



**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	<b>New</b>	<b>Amendment</b>		
		Additional Funds	Time Extension	Scope
Professional Service		✓	✓	✓
Sole Source (goods/services)				
	<b>Start</b>	<b>End</b>		
Requested Contract Dates (MM/DD/YYYY)	06/01/2022	06/01/2023		

**VENDOR INFORMATION**

Vendor Legal Name	Jeffrey Dewayne Howard, Jr.				
DBA					
Point of Contact	Dr. Jeffrey Howard	Email	jeffhowardmd@gmail.com		
Street	11515 Shaffer Farms Lane				
Suite/Floor/Apt		Phone	606-269-8006		
City	Louisville	State	KY	Zip Code	40291
Federal Tax ID#		SSN# (If sole proprietor)			
Louisville Revenue Commission Account #					
<a href="#">Human Relations Commission Certified Vendors</a>	Certified Minority Owned Business	Certified Woman Owned business	Disabled Owned business		
Select if applicable					

**FINANCIAL INFORMATION**

Not to Exceed Contract Amount	<b>\$256,013</b>	(including reimbursement expenses, if applicable)			
Fund Source: General Fund	✓				
Federal Grant		Federal Granting Agency			
Other		Describe:			
Account Code String #	1101	605	4140	411665	531201
Payment Rate		per hour		per day	per service
	\$21,334.4	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.

LMPHW seeks to amend contract #386414 with Dr. Jeff Howard, our Medical Director. As of June 1st, 2022, he will serve as our Interim Director and Chief Health Strategist, in addition to his role as Medical Director.

The Interim Director and Medical Director shall be licensed to practice medicine in the Commonwealth of Kentucky and will provide the services in the attached job description and scope of work. The Interim Director and Medical Director will be paid \$21,334.40 monthly for an annual compensation amount of \$ 256,013.00

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**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.

As the current Medical Director, Dr. Howard is uniquely qualified to serve as Interim Director and Medical Director. Dr. Howard has an extensive background in academia and medicine, has served in government at the state and federal levels, and holds a master degree in public health in addition to his MD and MBA. The expertise and licensure this position requires does not exist within current LMG staff.

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**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 Chief Ozzy Gibson Date May 16, 2022

Signature  
Chief Ozzy Gibson

Printed Name Signed by:

OMB Signature Joel Neaveitt Date 5/25/2022  
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Joel Neaveitt