

CONTRACT DATA SHEET

PSC Type (check one): New Addendum Sole Source: Yes No

Contractor Information	
1. Legal Name of Contractor:	<u>University of Louisville Research Foundation, Inc. d/b/a University of Louisville Arts & Sciences Anne Braden Institute; d/b/a Center for Environmental Policy & Management</u>
2. Address:	<u>Stevenson Hall, 2301 S. Third Street</u>
3. City, State, & Zip:	<u>Louisville, KY 40202</u>
4. Contractor Contact Person:	<u>Jon Schmidt</u>
5. Phone:	<u>852.8368</u> Email: <u>jon.schmidt@louisville.edu</u>
6. Revenue Commission Taxpayer ID#	<u>[REDACTED]</u>
7. Federal Tax ID # (SSN if sole proprietor)	<u>[REDACTED]</u>

Department Information	
8. Requesting Department:	<u>Human Relations Commission</u>
9. Contact Person Name & Telephone:	<u>Diniah Calhoun 574.2387</u>

Contract Information	
10. Not to exceed amount:	<u>\$ 38,414.00</u>
11. Are expenses reimbursed?	<u>No</u>
12. If yes list allowable expenses and maximum amount reimbursable:	_____
13. Beginning and ending date of the contract:	<u>July 1, 2015 – June 30, 2016 (PO 306756 continuation)</u>
14. Funding Source	<u>2101-230-5441-544103-521301</u> Federal Funds <input checked="" type="checkbox"/> yes <input type="checkbox"/> no
15. Scope & Purpose of the contract:	<u>Housing Marketing Analysis for Louisville Metro according to the attachment hereto.</u>

Authorizations	
Department Director:	<u>[Signature]</u> Date: <u>8/19/15</u>
Purchasing Director:	<u>[Signature]</u> Date: <u>8/21/15</u>
County Attorney:	<u>[Signature]</u> Date: <u>8/28/15</u>
<i>The County Attorney has written the attached Professional Service Contract of Sole Source Contract and has approved that document as to the legality of the instrument itself only and as to its form.</i>	

For Purchasing Use Only	
Contractor is registered and in good standing with the Revenue Commission	_____
Human Relations Commission requirements have been met	_____
Insurance requirements have been satisfied	_____
If federally funded, Federal Debarment standing has been verified	_____

Attach all justification documentation to this form, along with signed Written Findings Form.

WRITTEN FINDINGS

EXPLAINING NECESSITY FOR USING NONCOMPETITIVE NEGOTIATION FOR PSC

This document constitutes written request and findings, as required by KRS 45A.380 stating the need to purchase through noncompetitive negotiation. By the signatures listed below, the Requesting Department has determined, and the Chief Financial Officer concurs, that competition is not feasible because:

_____ A. An emergency exists which will cause public harm as a result of the delay in competitive procedures. **** Mayors Approval required for emergency purchases exceeding \$10,000.**

_____ B. There is a single source within a reasonable geographic area of the supply or service to be procured or leased (attach sole source determination from the Purchasing Department).

 X C. The contract is for the services typically provided by a licensed professional, such as an attorney, architect, engineer, physician, certified public accountant, registered nurse, or educational specialist; a technician such as a plumber, electrician, carpenter, or mechanic; an artist such as a sculptor, aesthetic painter, or musician; or a non-licensed professional such as a consultant, public relations consultant, advertising consultant, developer, employment department, construction manager, investment advisor, or marketing expert and the like.

_____ D. The contract is for the purchase of perishable items purchased on a weekly basis, such as fresh fruits, vegetables, fish, or meat.

_____ E. The contract is for replacement parts where the need cannot reasonably be anticipated and stockpiling is not feasible.

_____ F. The contract is for proprietary items for resale.

_____ G. The contract or purchase is for expenditures made on authorized trips outside the boundaries of the city.

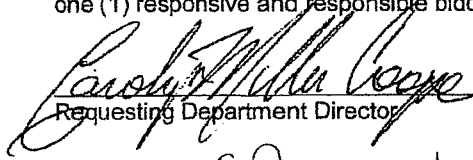
_____ H. The contract is for the purchase of supplies which are sold at public auction or by receiving sealed bids.

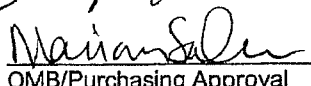
_____ I. The contract is for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance, or unemployment liability insurance.

_____ J. The contract is for a sale of supplies at reduced prices that will afford a purchase at savings to the Metro Government.

_____ K. The contract was solicited by competitive sealed bidding and no bids were received from a responsive and responsible bidder.

_____ L. Where, after competitive sealed bidding, it is determined in writing that there is only one (1) responsive and responsible bidder.


Requesting Department Director _____ 08/19/2015
Date


OMB/Purchasing Approval _____ 8/21/15
Date

Date
****Mayor**
****Signature is required only for Written Finding A**

Proposed Scope of Work
to
Louisville Metro Human Relations Commission
from
University of Louisville
Center for Environmental Policy and Management
&
University of Louisville
Anne Braden Institute for Social Justice Research

In collaboration with
Metropolitan Housing Coalition

1. Project Summary

a. In collaboration with the Metropolitan Housing Coalition, The Anne Braden Institute (ABI) and the Center for Environmental Policy and Management (CEPM) propose to produce a Market Analysis/Affordable Housing Needs Assessment for the Louisville Metro Human Relations Commission. The Analysis/assessment will consist of a written research-based report derived from 2 kinds of data (1) compilation and analysis of existing relevant quantitative findings and (2) focus groups of persons in protected classes (specifically low-income households who are African Americans, female single parent with own children, disabled persons, Hispanic/Latinos, and recent immigrants) on housing choices. Using current local housing data and focus group results, we will formulate the realities (and myths) of housing availability that meets the needs of protected classes within Louisville Metro. Policy recommendations based on the findings would be included in the report's conclusions.

b. Total Funding for Project:
Two separate contracts.
UofL CEPM/ABI TOTAL: \$38,414
MHC TOTAL: \$ 12,815
(see details below)

c. Project Tasks:
University of Louisville Human Subjects Protection Approval:
CEPM and ABI will submit the proposal to the UofL Institutional Review Board for approval to perform Focus Groups and will obtain all necessary release forms.

