

CONTRACT DATA SHEET

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

Contractor Information	
1. Legal Name of Contractor:	<u>Learning for Life, Lincoln Chapter</u>
2. Address:	<u>12001 Sycamore Station Place Suite A</u>
3. City, State, & Zip:	<u>Louisville, KY 40299</u>
4. Contractor Contact Person:	<u>Ruthe Holmberg</u>
5. Phone:	<u>502-400-5363</u> Email: <u>Rholmber@lffmail.org</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>Metro Parks and Recreation</u>
9. Contact Person Name & Telephone:	<u>Ben Johnson 456-8178</u>

Contract Information	
10. Not to exceed amount:	<u>\$ 76000</u>
11. Are expenses reimbursed?	<u>No</u>
12. If yes list allowable expenses and maximum amount reimbursable:	<u>N/A</u>
13. Beginning and ending date of the contract:	_____
14. Funding Source	<u>General funds</u> Federal Funds <input type="checkbox"/> yes <input type="checkbox"/> no
15. Scope & Purpose of the contract:	<p>To provide training and programming to staff and participants at twelve Metro Parks community centers. This will include direct and indirect programming with measurable goals included in the contract.</p>

Authorizations	
Department Director:	<u>[Signature]</u> Date: <u>6-1-15</u>
Purchasing Director:	<u>[Signature]</u> Date: <u>6/9/15</u>
County Attorney:	<u>[Signature]</u> Date: <u>6/19/15</u>
<p><i>The County Attorney has written the attached Professional Service Contract or Sole Source Contract and has approved that document as to the legality of the instrument itself only and as to its form.</i></p>	

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.**

XX _____ 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).

_____ 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 Date 6-1-15

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

 OMB/Purchasing Approval Date

MEMORANDUM

TO: Marian Salmon, Purchasing

FROM: Mike Heitz
Director

SUBJECT: Sole Source Justification

DATE: 5/27/2015

Explanation of why competition is not feasible for Learning for Life Proposal.

The Learning for Life contract will be a multi-faceted approach to increasing attendance, participation and effectiveness at the Metro Parks and Recreation Community Centers.

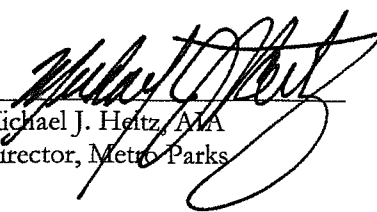
Learning For Life Lincoln Chapter holds the intellectual property license for all Learning for Life and Exploring programs (k-12). Learning for Life has for 20 years delivered quality youth programs nationwide (and locally) to young people with a proven track record of engaging volunteers and community partners, and delivering positive outcomes for young people. Using a proven program material and formula for identifying, recruiting and training volunteers and community partners to help young people build confidence, work & life skills, leadership, and values they will enable the Recreation staff of Louisville Metro Parks to positively impact the lives of over 1,000 young people in the coming years.

The Learning for Life team will be a direct provider of programming while at the same time, teaching Recreation staff how to recruit youth for and deliver the program as well.

Learning for Life is uniquely positioned to provide this service based on the following criteria:

- familiarity with Metro Parks Community Centers and the neighborhoods they are located in
- familiarity with the community center clientele and neighborhood demographics
- experience with recruitment, training and program delivery to young people and
- we have partnered with them on the delivery of other programs.

Based on those factors which will also allow us to get this program up and running quickly along with a higher probability for success, we are asking you to accept this as valid justification and allow the process of contracting with Learning for Life to proceed.



Michael J. Heitz, AIA
Director, Metro Parks

Metro Parks Budget

Item	Notes	Total
LFL K-5	National Fee	n/c
Jr. Exploring 6-8	National Fee	\$ 4,000
Exploring 9-12	National Fee	\$ 4,000
Staffing	Full time staff person, year round	\$ 55,000
Program material	estimated supplies	\$ 10,000
Admin support	estimated support	\$ 3,000
Total		\$ 76,000

LFL Staff time allocation		
Newburg CC (TBD)	LFL Staff person based from this site to implement programs. For Middle school & High School youth and outreach into community.	10 hrs./ week (48 weeks/year)
Baxter, Beechmont, , Douglas, Newburg, Parkhill, Portland, Shawnee, Shelby park, South louisville, Sun Valley, Southwick	LFL Staff person trains and supports Metro parks staff on Program, youth development and volunteer/resource recruiting for center. Mnthly program team review and startegy discussion, resource training, site visits	2 hrs/week/ site (22 hours)
Mgmt/planning/ networking with Schools and other community Organizations.	Program planning, reporting, making conections with schools, and other community organizations to secure volunteers and resources and coordiante programs & support for students.	10 hrs/ week
Total		

		Action to be taken	Results expected
Year 1	90 days	LFL staff to meet MP staff begin training and program planning. Participants recruited, program deployed. Volunteer recruiting begins	Operational plan for each site developed, Staff training completed: lead volunteer for each site ID'd and trained. 12 volunteers recruited, 60 students participating actively
Year 1	180 days	Continue recruiting participants, training volunteers, deploying weekly/daily programs at each site. Minimum 10 hrs./week of structured programming per site (5 for Middle School & 5 for High School)	24 volunteers recruited and trained 120 students actively engaged
Year 1	270 days	Continue recruiting participants, training volunteers, deploying weekly/daily programs at each site. Minimum 10 hrs./week of structured programming per site (5 for Middle School & 5 for High School)	36 volunteers recruited, 180 students actively engaged
Year 1	360 days	Continue recruiting participants, training volunteers, deploying weekly/daily programs at each site. Minimum 10 hrs./week of structured programming per site (5 for Middle School & 5 for High School)	48 volunteers recruited, 240 students actively engaged. Analyze results EOY results., JCPS Cascade. YPOA baseline. Develop 2nd year actual dates and plans.