



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

Department	Office for Safe and Healthy Neighbor	Department Contact	Amber Burns-Jones
Contact Email	amber.burns@louisvilleky.gov	Contact Phone	502-574-1903

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)	9/01/2021	12/15/2022		

VENDOR INFORMATION

Vendor Legal Name	University of Louisville				
DBA					
Point of Contact	Eric J. Nunn	Email	ejnunn01@louisville.edu		
Street	485 E. Gray Street				
Suite/Floor/Apt	Suite 233	Phone	502-852-3019		
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	\$141,820.16	(including reimbursement expenses, if applicable)			
Fund Source: General Fund	✓				
Federal Grant		Federal Granting Agency			
Other		Describe:			
Account Code String #	<input type="text" value="1101"/>	<input type="text" value="610"/>	<input type="text" value="6100"/>	<input type="text" value="610100"/>	<input type="text" value="521301"/>
Payment Rate		per hour		per day	
		per month		Other	Breakdown on page 2 of this document
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.

To partner with UofL for the contineous employment of Monique Williams as Director for the Office for Safe and Healthy Neighborhoods. OSHN is responsible for 75% of Monique Williams' total salary. Scope of Work beginning Oct. 1,2022 and CV are attached. Dates of Service 9/1/2021 - 12/15/2022

Table with 2 columns: Description and Amount. Rows include Annual Salary (\$115,000.00), Months of service (15.5), Monthly Salary 75% (7,187.50), Total Salary 75% (111,406.25), Fringe rate (27.30%), Fringe (30,413.91), and Total (\$141,820.16).

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.

Sole Source justification attached.

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 Matthew Golden Date 9/16/2022

Purchasing Director Joel Neaveill Date 9/16/2022

**University of Louisville Department of Public Health
Dr. Monique Williams, Director, Office of Safe and Healthy Neighborhoods**

Scope of Services beginning October 1, 2022 - December 15, 2022 (transition)

1. Contractor will phase out of the active Directorship of OSHN, and will occupy an advisory role, transitioning responsibilities to a new Director of OSHN.
2. Contractor will be available for assistance and consultation at mutually agreeable times.
3. Contractor will provide the transitioning Director their thoughts on strengths and weaknesses, within existing OSHN programs.
4. Contractor will provide a list of previous and/or on-going commitments he/she have made on behalf of OSHN.
5. Contractor will develop a transition document with the contact information of all stakeholders, partners, foundations, philanthropist, Boards, etc., whom OSHN is currently working with or have interest in working with OSHN programs and/or future programs. (Name, phone, e-mail and brief summary of interest).
6. Contractor will share analytical data collected or received from stakeholders, partners, foundations, Boards, etc. relevant to OSHN programs, gun violence, prevention, domestic violence, etc.

**Justification Sole Source Agreement University of Louisville Department of Public Health
Dr. Monique Williams, Director, Office of Safe and Healthy Neighborhoods**

This University of Louisville Department of Public Health (UofL DPH) Contract is justified as a sole source contract because it is (1) a continuation of a sole-source contract to address a lapse in budgeted and approved funding, (2) is of very limited future duration with the intention to sunset, 3) the vendor is singularly qualified to provide this service because of its unique and deep knowledge of Metro operations, especially in the area which is the subject matter of this contract.

By way of explanation, UofL DPH and Louisville Metro Government contractually agreed in 2020 that UofL DPH would provide a contractor to act as Louisville Metro's Director of the Safe and Healthy Neighborhoods. At the time, the professional engaged under the contract, Dr. Monique Williams, was in a unique position as a UofL DPH professor and expert in violence prevention to research, expand and provide the best practices necessary to grow OSHN over the coming years. Metro Council approved that Contract. See R-150-20. The contract provided that UofL DPH would provide the personnel under the Contract and pay the salary of Dr. Williams with the City receiving the benefit of Dr. Williams' service. This has been a beneficial collaboration since inception and OSHN is moving from conception to operation.

In July 2022, upon taking the role of supervision over OSHN, the Chief of Public Services learned that the contract for the services of UofL DPH had not been properly renewed on its anniversary date. As a result, UofL DPH has provided the benefit of Dr. Williams services and has paid Dr. Williams for the same, but has not been reimbursed. The funds were budgeted for payment in Metro Council approved budgets, but neither UofL nor Louisville Metro recognized this oversight. As a result, this sole source contract is a continuation of a previous sole source contract which had been approved and budgeted.

