); why the service (PSC) is not feasible to be provided by LMG staff or expertise does not exist; known compatibility, proprietary and/or timing issues.

This company has been working with Metro for several years and is familiar with our issues and has built relationships with federal agencies and legislators on our behalf. It would be a hindrance to Metro to bid this contract as this is a very specialized service.

AUTHORIZATIONS: Per KRS 45A.380, I have determined that competition is not feasible for the above described good / service and there is a single source within a reasonable geographical area of the good / service to be procured; or the resulting contract is for the services of a licensed professional, technician, artist, or other non-licensed professional service.

Department Director Richard Champion Date 6/15/2022
DocuSigned by: Richard Champion
Signature 5388DA06465C442...

Purchasing Director Joel Neaveill Date 6/15/2022
DocuSigned by: Joel Neaveill
Signature 87D6603FB3A42D...

Joel Neaveill