



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

Department	Louisville Zoo	Department Contact	Steven Taylor
Contact Email	steven.taylor@louisvilleky.gov	Contact Phone	502-238-5325

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

**VENDOR INFORMATION**

Vendor Legal Name	Kentucky Community and Technical College Systems						
DBA	Jefferson Community and Technical College						
Point of Contact	Michael Watkins			Email	michael.watkins@kctcs.edu		
Street	109 E. Broadway						
Suite/Floor/Apt				Phone	502-213-2615		
City	Louisville			State	KY	Zip Code	40202
Federal Tax ID#				SSN# (If sole proprietor)			
Louisville Revenue Commission Account #							
<a href="#">Human Relations Commission Certified Vendors</a>				Certified Minority Owned Business	Certified Woman Owned Business	Disabled Owned Business	
Select if applicable							

**FINANCIAL INFORMATION**

Not to Exceed Contract Amount	\$120,000		(Including reimbursement expenses, if applicable)			
Spend Category:	Professional Services					
Fund:	1101	Cost Center:	735 Animal Curator			
Program:			Project:			
Grant:			Other Worktags:			
Payment Rate		per hour		per day		Other - describe below
		per month		per service		
Payment Frequency	X	Monthly		Upon Completion / Delivery		
		Quarterly		Other		



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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.

The Zoo and JCTC created and implement a yearly cooperative, experiential educational program which provides an interactive experience for Zoo guests. JCTC students provide staffing and interpretation for the Zoo's BOMA African petting zoo and the Wallaroo Walkabout. This is accomplished by providing college level students paid learning opportunities. Students study and learn the art and science of education, biology, conservation, animal husbandry, natural history, and guest services, laying the groundwork for their professional futures.

**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.

The Zoo and JCTC have been jointly participating in this endeavor since 1998. We wish to continue this partnership for another year.

**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]*  
 Signature

Date

*31 July 2023*

*Dan Maloney*  
 Printed Name  
 DocuSigned by:

Procurement Director

*Joel Neaveill*  
 B4B46603FB3A42D...  
 Signature

Date

8/16/2023

Joel Neaveill