At the same time, given OSHN's present functioning status, it is recognized that future sole sourcing is not necessary and that it is in the interests of the Louisville Metro to have an employee Director whose focus is OSHN. For this reason, Louisville Metro believes that it is justified in retaining this sole source contract through December 15, 2022, to sunset the partnership and allow a smooth transition for the present Contracted Director of OSHN to transition duties to a Director operating as a terminable-at-will employee. As this is a contract of very limited future duration, sole-sourcing is appropriate.



C. Monique Williams

EDUCATION

Doctor of Philosophy (candidate), Department of Health Promotion and Behavioral Sciences, University of Louisville School of Public Health and Information Sciences, Louisville, Kentucky, Expected: May 2020

Master of Public Health, Department of Social & Behavioral Health, Texas A&M Health Science Center School of Rural Public Health, College Station, Texas, August 2013

Bachelor of Science, Mel and Enid Zuckerman College of Public Health, University of Arizona, Tucson, Arizona, August 2007

PROFESSIONAL EXPERIENCE

Director, Youth Violence Prevention Research Center, University of Louisville School of Public Health and Information Sciences (September 2015 – Present)

Program Director/Research Manager, Office of Public Health Practice, University of Louisville School of Public Health and Information Sciences (June 2014 – September 2015)

Research Associate, Center for Community Health Development, Texas A&M University System Health Science Center School of Public Health, College Station, Texas (June 2012—May 2014)

Interim Vice President of Community Impact -Practicum, United Way of the Brazos Valley, College Station, Texas (November 2012—July 2013)

Patient Educator, Kane, Hall, Barry Neurology, Bedford, Texas (March 2008—September 2009)

Program Assistant -Intern, PWC Office on Youth, Prince William County, Manassas, Virginia (May 2007—December 2007)

Health Educator-Intern, Teenage Parent Program, Sunnyside Unified School District, Tucson, Arizona (December 2006—May 2007)

TEACHING EXPERIENCE

Guest Lecturer, Graduate Course PHEP 655: Emerging Issues in Epidemiology, “*Structural Violence as a Public Health Issue*”, University of Louisville School of Public Health and Information Sciences, Louisville, Kentucky, Spring Semester 2019

Guest Lecturer, Graduate Course PHEP 655: Emerging Issues in Epidemiology, “*Structural Violence as a Public Health Issue*”, University of Louisville School of Public Health and Information Sciences, Louisville, Kentucky, Spring Semester 2018

Co-Instructor, Graduate Course HPCH 610: Community Assessment and Organizing, Texas A&M University School of Rural Public Health, College Station, Texas (January 2014 – May 2014)

Teaching Assistant/Lecturer, Graduate Course PHPM 605: Introduction to Health Policy and Management, Texas A&M University School of Rural Public Health, College Station, Texas (August 2013 – December 2013)

RESEARCH ACTIVITIES, GRANTS, AND CONTRACTS

2017 - 2019 **Co-Principal Investigator**, Social Justice Youth Development in Violence Prevention, funded through the Commonwealth Institute of Kentucky by KentuckyOne Health, \$180,000 (PI: G. Jones)

2015 - 2020 **Director**, University of Louisville Youth Violence Prevention Research Center, funded by the Centers for Disease Control and Prevention, \$5.7 million

2015-2017 **Principle Investigator**, Evaluation of Arise to Safety – Domestic Violence , funded by the Jewish Heritage Fund for Excellence, \$24,750

- 2014- 2016 **Research Manager**, Louisville Cities United Zones of Hope Initiative, funded by the James Graham Brown Foundation, \$250,000
- 2014-2017 **Project Manager**, West Louisville Health Literacy Project, funded through the Commonwealth Institute of Kentucky by KentuckyOne Health, \$300,000
- 2014-2017 **Project Director**, Adolescent Diversion Project, funded by KentuckyOne Health, 350,000
- 2013 **Research Personnel**, 2013 RHP 17 Regional Health Assessment, funded by the Texas A&M Health Science Center School of Rural Public Health, \$250,000
- 2013-2014 **Co-Project Manager**, Central Texas HIV/AIDS Client Needs Assessment, funded by the Brazos Valley Council of Governments, \$35,000
- 2013-2014 **Research Personnel**, Statewide Evaluation of the Texas 1115 Medicaid Transformation Waiver, funded by the Texas Health and Human Services Commission, \$2,400,000
- 2012-2014 **Co-Project Manager**, Using a Community Health Development Intervention to Build Community Capacity, Core Research Project within the Center for Community Health Development, funded by the Prevention Research Centers Program at the Centers for Disease Control and Prevention, \$300,000
- 2012-2014 **Research Personnel**, Geocaching for Exercise and Activity Research (GEAR) Study, funded by the Center for Community Health Development at the Texas A&M University System Health Science Center School of Rural Public Health, \$10,000
- 2012-2014 **Research Personnel**, Evaluation of the Madison Outreach and Services through Telehealth (MOST) Project, funded by the Office of Rural Health Policy at the Health Resources and Services Administration (through a \$450,000 Rural Health Services Outreach Grant to Madison County), \$117,000
- 2012-2013 **Research Personnel**, Evaluation of the Weight of the Nation (WON) Mass Media Campaign, unfunded

