



**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	New	Amendment		
		Additional Funds	Time Extension	Scope
Professional Service	✓			
Sole Source (goods/services)				
	Start	End		
Requested Contract Dates (MM/DD/YYYY)	10/01/2022	09/30/2023		

VENDOR INFORMATION

Vendor Legal Name	University of Louisville on behalf of its Division of Infectious Diseases				
DBA					
Point of Contact	Tina Hembree	Email	Tina.Hembree@louisville.edu		
Street	323 E Chestnut Street				
Suite/Floor/Apt	208	Phone	502-852-7881		
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	\$58,346	(including reimbursement expenses, if applicable)			
Fund Source: General Fund	✓				
Federal Grant		Federal Granting Agency			
Other		Describe:			
Account Code String #	1101	605	4130	411401	521344
Payment Rate		per hour		per day	per service
	\$4,862.18	per month		Other	
Payment Frequency	✓	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.

The Louisville Metro Department of Public Health and Wellness (LMPHW) operates a public health laboratory and a few clinical laboratories and is in need of a qualified Laboratory Director to oversee the lab's operations for 20 hours per week. The Lab Director will perform all duties as outlined in Exhibit A which includes, but is not limited to the following: carry out the responsibilities established by the Clinical Laboratory Improvement Amendments (CLIA); ensure the proper operation of the lab including development and implementation of a sustainable business plan; ensure that the physical plant and environmental conditions are appropriate for the testing performed; and ensure testing systems provide quality lab services for pre-analytic, analytic, and post-analytic phases of testing.

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 University of Louisville employs Dr. Leslie Wolf full time as a Clinical Assistant Professor. Dr. Wolf has served as the LMPHW Lab Director since July 2013, and LMPHW would like to continue its relationship with the University of Louisville for 20 hours of Dr. Wolf's time per week. Dr. Wolf's laboratory expertise is unparalleled, as is her experience running LMPHW's lab. UofL is uniquely qualified to provide Dr. Leslie Wolf as the LMPHW Lab Director because UofL is the sole source employer of Dr. Leslie Wolf.

The Lab Director's annual compensation shall be \$90,811 plus fringe benefits for a total compensation package of \$116,692.14 paid by UofL. Metro Government will contribute \$58,346.16 for salary/fringe to UofL. UofL shall invoice monthly for \$4,862.18

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 Jeffrey Howard Date August 11, 2022
Signature Jeffrey Howard

Printed Name

DocuSigned by:

Purchasing Director Joel Neaveill Date 9/7/2022
Signature B4B46603FB3A42D...

Joel Neaveill