



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



Department	Public Health and Wellness	Department Contact	Briana Lyddane
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)	07/01/2022	06/30/2023		

VENDOR INFORMATION

Vendor Legal Name	Alliance Consulting Services LLC				
DBA					
Point of Contact	Sarojini Kanotra	Email	JiniKanotra@gmail.com		
Street	101 Walnut Street				
Suite/Floor/Apt		Phone			
City	Raywick	State	KY	Zip Code	40060
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	\$36,000	(including reimbursement expenses, if applicable)			
Fund Source: General Fund					
Federal Grant	✓	Federal Granting Agency	HRSA		
Other		Describe:			
Account Code String #	2101	605	4167	418134	521344
Payment Rate		per hour		per day	per service
	\$3,000.00	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.

Louisville Metro Public Health and Wellness (LMPHW) is the recipient of a 5-year grant from Health Resources and Services Administration (HRSA) to operate the Healthy Start program, a program that services moms, babies, and families in order to reduce infant mortality in Louisville's high risk zip codes. As part of the grant application, LMPHW had to identify an entity to provide evaluation services including developing an evaluation plan, and evaluating internal program goals and external program outcomes. The evaluation plan will follow the Centers for Disease Control and Prevention (CDC) six-step evaluation framework. It will assess program efficiency and effectiveness through examination of qualitative and quantitative data related to program development and performance. See attachment A for the grant's full evaluation plan.

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.

Alliance Consulting Services LLC has served as Healthy Start's program evaluator for the last 5 years. Alliance Consulting Services was specifically stated in LMPHW's grant application as the evaluator, and its credentials were approved by HRSA. LMPHW must now contract with Alliance Consulting Services for program evaluation services per the accepted grant application. In addition, Alliance Consulting Services LLC is a minority female-owned business and LMPHW supports businesses owned by females, minorities, and disabled people.

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: Connie S Mendel, Date: June 15, 2022
Signature: Connie S Mendel

Authorized Signature: Monica L. Harmon, Date: 6/30/2022
Signature: Monica L. Harmon