PUBLICATIONS

Peer Reviewed Journal Articles:

Wendel, M.L., Jackson, T., **Ingram, C.M.**, Golden, T., Castle, B.F., Ali, N. & Combs, R. (2019). Yet we live, strive, and succeed: Using Photovoice to understand community members' experiences of justice, safety, hope, and racial equity. *Collaborations: A Journal of Community-Based Research and Practice*, 2(1): 9, 1-16

Wendel, M.L., Garney, W.R., Castle, B.C. & **Ingram, C.M.** (2018). Critical reflexivity of communities on their experience to improve population health. *American Journal of Public Health*, 108(7): 896-901. PMID: 29874497

Castle, B., Wendel, M., Pryor, B. N. K., & **Ingram, M.** (2017). Assessing Community Leadership: Understanding Community Capacity for Health Improvement. *Journal of Public Health Management and Practice*, 23, S47-S52.

Garney, W.R., Wendel, M.L., McLeroy, K., Alaniz, A., Cunningham, G., Castle, B., **Ingram, M.** & Burdine, J. (2017). Using community health development to increase community capacity: A multiple case study. *Family and Community Health*, 40(1): 18-23.

Garney, W. R., Beaudoin, C. E., Clark, H. R., Drake, K. N., Wendel, M. L., McLeroy, K. R., . . . Shaw, R. L. (2015). Using Community-Based Participatory Research to Disseminate a Mass Media Campaign Into Rural Communities. *Journal of health communication*, 20(7), 799-806.

Technical Reports:

2019

Williams, M., & Wendel, M., Jackson, T., & Jones, G. (2019). *University of Louisville Youth Violence Prevention Research Center Technical Report: Data 2017 – 2018*. Louisville, KY: National Center of Excellence in Youth Violence Prevention

2017

Ingram, M., & Oglesby, A. (2017). *Arise to Safety: Final Evaluation Report*. Louisville, KY: Commonwealth Institute of Kentucky.

2014

Nimmons, K., **Ingram, M.**, Moreno, J., & Noor, M. (2014). *Central Texas HIV/AIDS Client Needs Assessment: Regional Report*. College Station, TX: Center for Community Health Development.

Nimmons, K., **Ingram, M.**, Moreno, J., & Noor, M. (2014). *Central Texas HIV/AIDS Client Needs Assessment: Austin HSDA Supplemental Report*. College Station, TX: Center for Community Health Development.

Nimmons, K., **Ingram, M.**, Moreno, J., & Noor, M. (2014). *Central Texas HIV/AIDS Client Needs Assessment: Bryan/College Station HSDA Supplemental Report*. College Station, TX: Center for Community Health Development.

Nimmons, K., **Ingram, M.**, Moreno, J., & Noor, M. (2014). *Central Texas HIV/AIDS Client Needs Assessment: Concho Plateau HSDA Supplemental Report*. College Station, TX: Center for Community Health Development.

Nimmons, K., **Ingram, M.**, Moreno, J., & Noor, M. (2014). *Central Texas HIV/AIDS Client Needs Assessment: Temple/Killeen HSDA Supplemental Report*. College Station, TX: Center for Community Health Development.

Nimmons, K., **Ingram, M.**, Moreno, J., & Noor, M. (2014). *Central Texas HIV/AIDS Client Needs Assessment: Waco HSDA Supplemental Report*. College Station, TX: Center for Community Health Development.

2013

Ingram, M., & Prince, A. (2013). *2013 – 2015 Community Impact Grant Executive Report*. College Station, TX: United Way of the Brazos Valley.

Alaniz, A., Catanach, C., Clark, H., Drake, K., Garney, W., Nimmons, K,...& Moser, A. (2013). *RHP 17 health status assessment 2013: Regional report*. College Station, TX: Center for Community Health Development.

