



OFFICE OF MANAGEMENT AND BUDGET
Division of Procurement

Non-Competitive Purchase / Contract Request Form

Department	Office of Internal Audit / 155	Department Contact	David Andrew Googe
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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 **6/17/24** 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: Metro Council Harassment Investigator

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.

The Office of Internal Audit is required, per the Louisville Metro Code of Ordinances Section 39.140, to administer a contract with a third-party investigator who will investigate allegations of harassment involving Louisville Metro Council members and / or employees. We are seeking a third-party investigator on a retainer basis. The investigator will have the following duties:

Receive reports of alleged harassment from three sources (directly from complainant, the Ethics Tipline, the complainant's supervisor); review of complaints to determine if complaint is vexatious or sufficient within 5 business days (extensions may be granted); investigate good faith complaints within 30 days (extensions may be granted); prepare and present a written report of the results of the investigation; provide a monthly status report if there are any pending investigations; retain workplace investigation services for at least one year; follow

SUPPLIER INFORMATION

Supplier Legal Name	Intrinz, Inc				
DBA					
Point of Contact	Patricia Musariri	Email	patricia.musariri@intrinzincorp.com		
Street	12175 Visionary Way				
Suite/Floor/Apt	430	Phone	317-288-2267 ext 801		
City	Fishers	State	IN	Zip Code	46038
Federal Tax ID#			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 checked="" type="checkbox"/> Woman	<input type="checkbox"/> LGBT			

FINANCIAL INFORMATION

Not to Exceed Contract Amount	\$20,000.00	(Including reimbursement expenses, if applicable)			
Spend Category:	Contr Non Prof Srvc Agree				
Fund:	1101 General	Cost Center:	155 Office of Internal Audit		
Program:		Project:			
Grant:		Other Worktags:			
Payment Rate	\$225/350	per hour		per day	\$750
		per month		per service	per quarter retainer
Payment Frequency		Monthly	Investigation	Upon Completion / Delivery	
	Retainer	Quarterly		Other	



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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.

Intrinz, Inc employs multiple investigators with a variety of backgrounds including human resources, internal audit, and legal professionals. The investigators have over 20 years experience conducting impartial investigations. Timely selection of another investigator is not feasible. The previous Metro Council harassment investigator, HR Alliance, did not want to renew the contract with Metro due to the lack of investigations and the cost to maintain Metro's insurance requirements. A quote was requested from Randi Frank Consulting; the firm did not offer harassment investigations but can conduct harassment training. A quote was requested from Hanna Resource Group and effort was made in getting a contract in place. However, they are not compliant with the Revenue Commission and did not become compliant between March and June 2024 while efforts were made to get a contract in place.

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.

Ordinance No. 127, Series 2017 / the Louisville Metro Code of Ordinances, Section 39.140, requires complaints of harassment regarding any Metro Council Member or filed by any employee of Metro Council to be forwarded to a third-party investigator for review and investigation. The ordinance requires the Office of Internal Audit to administer the contract. The contract with the previous investigator expired on 12/30/23. The intent was to renew the contract with the previous investigator. However, the previous investigator informed us on 1/2/24 that they were not interested in renewing the contract. Effort was then put into getting a contract in place with another vendor. However, the vendor did not become compliant with the Revenue Commission between late March and early June which prevented the contract process from moving forward. We need to move forward with Intrinz, Inc

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.

Alternative suppliers were identified through a web search, Human Relations Commission certified vendor search, and from searching through past saved file folders. The alternative suppliers identified, other than HR Alliance, the previous investigator, were Randi Frank Consulting, LLC and Hanna Resource Group. Randi Frank Consulting did not offer investigation services, only training. Hanna Resource Group offered harassment investigation services. However, they are not compliant with the Revenue Commission and did not become compliant while in communication with them between March and June 2024. A contract cannot move forward when a vendor is not compliant with the Revenue Commission.

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.

Intrinz, Inc has hourly rates that are slightly higher, but still within range, of the Hanna Resource Group. In addition, Intrinz, Inc charges a retainer fee of \$750 per quarter. While the Hanna Resource Group did not charge a retainer fee, it would be advantageous to contract with an investigator that will continue to maintain a relationship with Louisville Metro Government. One reason the previous investigator gave for not renewing the contract was the lack of investigations (i.e. billable hours). There have not been any Metro Council harassment incidents reported during the past six years. A retainer fee will help encourage the investigator to

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

There is not any known pre-existing relationship or business history with Intrinz, Inc.

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.

DocuSigned by:

DocuSigned by:

Department Director Signature
 Jacqueline Lewis

Procurement Director Signature

6/18/2024

6/24/2024

Printed Name

Date

Printed Name

Date

Comments:

DS

6/24/2024