



**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	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

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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 #						
Human Relations Commission Certified Vendors	Certified Minority Owned Business	Certified Woman Owned business	Disabled Owned business			
Select if applicable						

FINANCIAL INFORMATION

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Not to Exceed Contract Amount	\$65,000 (including reimbursement expenses, if applicable)
Fund Source: General Fund	☒
Federal Grant	☒ Federal Granting Agency
Other	Describe:
Account Code String #	2210 305 2361 489362 521301
Payment Rate	\$50.00 per hour per day per service 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.

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 _____

Signature

Printed Name

Date

Purchasing Director _____

Signature

Joel Neaveill

Date