



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

Department	Public Health & Wellness	Department Contact	Briana Lyddane, Exec Admin
Contact Email	Briana.Lyddane@louisvilleky.gov	Contact Phone	502-574-6690

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)	10/07/2022	10/06/2023		

VENDOR INFORMATION

Vendor Legal Name	University of Louisville on behalf of its School of Public Health and Information Sciences				
DBA					
Point of Contact	Tina Hembree	Email	Tina.Hembree@louisville.edu		
Street	323 E Chestnut Street				
Suite/Floor/Apt	208	Phone	502-852-7881		
City	Louisville	State	KY	Zip Code	40202
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	\$104,686	(including reimbursement expenses, if applicable)			
Fund Source: General Fund	✓				
Federal Grant		Federal Granting Agency			
Other		Describe:			
Account Code String #	1101	605	4126	411590	521301
Payment Rate		per hour		per day	per service
	\$8,723.83	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.

The Louisville Metro Department of Public Health and Wellness (LMPHW) seeks to continue its ongoing relationship with the University of Louisville School of Public Health and Information Sciences (UofL SPHIS) to provide LMPHW an Academic Health Coordinator. The Academic Health Coordinator's responsibilities are broad and include responsibility for elevating the practice of LMPHW by leveraging the expertise and knowledge of research conducted in the field of public health and within UofL SPHIS to improve the health of Louisville residents, and train future public health practitioners. This includes: developing LMPHW as an academic health department, coordinating internships and practicums for graduate and undergraduate students, contributing to the public health evidence base through publication to relevant public health and practice journals, coordinating and leading the LMPHW Research Committee, and coordinating with other schools of public health and postsecondary institutions to advance the department's research agenda.

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.

UofL SPHIS is the sole source provider for the LMPHW Academic Health Coordinator. The Academic Health Coordinator serves as an appointee of UofL SPHIS. Because of the many years of partnership between LMPHW and UofL SPHIS and because of the joint working arrangement for services of the Academic Health Coordinator, UofL SPHIS is uniquely qualified to an Academic Health Coordinator to LMPHW. Dr. Linda Omer is the currently appointed Academic Health Coordinator.

Dr. Omer's annual compensation shall be paid by the University of Louisville. LMPHW will pay for 80% of the total compensation package (salary + fringe) for a total of: \$104,686. UofL will invoice for 11 months at \$8,723.83 and 1 month at \$8,723.87.

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.

Connie S Mendel

Department Director _____

Date August 26, 2022

Signature Connie S Mendel

Printed Name
DocuSigned by:

Joel Neaveill

Purchasing Director _____

Date 9/12/2022

Signature B4B46603FB3A42D...

Joel Neaveill