Alaniz, A., Catanach, C., Clark, H., Drake, K., Garney, W., Nimmons, K,...& Moser, A. (2013). *2013 RHP 17 health status assessment 2013 supplemental report: Brazos Valley region*. College Station, TX: Center for Community Health Development.

Alaniz, A., Catanach, C., Clark, H., Drake, K., Garney, W., Nimmons, K,...& Moser, A. (2013). *2013 RHP 17 health status assessment 2013 supplemental report: Brazos County*. College Station, TX: Center for Community Health Development.

Alaniz, A., Catanach, C., Clark, H., Drake, K., Garney, W., Nimmons, K,...& Moser, A. (2013). *2013 RHP 17 health status assessment 2013 supplemental report: Burleson County*. College Station, TX: Center for Community Health Development.

Alaniz, A., Catanach, C., Clark, H., Drake, K., Garney, W., Nimmons, K,...& Moser, A. (2013). *2013 RHP 17 health status assessment 2013 supplemental report: Grimes County*. College Station, TX: Center for Community Health Development.

Alaniz, A., Catanach, C., Clark, H., Drake, K., Garney, W., Nimmons, K,...& Moser, A. (2013). *2013 RHP 17 health status assessment 2013 supplemental report: Leon County*. College Station, TX: Center for Community Health Development.

Alaniz, A., Catanach, C., Clark, H., Drake, K., Garney, W., Nimmons, K,...& Moser, A. (2013). *2013 RHP 17 health status assessment 2013 supplemental report: Madison County*. College Station, TX: Center for Community Health Development.

Alaniz, A., Catanach, C., Clark, H., Drake, K., Garney, W., Nimmons, K,...& Moser, A. (2013). *2013 RHP 17 health status assessment 2013 supplemental report: Montgomery County*. College Station, TX: Center for Community Health Development.

Alaniz, A., Catanach, C., Clark, H., Drake, K., Garney, W., Nimmons, K,...& Moser, A. (2013). *2013 RHP 17 health status assessment 2013 supplemental report: Robertson County*. College Station, TX: Center for Community Health Development.

Alaniz, A., Catanach, C., Clark, H., Drake, K., Garney, W., Nimmons, K,...& Moser, A. (2013). *2013 RHP 17 health status assessment 2013 supplemental report: Washington County*. College Station, TX: Center for Community Health Development.

Alaniz, A., Catanach, C., Clark, H., Drake, K., Garney, W., Nimmons, K,...& Moser, A. (2013). *2013 RHP 17 health status assessment 2013 supplemental report: Walker County*. College Station, TX: Center for Community Health Development.

SCIENTIFIC PRESENTATIONS

2019

Unintended Consequences: The Impact of Critical Consciousness Development in a Youth Violence Prevention Intervention. **Williams, M.**, Howard, T., Young, K. Oral presentation

at the American Public Health Association (APHA) 147th Annual Meeting. Philadelphia, PA, November 2-6.

Changing the narrative: The Impact of a social norming campaign on racial identity and youth violence. Jackson, T., **Williams, M.**, Nation, M., Jones, G. & Wendel, M.L. Oral presentation at the American Public Health Association (APHA) 147th Annual Meeting. Philadelphia, PA, November 2-6.

Does sociopolitical awareness prevent violence: An examination of the relations between race, sociopolitical development, and adolescent wellbeing. Nation, M., **Williams, M.**, Wendel, M.L., Castle, B.F. & Jackson, T. Oral presentation at the American Public Health Association (APHA) 147th Annual Meeting. Philadelphia, PA, November 2-6.

All we want is peace: Using the expertise of young people's lived experience to run an organizational social media account for structural violence prevention. Jones, G., Wendel, M.L., **Williams, M.** & Brown, Q. Poster presentation at the American Public Health Association (APHA) 147th Annual Meeting. Philadelphia, PA, November 2-6.

Campaigning for youth violence prevention: A structural violence lens. **Williams, M.** Oral presentation at the Center for Disease Control and Prevention's CE16-1605 Recipient Meeting. Minneapolis, Minnesota, August 5-7.

Changing the narrative: Challenging White supremacist norms and structural inequality to prevent youth violence. Wendel, M., **Williams, M.**, Nation, M., Debreaux, M. Symposium at the Society for Community Research and Action (SCRA) 17th Biennial Conference. Chicago, Illinois, June 26–29.

A latent class analysis of youth civic engagement: Do sociopolitical attitudes differentiate civic engagement profiles? Nation, M., Wendel, M., Gardella, J., **Williams, M.**, Debreaux, M. Poster presentation at the Society for Prevention Research (SPR) 27th Annual Meeting. San Francisco, California, May 28–31.

