



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

Department	Metro Parks and Recreation	Department Contact	Ben Johnson
Contact Email	ben.johnson@louisvilleky.gov	Contact Phone	574-5994

Contract Type: check one	<input checked="" type="checkbox"/> <b>New</b>	<input type="checkbox"/> <b>Amendment</b>		
		Additional Funds	Time Extension	Scope
Professional Service	<input checked="" type="checkbox"/>			
Sole Source (goods/services)	<input type="checkbox"/>			
Requested Contract Dates (MM/DD/YYYY)	<b>Start</b>	<b>End</b>		
	10/11/2016	06/30/2017		

**VENDOR INFORMATION**

Vendor Legal Name	Learning for Life, Lincoln Chapter				
DBA					
Point of Contact	Ruthe Holmberg	Email	Rholmberg@lflmail.org		
Street	12001 Sycamore Station Place - Suite A				
Suite/Floor/Apt		Phone	718-2061		
City	Louisville	State	KY	Zip Code	40299
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	\$76,000	(including reimbursement expenses, if applicable)			
Fund Source: General Fund	<input checked="" type="checkbox"/>				
Federal Grant		Federal Granting Agency			
Other		Describe:			
Account Code String #	<input type="checkbox"/> 1101	<input type="checkbox"/> 705	<input type="checkbox"/> 1628	<input type="checkbox"/> 162000	<input type="checkbox"/> 531510
Payment Rate		per hour		per day	per service
	\$6,333.33	per month		Other	
Payment Frequency	<input checked="" type="checkbox"/>	Monthly	Upon Completion / Delivery		
		Quarterly	Other		



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

**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.

This is a contract that we are requesting be renewed for the current fiscal year to continue with work being done in a number of Metro Parks and Recreation community centers (Baxter, Cyril Allgeier, Newburg, Parkhill, Portland and Shelby Park).

This contract will continue our multi-faceted approach to increasing attendance (particularly of teens) as well as other service providers and volunteers at the community centers identified above.

These are hands on classes uniquely designed for the individual locations and target audiences. Specific volunteers are brought in to deliver workshops as well as being recruited to volunteer at the community centers themselves separate from the Learning for Life activities

**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.

Learning for Life is uniquely qualified to do this work as an existing partner of the Recreation Division and long term provider of this type of training and service to young people and the community.

Learning for Life, Lincoln Chapter holds the intellectual property license for all Learning for Life and Exploring programs (K - 12). Learning for Life is a long standing, well-respected organization in the area of delivering quality programming to youth. They provide staff, materials, volunteers and curriculum that we would otherwise not have access to.

They are familiar with our centers, communities and staff. Not only will they provide direct service to young people, they are also assisting our division by providing updated and refresher training to staff based on our identified needs as well as those they identify from their day to day interaction in the centers.

**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 \_\_\_\_\_ Date 10/20/16  
Signature [Signature]

Printed Name SENE GILLES

Purchasing Director \_\_\_\_\_ Date 10/21/16  
Signature [Signature]

Joak Neaveill