



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

Department	OMB	Department Contact	Richard Champion
Contact Email	Richard.Champion@louisvilleky.gov	Contact Phone	502-574-1881

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)		05/10/2022	12/31/2022	

VENDOR INFORMATION

Vendor Legal Name	Margaret Handmaker				
DBA	Margaret Handmaker				
Point of Contact	Margaret Handmaker	Email	margaret.handmaker@icloud.com		
Street	2403 Top Hill Road				
Suite/Floor/Apt		Phone	502-797-4478		
City	Louisville	State	KY	Zip Code	40206-2828
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	\$96,875		(including reimbursement expenses, if applicable)		
Fund Source: General Fund					
Federal Grant	<input checked="" type="checkbox"/>	Federal Granting Agency	ARP		
Other	<input type="checkbox"/>	Describe:			
Account Code String #	<input type="text" value="2210"/>	<input type="text" value="210"/>	<input type="text" value="2359"/>	<input type="text" value="489363"/>	<input type="text" value="521301"/>
Payment Rate	\$12,500	per hour		per day	
		per month		Other	
Payment Frequency	<input checked="" type="checkbox"/>	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.

Margaret Handmaker will assist in developing the framework to evaluate American Rescue Plan (ARP) proposals requested by agencies external to Metro Government as well as those requested by departments. Her review and evaluation will ensure that eligible proposed expenditures follow the US Treasury guidelines consistent with reporting results in a timely and uniform matter.

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.

Margaret Handmaker is uniquely situated to provide such a service to Louisville Metro Government because she has extensive private sector experience, previously been a Chief of Economic Development within Louisville Metro Government, and led the \$5 million+ Bloomberg grant that Metro was awarded. She brings knowledge of grant reporting requirements as well as a working knowledge of the government itself.

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 Richard Champion Date 3/8/2022
DocuSigned by: Richard Champion
Signature ID: 572588A1B8F20C84A2

Purchasing Director Joel Neaveill Date 3/8/2022
DocuSigned by: Joel Neaveill
Signature ID: 8096603FB3A42D
Joel Neaveill