



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

Department	Youth Transitional Services	Department Contact	Jean Bell
Contact Email	jean.bell@louisvilleky.gov	Contact Phone	574-5045

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	6/30/2023		

VENDOR INFORMATION

Vendor Legal Name	YMCA of Greater Louisville				
DBA					
Point of Contact	Matt Reed	Email	mreed@ymcalouisville.org		
Street	2400 Crittenden Drive				
Suite/Floor/Apt		Phone	502-635-4403		
City	Louisville	State	KY	Zip Code	40217
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	\$111,044	(including reimbursement expenses, if applicable)			
Fund Source: General Fund					
Federal Grant	<input checked="" type="checkbox"/>	Federal Granting Agency			
Other		Describe:			
Account Code String #	<input type="text" value="2210"/>	<input type="text" value="375"/>	<input type="text" value="2365"/>	<input type="text" value="489339"/>	<input type="text" value="521301"/>
Payment Rate		per hour		per day	per service
		per month		Other	
Payment Frequency		Monthly		Upon Completion / Delivery	
	<input checked="" 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.

Description of Field Release Program:

Field Release is a community-based alternative to detention program provided by the Contractor staffed 24 hours a day, including weekends and holidays. Field Release is available to all juveniles within Jefferson County who commit non-detainable offenses with the goal of ensuring the safe return of referred youth to their parents/guardians when a responding officer is not able to do this in a timely manner.

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.

Referrals shall come from Louisville Metro Youth Transitional Services and Court Designated Workers. Contractor shall immediately upon referral provide enrollment and process the referred youth. Referred youth shall have full access to programming and be supervised by Contractor staff until arrangements/discharge back to the legal guardian can occur.

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 Endora Davis Date 7/1/22

Signature Endora Davis Printed Name

Purchasing Director Joel Neaveill Date 9/8/2022

DocuSigned by: Signature Joel Neaveill