



OFFICE OF MANAGEMENT AND BUDGET
Division of Procurement

Non-Competitive Purchase / Contract Request Form

Department	LMPD Special 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 **6/1/24** Contract Type: Professional Service ☒ Sole Source (Goods/Services) ☐

Requested Contract Term: Start **7/1/24** End **6/30/25** One-time purchase ☐

Title of goods or service to be acquired: Sexual Assault Nursing Examiners (SANE) care

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.

SAFE Services provides Sexual Assault Nursing Examiners (SANE) to provide care to victims of sexual assault and domestic violence at area hospitals with certified SANE staff. SAFE Services provides this care to multiple regional hospitals, including hospitals in southern Indiana. SAFE Services works in collaboration with LMPD in the investigation and gathering of evidence in cases related to sexual assault and domestic violence. Additionally, the staff works with prosecution to assist in provide expert testimony as expert witnesses during the judicial process.

To address the growing need for this service, SAFE Services had an administrative director for administrative and clinical oversight and shift coordinators to oversee and implement the program and ongoing education.

SUPPLIER INFORMATION

Supplier Legal Name	UofL Sexual Assault Forensic Examiner (SAFE) Services				
DBA					
Point of Contact	Amanda Corzine RN, MSN, SANE-A/A P/A, NE-BC	Email	amanda.corzine@uoflhealth.org		
Street	530 S. Jackson Street				
Suite/Floor/Apt		Phone	502-562-4064		
City	Louisville	State	KY	Zip Code	40202
Federal Tax ID#					
Louisville Metro Revenue Commission Account #					
Louisville Human Relations Commission Certified Business	<input type="checkbox"/> Minority	<input type="checkbox"/> Disabled			
	<input type="checkbox"/> Woman	<input type="checkbox"/> LGBT			

FINANCIAL INFORMATION

Not to Exceed Contract Amount	\$100,000	(Including reimbursement expenses, if applicable)			
Spend Category:	Professional Services				
Fund:	1101	Cost Center:	305 LMPD Major Crimes Division CIS		
Program:		Project:			
Grant:		Other Worktags:			
Payment Rate		per hour		per day	
		per month		per service	X
Payment Frequency		Monthly		Upon Completion / Delivery	
		Quarterly		Other	X



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.

UofL SAFE Services is the largest forensic nursing program in the state serving over 900 victims annually. They are the only program that can provide 24/7 coverage in the region at multiple hospital locations. UofL SAFE Services 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.

SAFE Services gathers evidence during their examinations which are sent to DNA Labs to assist in identification of suspects. The services provided are crucial for the successful prosecution of sexual assault cases. If SAFE Services 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 SAFE Services.

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.

Services provided in this contract are provided at fair market value. The funding increase requested is for a small portion (13%) of the Shift Coordinators salary. The remainder of the salary support is provided by UofL Hospital. There are no other direct cost comparisons to forensic examiner fees because UofL SAFE Services is the only provider in the region. The benefit to retaining these services is a cost savings to the community through improved victim care in the immediate aftermath of a sexual or physical assault. Expert documentation of injuries also aids in police investigations related to sexual assault and domestic violence.

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

UofL Hospital SAFE Services has a history of contracting with Louisville Metro Police Department since 2010. Salary support increases have only been requested twice over the course of the fourteen-year contract.

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

DocuSigned by:

Paul L. Humphrey
 Department Director Signature

6/21/2024

Printed Name

Date

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

DocuSigned by:

Joel Maxwell
 Procurement Director Signature

6/26/2024

Printed Name

Date

Comments:

DS
SK

6/24/2024