



**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              | <b>New</b>   | <b>Amendment</b> |                |       |
|                                       |              | Additional Funds | Time Extension | Scope |
| Professional Service                  | ✓            |                  |                |       |
| Sole Source (goods/services)          |              |                  |                |       |
|                                       | <b>Start</b> | <b>End</b>       |                |       |
| 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 #                      |                                   |                                |                                   |          |       |
| <a href="#">Human Relations Commission Certified Vendors</a> | Certified Minority Owned Business | Certified Woman Owned business | Disabled Owned business           |          |       |
| Select if applicable   |                                   |                                |                                   |          |       |

**FINANCIAL INFORMATION**

|                               |                 |   |      |                            |             |
|-------------------------------|-----------------|---|------|----------------------------|-------------|
| Not to Exceed Contract Amount | <b>\$60,000</b> | (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                  |                 | per hour  |      | per day                    | per service |
|                               | \$4,000.00      | 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  
Signature Richard Champion

Purchasing Director Joel Neaveill Date 6/15/2022  
Signature Joel Neaveill

Joel Neaveill