



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

Department	Louisville Metro Dept of Corrections	Department Contact	Brandon Casebolt
Contact Email	brandon.casebolt@louisvilleky.gov	Contact Phone	502-574-7700

Contract Type: check one	New	Amendment		
		Additional Funds	Time Extension	Scope
Professional Service	<b>X</b>			
Sole Source (Goods/Services)				
	Start	End		
Requested Contract Dates (MM/DD/YYYY)	07/01/2023	06/30/2024		

**VENDOR INFORMATION**

Vendor Legal Name	Betsy Carter Helm - PMP				
DBA					
Point of Contact	Betsy Helm	Email	betsyhelm@msn.com		
Street	5501 West Hwy 24				
Suite/Floor/Apt		Phone	502-221-0555		
City	Wesport	State	KY	Zip Code	40077
Federal Tax ID#		SSN# (If sole proprietor)			
Louisville Revenue Commission Account #					
<u>Human Relations Commission Certified Vendors</u>	Certified Minority Owned Business	Certified Woman Owned Business	Disabled Owned Business		
Select if applicable					

**FINANCIAL INFORMATION**

Not to Exceed Contract Amount	\$93,600	(Including reimbursement expenses, if applicable)			
Spend Category:	Professional Services				
Fund:	1101	Cost Center:	370		
Program:		Project:			
Grant:		Other Worktags:			
Payment Rate	45.00	per hour		per day	
		per month		per service	
					Other - describe below
Payment Frequency		Monthly		Upon Completion / Delivery	
		Quarterly	<b>X</b>	Other	Bi-weekly



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**CONTRACT SCOPE and PURPOSE** (Attach additional documentation if necessary)

**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.

**Amendments:** Describe the circumstances under which a time extension or scope change is needed.

LMDC seeking contract with vendor to manage legacy jail management software (X-Jail) for remaining duration of the X-jail contract with Securus Technologies. Vendor will be expected to perform regular service maintenance and any necessary software configurations to the system.

**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.

LMDC's jail management system, X-Jail, is a stand-alone application which was historically obtained through LMDC's contract with Securus Technologies, which currently owns and maintains the X-Jail software system. LMDC's contract with Securus has reached end of life, and a new one-year agreement has been entered into between LMDC and Securus, for X-Jail only to allow new jail management system procurement to be completed and installed. Betsy Helm possesses unique system knowledge of the X-jail software and has historically been the main point of contact for software configurations and changes. These services are necessary and critical for LMDC to procure in order to continue operations with X-Jail for the remainder of the one-year agreement.

**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

Signature

*Jerry Collins*

Printed Name

DocuSigned by:

*Joel Neaveill*

Signature

Joel Neaveill

Date

*12 July 23*

Purchasing Director

Date

*8/2/2023*