



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

|               |                                 |                    |                |
|---------------|---------------------------------|--------------------|----------------|
| Department    | Public Health and Wellness      | Department Contact | Briana Lyddane |
| Contact Email | Briana.Lyddane@louisvilleky.gov | Contact Phone      | 502-574-6690   |

|                                       |              |                  |                |       |
|---------------------------------------|--------------|------------------|----------------|-------|
| Contract Type: check one              | <b>New</b>   | <b>Amendment</b> |                |       |
|                                       |              | Additional Funds | Time Extension | Scope |
| Professional Service                  | ✓            |                  |                |       |
| Sole Source (goods/services)          |              |                  |                |       |
|                                       | <b>Start</b> | <b>End</b>       |                |       |
| Requested Contract Dates (MM/DD/YYYY) | 07/01/2022   | 06/30/2023       |                |       |

**VENDOR INFORMATION**

|  |                                   |                                |                         |          |       |
|--|-----------------------------------|--------------------------------|-------------------------|----------|-------|
| Vendor Legal Name  | Honing LLC                        |                                |                         |          |       |
| DBA  |                                   |                                |                         |          |       |
| Point of Contact   | Emily Brandon                     | Email                          | embrandon@gmail.com     |          |       |
| Street   | 140 East Maple Street             |                                |                         |          |       |
| Suite/Floor/Apt  |                                   | Phone                          | 859-948-8081            |          |       |
| City   | Glendale                          | State                          | KY                      | Zip Code | 42740 |
| Federal Tax ID#  |                                   | SSN# (If sole proprietor)      |                         |          |       |
| Louisville Revenue Commission Account #                      |                                   |                                |                         |          |       |
| <a href="#">Human Relations Commission Certified Vendors</a> | Certified Minority Owned Business | Certified Woman Owned business | Disabled Owned business |          |       |
| Select if applicable   |                                   | ✓                              |                         |          |       |

**FINANCIAL INFORMATION**

|                               |                 |   |                            |             |             |
|-------------------------------|-----------------|---|----------------------------|-------------|-------------|
| Not to Exceed Contract Amount | <b>\$52,000</b> | (including reimbursement expenses, if applicable) |                            |             |             |
| Fund Source: General Fund     |                 |   |                            |             |             |
| Federal Grant                 | ✓               | Federal Granting Agency                           | ARP                        |             |             |
| Other                         |                 | Describe:   |                            |             |             |
| Account Code String #         | 2210            | 605   | 2301                       | 489308      | 521301      |
| <b>Payment Rate</b>           | per hour        |   | per day                    | \$26,000.00 | per service |
|                               | per month       |   | Other                      |             |             |
| <b>Payment Frequency</b>      | 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.

As part of Public Health and Wellness' Multicultural Community Campaign work, the Office for Globalization will contract with Honing LLC (aka Emily Brandon) to achieve the scope of work outlined in the attached.

If necessary, the contract should specify that Honing will invoice for half the contract amount after completing the REACH project, and the other half upon completion of the Multicultural Community Campaign project.

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 Office for Globalization is currently overwhelmed by the numerous essential needs of various international communities within Louisville and require additional staffing support to effectively help Louisville's foreign-born residents navigate barriers that have been compounded by the COVID-19 pandemic. Emily's past role/responsibilities within Greater Louisville, Inc. and her extensive knowledge of our multicultural communities positions her uniquely to be successful at this work. In addition, Emily is fluent in multiple languages dominant in Louisville. Emily is the best choice for this work as she spent a number of years building and maintaining community relationships with those outlined in the above scope of work.

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 Connie Mendel Date September 9, 2022

Signature Connie Mendel

Purchasing Director Joel Neaveill Date 9/21/2022

Signature B4B46603FB3A42D...

Joel Neaveill