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OFFICE OF MANAGEMENT AND BUDGET
Division of Procurement

Non-Competitive Purchase / Contract Request Form

Department	Louisville Zoo	Department Contact	Steven Taylor
Contact Email	steven.taylor@louisvilleky.gov	Contact Phone	502-238-5325

Professional Services are services that require specialized skills, knowledge, and expertise, often provided by individuals or firms with professional qualifications.
Sole Source is when goods or services being procured are unique, specialized, or proprietary in nature, and there are no comparable alternatives available in the market.

Request Date 5/7/26 Contract Type: Professional Service ☑ Sole Source (Goods/Services) ☐

Requested Contract Term: Start 7/1/26 End 6/30/27 One-time purchase ☐

Title of goods or service to be acquired: Louisville Zoo - JCTC Agreement

CONTRACT SCOPE and PURPOSE (Attach additional documentation if necessary)
Be specific about the work to be performed or product to be purchased including but not limited to scope of work; description of service and work product created.

The Louisville Zoo and Jefferson Community Technical College (JCTC) implement a yearly cooperative, experiential program which provides an interactive experience for Zoo guests. JCTC students provide staffing and interpretation for the Zoo's BOMA African petting zoo and the Wallaroo Walkabout. This is accomplished by providing college-level students paid learning experiences. Students study and learn the art and science of conservation education, biology, conservation, animal husbandry, natural history, and guest services, laying the groundwork for their professional futures.

SUPPLIER INFORMATION

Supplier Legal Name	Kentucky Community and Technical College Systems				
DBA	Jefferson Community and Technical College				
Point of Contact	Michael Watkins	Email	michael.watkins@kctcs.edu		
Street	109 E. Broadway				
Suite/Floor/Apt		Phone	502-213-2615		
City	Louisville	State	KY	Zip Code	40202
Federal Tax ID#	[redacted]				
Louisville Metro Revenue Commission Account #					
Louisville Human Relations Commission Certified Business	☐ Minority ☐ Woman		☐ Disabled ☐ LGBT		

FINANCIAL INFORMATION

Not to Exceed Contract Amount	$140,000		(Including reimbursement expenses, if applicable)		
Spend Category:	Professional Services				
Fund:	1101	Cost Center:	735 animal curator		
Program:			Project:		
Grant:			Other Worktags:		

Payment Rate		per hour		per day		Other - describe below
		per month		per service	varies on hours worked per month	
Payment Frequency		Monthly	X	Upon Completion / Delivery		
		Quarterly		Other		

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JUSTIFICATION FOR NON-COMPETITIVE PURCHASE / CONTRACT (Attach additional documentation if necessary)

Technical Justification -Explain why the requested goods or services can only be provided by the selected supplier. Include any technical specifications, unique features, or specialized expertise that make the supplier the only viable option.

The Louisville Zoo and JCTC have been jointly participating in this endeavor since 1998. We wish to continue this partnership for another year.

Operational Necessity - Describe how the requested goods or services are critical to the operation. Explain any potential disruptions or negative impacts that could arise from using an alternative supplier.

The BOMA African petting zoo and the Wallaroo Walkabout exhibits allow guests to enter into shared areas to see animals in an up close and personal perspective.

Market Research - Provide the results of the market research conducted to determine if alternative suppliers are available. Include a summary of the research process, the suppliers considered, and the reasons why these alternatives were deemed unsuitable.

Sole source working with JCTC since 1998.

Cost Considerations - Where it is reasonable to do so, departments should make all efforts to negotiate and validate that pricing meets market expectations and is advantageous to Metro. Describe how the cost of services offered were determined to be reasonable. Detail any cost savings, if applicable, and how these savings compare to potential alternative suppliers.

Previous Relationship - Note any known pre-existing relationship or business history with the supplier.

The Louisville Zoo and JCTC have been participating in this program since its inception in 1998.

AUTHORIZATIONS: I confirm that the information contain herein is accurate and complete to the best of my knowledge.

Department Director Signature

Dan Maloney 08 May '26
Printed Name Date

Based upon the review of information contained herein, competition is not feasible and the request for purchase / contract is approved.

Signed by: Kevin Moore
7094E194DF804D3...
Procurement Director Signature

Kevin Moore 5/13/2026
Printed Name Date

Comments:

DS
Sk
5/13/2026

PRO 010 Revised 02/2024