



**OFFICE OF MANAGEMENT AND BUDGET
Division of Procurement**

Non-Competitive Purchase / Contract Request Form

Department	Mayor's Office	Department Contact	502.574-1900
Contact Email	keisha.dorsey@louisvilleky.gov	Contact Phone	502.792.2023

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 _____ 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: Consulting services for process improvement to Equity in Contracting and Procurement Task Force

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.

Description of Service:

The 7PM Group will provide support services for task force operations, procurement process assessment and improvement recommendations, and on-call consultancy for individual member organizations including Louisville Metropolitan Sewer District, Louisville Metro Housing Authority, Louisville Metro Government, Jefferson County Public Schools, University of Louisville, Kentucky Transportation Cabinet, Transit Authority of River City, Louisville Water Company, and Louisville Gas and Electric.

SUPPLIER INFORMATION

Supplier Legal Name	7PM Group				
DBA	7PM				
Point of Contact	Vincel Anthony	Email	vanthony@7pmgroup.com		
Street	10327 Linn Station Road				
Suite/Floor/Apt		Phone	502-417-4249		
City	Louisville	State	KY	Zip Code	40223
Federal Tax ID#	82-2413247	SSN# (If sole proprietor)			
Louisville Metro Revenue Commission Account #					
Louisville Human Relations Commission Certified Business	<input checked="" type="checkbox"/> Minority	<input type="checkbox"/> Disabled			
	<input type="checkbox"/> Woman	<input type="checkbox"/> LGBT			

FINANCIAL INFORMATION

Not to Exceed Contract Amount	\$100,000.00	(Including reimbursement expenses, if applicable)			
Office of Equity Spend Category:	External Agency Contract - Professional Services				
Fund:	1101	Cost Center:	130 Office of Equity		
Program:		Project:			
Grant:		Other Worktags:			
Payment Rate	\$150.00	per hour		per day	Other - describe below
		per month		per service	
Payment Frequency	x	Monthly		Upon Completion / Delivery	
		Quarterly		Other	



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.

7PM is uniquely qualified to provide the requested services due to their specialized expertise in equity and procurement practices. They have a proven track record of improving utilization and spend on Minority-, Female-, and Disabled-Owned Business Enterprises (MFDBEs). Their understanding of equity, diversity strategies, and local economic development makes them ideal for addressing participating organizations' needs.

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.

7PM's services are critical to the task force and its member organizations. While each entity has its own diversity initiatives, collective efforts require specialized assistance. 7PM's expertise is essential for engaging more local Black-owned and diverse businesses, supporting a thriving economy, and helping Louisville Metro adhere to MFDBE and Budget Equity ordinances.

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.

Our market research involved analyzing local and national firms specializing in diversity and procurement. We considered national diversity consulting firms, local business development agencies, and regional procurement specialists. However, these alternatives were deemed unsuitable due to: Lack of specialized MFDBE expertise for large-scale commercial projects; Limited track record in achieving measurable results; Inability to provide Louisville-specific customized recommendations; Insufficient stakeholder engagement approach; Lack of in-depth understanding of Louisville's economic landscape.

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.

We determined the cost reasonableness by comparing 7PM's rates with previous and current market rates. Previous non-local consultants charged \$200+ per hour, while 7PM offers services at \$150 per hour. This rate is consistent with or better than market rates for consultants with proven local, state, and regional successes. Cost savings include At least \$50 per hour compared to previous consultants; Reduced travel costs due to local expertise; Increased efficiency from regional knowledge.

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

March 2024 - June 2024: Launching Louisville Metro's inaugural "Meet the Owner" event for the Louisville Metro Police Headquarters project.

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

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

Handwritten signature of Joi McAtee

DocuSigned by: Joel Maxwell

Department Director Signature

Procurement Director Signature

Joi McAtee

07/24/2024

7/29/2024

Printed Name

Date

Printed Name

Date

Comments:

Handwritten initials SK

7/29/2024