



**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	12/31/2022		

VENDOR INFORMATION

Vendor Legal Name	University of Louisville on behalf of its School of Medicine, Department of Medicine				
DBA					
Point of Contact	Tina Hembree	Email	Tina.Hembree@louisville.edu		
Street	323 E Chestnut Street				
Suite/Floor/Apt		Phone	502-852-7881		
City	Louisville	State	KY	Zip Code	40292
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	\$45,000	(including reimbursement expenses, if applicable)			
Fund Source: General Fund					
Federal Grant	✓	Federal Granting Agency	ARP Funds		
Other		Describe:			
Account Code String #	2210	605	2301	489308	521301
Payment Rate		per hour		per day	per service
	\$7,500.00	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.

The University of Louisville employs Dr. Jon Klein. Dr. Klein will serve as a consultant for LMG. Dr. Klein will: 1) Serve as Co-Chair of the COVID Task Force and maintain engagement of partners critical to a community-wide COVID response. 2) Serve as liaison with UofL on COVID-related activities, including the Envirome Institute's work on wastewater monitoring. 3) Participate as necessary with LMPHW's Rockefeller Foundation COVID projects. 4) Serve as medical, science, and public health advisor to Mayor, Department of Public Health and Wellness Director, and LMPHW senior staff on COVID-related matters including, but not limited to, testing access and outcomes, vaccine distribution and latest scientific/regulatory developments, COVID medical treatment developments, and interpretation and use of data to support public education and public health decision making. 5) Participate in media briefings related to COVID. 6) Participate as a medical expert in community COVID sessions.

The contract should include a 26% indirect (\$11,700), with the remaining 76% (\$33,300) going toward Dr. Klein's salary/fringe.

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.

The University of Louisville employs Dr. Jon Klein. We've identified Dr. Klein as the only person who can take on this role because expertise does not exist within LMG. Therefore, LMPHW needs to contract with UofL who will dispatch Dr. Klein to do this work for LMPHW.

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 Jeffrey Howard Date August 11, 2022
Signature Jeffrey Howard

Purchasing Director Joel Neaveill Date 8/15/2022
Signature Joel Neaveill
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