2017

Brown, A., **Ingram, M.**, & Castle, B. (Presented November 4 – 8, 2017). Challenges and Triumphs: Applying the Social Justice Youth Development Framework to Public Health. Panel presentation presented at American Public Health Association (APHA) 145th Annual Meeting. Atlanta, Georgia.

Wendel, M., Ali, N., **Ingram, M.**, Castle, B., Combs, R., Jackson, T., & Nation, M. (Presented November 4 – 8, 2017). Pride, Peace, & Prevention: A social norming

campaign to reduce youth violence. Roundtable discussion presented at American Public Health Association (APHA) 145th Annual Meeting. Atlanta, Georgia.

2016

Wendel, M., Jackson, T., **Ingram, M.**, Ali, N., Castle, B., Combs, R., Jones, G., Rogers, W., & Carthan, Q., Smith, A. (Presented on May 11 - 14, 2016). West Louisville photovoice project: local perspectives on justice, safety, hope, and racial equity. Panel presentation presented at Community-Campus Partnerships for Health 14th International Conference in New Orleans, Louisiana.

Jackson, T., Wendel, M., **Ingram, M.**, Castle, B., & Jones, G. (Presented on May 11 – 14, 2016). Louisville Listens to Ferguson in Order to Sow Justice, Safety, Hope, and Racial Equity. Poster presentation at Community-Campus Partnerships for Health 14th International Conference in New Orleans, Louisiana.

2015

Ingram, M., Jackson, T., Wendel, M., Ali, N., Castle, B., & Combs, R. (Presented on October 31 – November 4, 2015). *Addressing social determinants of health through photovoice*. Round table discussion presented at the American Public Health Association (APHA) 143rd Annual Meeting. Chicago, Illinois.

Castle, B.F., Wendel, M., **Ingram, M.**, Ali, N., Jackson, T., & Combs, R. (Presented on October 31 – November 4, 2015). *A partnership approach to addressing violence in West Louisville, Kentucky*. Poster presented at the American Public Health Association (APHA) 143rd Annual Meeting. Chicago, Illinois.

Ali, N., Wendel, M., **Ingram, M.**, Castle, B., Jackson, T., & Combs, R. (Presented on October 31 – November 4, 2015). *United we stand: The role of an urban university in strengthening community capacity*. Oral presentation presented at the American Public Health Association (APHA) 143rd Annual Meeting. Chicago, Illinois.

2014

Castle, B.F., Garney, W.R., Wendel, M.L., Alaniz, A., **Ingram, M.**, Jackson, V. & Meece, L. (November 17-19, 2014). *Grimes County Physical Activity and Community Engagement (PACE) Project: Increasing Access to Physical Activity in Rural Populations*. Poster presented at the American Public Health Association (APHA) 142nd Annual Meeting. New Orleans, Louisiana.

Garney, W.R., Wendel, M.L., Castle, B.F., Cunningham, G.B., **Ingram, M.**, & Alaniz, A. (November 17-19, 2014). *Exergame Options for Physical Activity: Geocaching for Exercise and Activity Research*. Poster presented at the American Public Health Association (APHA) 142nd Annual Meeting. New Orleans, Louisiana.

2013

Ingram, M., Castle, B., Turner, J., and Danford, D. (September 12, 2013). *Leon County Physical Activity and Community Engagement Project (PACE): 2013 Leon County Cache Dash*. Poster presentation at the 2013 RHP 17 Regional Health Summit, College Station, TX.

Castle, B., Jackson, V., **Ingram, M.**, Finke, P., and Meece, L. (September 12, 2013). *Grimes County Physical Activity and Community Engagement Project: Healthy Living Grimes County*. Poster presentation at the 2013 RHP 17 Regional Health Summit. College Station, TX.

Wendel, M. L., Garney, W. R., Cunningham, G., Ory, M., **Ingram, M.** & Castle, B. (November 2-6, 2013). *Geocaching for Exercise and Activity Research (GEAR): Exploring the Physical Activity Aspects of a Modern Recreational Activity* . Poster presentation at the American Public Health Association (APHA) 141st Annual Meeting. Boston, MA.

SERVICE ACTIVITIES

American Public Health Association, **Member** (2013 – present)

Community Campus Partnerships for Health, **Member** (2014 – present)

Louisville Central Community Center Youth Engagement Sub-Committee, **Member** (2014-2018)

Metro United Way Community Impact Cabinet, **Member** (2015-2016)