



OFFICE OF THE MAYOR
LOUISVILLE, KENTUCKY

GREG FISCHER

MAYOR

To: Joel Neaveill
Purchasing Director

From: Kellie Watson *KW*
General Counsel/Liaison to Metro Counsel

Date: March 20, 2017

Re: Request for Professional Service Contract

Please accept this request for professional service request for Kerry Harvey of Dickinson Wright PLLC. Mr. Harvey will examine the allegations of connected to LMPD Explorer program, and also actions of Louisville Metro employees and others regarding the alleged abuse. Mr. Harvey will be conducting interviews, reviewing documents and other activities to fully ascertain what happened within and around the Explorer program.



**Office of Management and Budget
Division of Purchasing**

Non-Competitive Contract Request Form

Department	Mayor's Office	Department Contact	Kellie Watson
Contact Email	kellie.watson@louisvilleky.gov	Contact Phone	574-2019

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)	03/17/2017			

VENDOR INFORMATION

Vendor Legal Name	Dickinson Wright PLLC						
DBA							
Point of Contact	Kerry Harvey	Email	KHarvey@@dickinsonwright.com				
Street	300 West Vine Street						
Suite/Floor/Apt	Suite 1700	Phone	859-899-8700				
City	Lexington	State	KY	Zip Code	40507		
Federal Tax ID#		SSN# (if sole proprietor)					
Louisville Revenue Commission Account #							
<u>Human Relations Commission Certified Vendors</u>	Certified Minority Owned Business	Certified Woman Owned business	Disabled Owned business				
Select if applicable							

FINANCIAL INFORMATION

Not to Exceed Contract Amount	\$50,000		(including reimbursement expenses, if applicable)				
Fund Source: General Fund	✓						
Federal Grant		Federal Granting Agency					
Other		Describe:					
Account Code String #							
Payment Rate	\$275.00	per hour		per day		per service	
		per month		Other			
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.

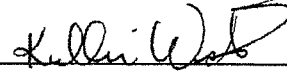
To conduct a wide-ranging special investigation into allegations connected to the LMPD Explorer program.

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.

This professional service contract is necessary at this time due to the expertise of the professional, the timing of this issue, and the matter in which the investigation which cover.

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 3/20/17
 Signature Kellie Watson

Printed Name

Purchasing Director  Date 3/20/17
 Signature Joel Neaveill