



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

Department	Louisville Metro Police	Department Contact	Lisa Jarrett
Contact Email	lisa.jarrett@louisvilleky.gov	Contact Phone	502 574 1506

Contract Type: check one	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Amendment		
		Additional Funds	Time Extension	Scope
Professional Service	<input checked="" type="checkbox"/>			
Sole Source (goods/services)	<input type="checkbox"/>			
	Start	End		
Requested Contract Dates (MM/DD/YYYY)	07/01/2022	06/30/2023		

VENDOR INFORMATION

Vendor Legal Name	Shawn Marie Herron			
DBA				
Point of Contact	Shawn Herron	Email	smherronjd@gmail.com	
Street	3831 Northwestern Pkwy			
Suite/Floor/Apt		Phone	502 558 1207	
City	Louisville	State	ky	Zip Code 40212
Federal Tax ID#		SSN# (if sole proprietor)		
Louisville Revenue Commission Account #				
<u>Human Relations Commission Certified Vendors</u>	Certified Minority Owned Business	Certified Woman Owned business	Disabled Owned business	
Select if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FINANCIAL INFORMATION

Not to Exceed Contract Amount	\$65,000		(including reimbursement expenses, if applicable)	
Fund Source: General Fund	<input type="checkbox"/>			
Federal Grant	<input checked="" type="checkbox"/>	Federal Granting Agency		
Other	<input type="checkbox"/>	Describe:		
Account Code String #	<input type="checkbox"/> 2210	<input type="checkbox"/> 305	<input type="checkbox"/> 2361	<input type="checkbox"/> 489362 <input type="checkbox"/> 521301
Payment Rate	\$50.00	per hour	per day	per service
		per month	Other	
Payment Frequency	<input checked="" type="checkbox"/>	Monthly	Upon Completion / Delivery	
	<input type="checkbox"/>	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.

Shawn Herron will work at the Louisville Training Academy as a Legal Instructor. Ms. Herron will teach legal courses, review curriculum's, lesson plans and outlines for all outside legal instructors as well as review training material to ensure their compliance with legal requirements.

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 position of Legal Instructor at LMPD requires specialized skills and knowledge. The individual must be in good standing with the Kentucky Bar Association and have particularized knowledge of law as it pertains to law enforcement. Ms. Herron has approximately 20 years of experience as a legal instructor for the Kentucky Department of Criminal Justice Training.

Contract needs federal language added by Paul Rutherford as payments will come from ARP funds.

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 E. SHIELDS Date 7.22.2022
 Signature E. SHIELDS
 Printed Name _____

Purchasing Director _____ Date _____
 Signature _____
 Joel Neaveill _____