



**Office of Management and Budget
Division of Purchasing
Non-Competitive Contract Request Form**

Department	OMB	Department Contact	Monica Harmon
Contact Email	Monica.Harmon@louisvilleky.gov	Contact Phone	502-574-6093

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)	05/10/2021	05/09/2022		

VENDOR INFORMATION

Vendor Legal Name	Margaret Handmaker			
DBA	Margaret Handmaker			
Point of Contact	Margaret Handmaker	Email	margaret.handmaker@icloud.com	
Street	2403 Top Hill Road			
Suite/Floor/Apt		Phone	502-797-4478	
City	Louisville	State	KY	Zip Code 40206-2828
Federal Tax ID#		SSN# (if sole proprietor)	[REDACTED]	
Louisville Revenue Commission Account #	[REDACTED]			
Human Relations Commission Certified Vendors	Certified Minority Owned Business	Certified Woman Owned business	Disabled Owned business	
Select if applicable				

FINANCIAL INFORMATION

Not to Exceed Contract Amount	\$150,000	(including reimbursement expenses, if applicable)			
Fund Source: General Fund	✓				
Federal Grant		Federal Granting Agency			
Other		Describe:			
Account Code String #	1101	210	5522	552203	521301
Payment Rate		per hour		per day	per service
	\$12,500.00	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.

Margaret Handmaker will assist in developing the framework to evaluate American Rescue Plan (ARP) proposals requested by agencies external to Metro Government as well as those requested by departments. Her review and evaluation will ensure that eligible proposed expenditures follow the US Treasury guidelines consistent with reporting results in a timely and uniform matter.

This amendment is for an additional \$120,000 through May 2022 reflects the added complexity and effort to position Louisville Metro in prioritizing and administering ARP funds in accordance with federal guidelines.

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.

Margaret Handmaker is uniquely situated to provide such a service to Louisville Metro Government because she has extensive private sector experience, previously been a Chief of Economic Development within Louisville Metro Government, and led the \$5 million+ Bloomberg grant that Metro was awarded. She brings knowledge of grant reporting requirements as well as a working knowledge of the government itself.

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: Monica Harmon (signature) Date: 6/2/2021
Printed Name: Monica Harmon

Purchasing Director: Joel Neaveill (signature) Date: 6/2/2021
Printed Name: Joel Neaveill