Local Housing Data Compilation and Analysis:
Provide analysis to measure relevant data that accurately portrays the current housing market in Louisville Metro/Jefferson County, KY. Data would include, but not be limited to supply data: age of homes, utility data, vacancy rates, home values, housing types, and distribution of

housing and demand data: demographics of distribution of low-income families and households by family size, age, race/ethnicity, and other relevant characteristics available from the most current census data. (CEPM/ABI with input/feedback from MHC)

Community Conversations:

Facilitate focus group sessions for getting feedback on underserved populations' housing needs. Through these focus groups, gather qualitative data regarding (a) why people of protected classes live where they do; (b) to what extent would they prefer to live elsewhere; and (c) what do they most need or want from their housing/place of housing. (CEPM/ABI/MHC will collaborate on establishing focus group outreach, schedule, structure and content. MHC: convening and joint facilitation, CEPM/ABI joint facilitation; data recording and analysis.)

Written Report:

A Report will be written that would include focus group qualitative findings, quantitative analysis of current housing conditions, and policy recommendations. ABI and CEPM will draft the table of contents and compile all parts of the Report in collaboration with MCH staff. ABI and CEPM will be responsible for producing or securing all graphs and charts for the Report. ABI and CEPM will be responsible for securing any releases for information or graphics used in the Report. MHC will be responsible for coordinating layout and printing the report. The length of the Report will be no more than 28 pages, no fewer than 24 pages including the front and back. The Report must be ready for printing in such a time that allows the report to be released by a date agreed upon with Louisville Metro Human Right Commission; this includes the proofs from the printer must be finalized by that agreed upon date. This Report is to be the property of Louisville Metro Human Relations Commission and will be made available on-line via the CEPM and/or the ABI and MHC websites.

Public Presentation of Report:

ABI, CEPM, and MHC staff together will present the information at a press conference, date to be determined in collaboration with LMHRC.

CEPM and ABI 12 Month Budget By Personnel				
Budget Justification				
PERSONNEL				
Personnel Salaries	Rate and Unit Time		\$25,040	
Lauren Heberle, CEPM Director	2.5%	\$1,456		
Carol Norton, Program Manager	15%	\$8,400		
Research Assistant	25%	\$4,050		
Cate Fosl, ABI Director	2.5%	\$2,134		
ABI Program Manager	15%	\$4,950		
Research Assistant	25%	\$4,050		
Fringe Benefits	% Rate		\$5,447	
Lauren Heberle, CEPM Director	28.50%	\$415		
Carol Norton, Program Manager	28.50%	\$2,394		
Research Assistant	7.65%	\$310		
Cate Fosl, ABI Director	28.50%	\$608		
ABI Program Manager	28.50%	\$1,411		
Research Assistant	7.65%	\$310		
Personnel TOTAL				30,487
OTHER DIRECT COSTS				
Travel		\$0		
Equipment				
Supplies	Estimated costs of materials and postage for outreach, workshops (food), and software			
Contractual and Affiliated Faculty				
Facility Rental				
Construction				
Other (Tuition)				
TOTAL OTHER DIRECT COSTS				0
TOTAL DIRECT CHARGES				30,487
INDIRECT CHARGES (off campus rate)	26% of Direct - Equipment/tuition			7,927
TOTAL				38,414
TOTAL REQUESTED FOR UOFL				38,414

MHC BUDGET			
Expense Items	FHAP	In-Kind Funds/Contributions	
Staff Costs for MHC			
Coordinate partners			
45 hours @ \$45	\$2,025		
Coordinate logistics and assist at focus groups		Additional staff hours	
25 hours @ \$45	\$1,125	15 @ \$32 = \$480	
Assist in analyzing results		Additional staff hours	
20 hours @ \$45	\$900	10 @ \$32= \$320	
Contribute to writing by partners			
25 hours @ \$45	\$1,125		
Incentives for focus group participants \$20 card for 30 people	\$600		
Total	\$5,775	\$800	
Additional Cost			
Coordinate layout and printing			
12 hours @ \$45	\$540		
Copying and printing costs			
Layout	2500		
Printing	4000		
Total	\$7,040		
Total of all MHC expenses	\$12,815	\$800.00	

BUDGET BY TASK AREA					
	CEPM/ABI %		MHC%		MHC IN-KIND
Demographic and Housing Data Collection	20%	\$7,683			
Focus Group Logistics and Implementation	30%	\$11,524	9%	\$1,125	\$480
Data Analysis and Report Writing	30%	\$11,524	16%	\$2,025	\$320
Layout and Printing			55%	\$7,040	
Planning and Coordination	20%	\$7,683	16%	\$2,025	
Focus Group Incentive Costs			5%	\$600	
Totals		\$38,414		\$12,815	\$800