



OFFICE OF MANAGEMENT AND BUDGET
Division of Procurement

Non-Competitive Purchase / Contract Request Form

Department	LMPD Speical Victims Unit	Department Contact	Lieutenant Andrew Meyer
Contact Email	andrew.meyer@louisvilleky.gov	Contact Phone	502-777-3950

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 **6/3/26** 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: Pediatric Protection Specialists (PPS)

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.

Norton Medical Associates, Children's Medical Group, Pediatric Protection Specialists (PPS) provide child forensic pathology services to pediatric victims of abuse and neglect. PPS works in collaboration with LMPD in the investigation and gathering of evidence in cases related to pediatric abuse and neglect. Additionally, the staff works with prosecution to assist in provide expert testimony as expert witnesses during the judicial process. PPS also plays a role in the Multidisciplinary Team with members of LMPD and other interested parties, to examine cases and case progression.

SUPPLIER INFORMATION

Supplier Legal Name	Community Medical Associates				
DBA	Norton Children's Medical Group				
Point of Contact	Steven Jesse	Email	steven.jesse@nortonhealthcare.ord		
Street	4801 Olympia Park Plaza				
Suite/Floor/Apt	Suite 3000	Phone	502-852-8608		
City	Louisville	State	KY	Zip Code	40241

Federal Tax ID#					
Louisville Metro Revenue Commission Account #					
Louisville Human Relations Commission Certified Business	☐ Minority	☐ Disabled			
	☐ Woman	☐ LGBT			

FINANCIAL INFORMATION

Not to Exceed Contract Amount	\$200,000		(Including reimbursement expenses, if applicable)			
Spend Category:	Professional Services					
Fund:	General	Cost Center:	305 Major Crimes			
Program:			Project:			
Grant:			Other Worktags:			
Payment Rate		per hour		per day		Other - describe below
		per month	x	per service		
Payment Frequency		Monthly		Upon Completion / Delivery		
		Quarterly		Other	per service	



OFFICE OF MANAGEMENT AND BUDGET
Division of Procurement

Non-Competitive Purchase / Contract Request Form

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.

PPS serves the Louisville area hospital specializing in pediatric healthcare. They provide 24/7 coverage. PPS staff receive extensive training and ongoing quality control expert review of exams.

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.

PPS gathers evidence during their examinations which are necessary documentation of the alleged criminal acts. The services provided are crucial for the successful prosecution of abuse and neglect cases. If PPS did not provide the services, the evidence gathering process would likely be performed by healthcare staff that does not have the certification and may not be as knowledgeable about the evidence needed. This could cause a failure for the case as it is processed through the judicial system and result in felony offenders being released.

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.

There doesn't appear to be any other companies to perform the same scope of services in the same capacity as Norton Medical Associates, Children's Medical Group, Pediatric Protection Specialists (PPS).

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.

Historically, there has not been a need to bill for the full amount of the contract. Dr. Currie has cited an increase of case number and a trend of increased case complexity has provided a need for increased funding. Dr. Currie cited the trend in complexity is due to an increased number of near-fatal ingestions of illicit substances, due to the increased availability of CBD/THC products as well as the opioid epidemic.

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

PPS has a history of contracting with the Louisville Metro Police Department for many years.

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

Signed by:

Paul Humphrey

Department Director Signature

Paul L. Humphrey

6/18/2026

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

Procurement Director Signature

Kevin Moore

6/22/2026

Printed Name

Date

Comments:

DS
Sk

6/18/2026