



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



Department	Office of Resilience and Community	Department Contact	Tameka Laird
Contact Email	Tameka.Laird@louisvilleky.gov	Contact Phone	502-574-3929

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	2/28/2023		

VENDOR INFORMATION

Vendor Legal Name	University of Louisville				
DBA					
Point of Contact	Eric Dunn	Email	ejnunn@louisville.edu		
Street	485 East Gray Street				
Suite/Floor/Apt	Suite 233	Phone	502-852-3019		
City	Louisville	State	KY	Zip Code	40202
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	\$78,291.24	(including reimbursement expenses, if applicable)			
Fund Source: General Fund	✓				
Federal Grant		Federal Granting Agency			
Other		Describe:			
Account Code String #	1101	615	3857	506593	521301
Payment Rate	per hour		per day		per service
	per month		Other	64,703.50 salary/13,587.74 fringe	
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.

Please see the attachment for scope of work for the Director, Homeless Services Division.

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 is a sole source because:

- 1) It will be a partnership/collaboration with University of Louisville,
2) Dr. Susan Buchino
3) to utilize a professor who is a experience expert in the Homeless Field and to enhance the work of the Homeless Services Division,
4) to strengthen and elevate organizational effectiveness,
5) Homelessness evaluation, and Homelessness policy and data collection best practices.

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: Tamaka Laird

Date: 08/26/2022

Procurement Director: [DocuSigned by: Joel Harwood]

Date: 8/29/2022