



Commonwealth of Kentucky SOLICITATION

Addenda: No

Addenda #:

TITLE: Sponsorship-Perryville Battlefield State Historic Site		
Date Issued: 4/21/21	Solicitation Closes Date: 6/15/21 Time: 14:00	Solicitation No: RFP 670 2100000274
Record Date: 2021-04-21		
Online Bidding Prohibited: Yes		
For Information Call: Jamie Bailey 502-892-3295		Bid Receiving Location: Department of Parks, Purchasing Division 500 Mero Street, 5th Floor Frankfort KY 40601
Vendor Customer Number:		
Vendor Name:		
Phone Number:		
Fax Number:		
Email Address:		
Ordering	Payment	
Address:	Address:	
City, State, Zip:	City, State, Zip:	
Contact Name:	Contact Name:	
Contact Email:	Contact Email:	
Contact Phone Number:	Contact Phone Number:	
Ownership Type		
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other		

SIGNATURE OF AUTHORIZED AGENT IS REQUIRED UNLESS RESPONSE IS SUBMITTED ELECTRONICALLY. FAILURE TO SIGN SHALL RENDER THE BID INVALID.

Signature X _____ FEIN# _____ Date _____

All offers subject to all terms and conditions contained in this solicitation.



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Line Items

Commodity Group: Default

Line	CL Description	Quantity	UOM	Unit Cost	Line Total or Contract Amnt
1	Kentucky State Parks-Sponsorship Opportunity	1.00000	EA		

Comm Code	Comm Description	Manufacturer	Model #	Manuf Part #
578	MISCELLANEOUS PRODUCTS (NOT OTHERWISE CLASSIFIED)			

Extended Description

The Department of Parks is issuing this request for proposal for the purpose of finding sponsors for the Kentucky's Medal of Honor Recipients of the Civil War Exhibit at Perryville Battlefield State Historic Site

See attachment for details.

Shipping Information			Billing Information		
Parks - Purchasing Division			Parks - Purchasing Division		
500 Mero Street, 5th Floor			500 Mero Street, 5th Floor		
Frankfort	KY	40601	Frankfort	KY	40601



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Submission Checklist

The following items will be required to be submitted with bid:

Item

Bid Information-Completed

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**Sponsorship Opportunity
Kentucky’s Medal of Honor Recipients of the Civil War Exhibit
Perryville Battlefield State Historic Site
Kentucky Department of Parks**

**Section I
General Information**

A. Purpose of this Document

This sponsorship opportunity is being issued by the Tourism, Arts and Heritage Cabinet on behalf of the Kentucky Department of Parks, and is issued in accordance with KRS 45A.097. The purpose of this document is to solicit responses from one or more individuals or companies to assist Perryville Battlefield State Historic Site with the Kentucky’s Medal of Honor Recipients Exhibit of the Civil War exhibits to be held October 8, 2021, at Perryville Battlefield State Historic Site, 1825 Battlefield Road, Perryville, KY 40468.

B. Submission Dates

Responses shall be delivered by 2:00 p.m. (EDT), June 15, 2021 to:

Kentucky Department of Parks, Kentucky’s Medal of Honor Recipients of the Civil War Exhibit, Perryville Battlefield State State Historic Site

c/o Jamie Bailey
Kentucky Department of Parks
Mayo-Underwood Bldg
500 Mero Street 5th Floor
Frankfort, Kentucky 40601

C. Inquires

Contacts with agents of the Commonwealth for information concerning response procedures shall be limited to the representative listed below. All communications, oral, written (regular, express, electronic mail, or fax), concerning this document shall be addressed to:

Jamie Bailey
Kentucky Department of Parks
Mayo-Underwood Bldg
500 Mero Street 5th Floor
Frankfort, Kentucky 40601
(502) 892-3295
Jamie.bailey@ky.gov

It should be understood that any verbal representations made or assumed to be made during any oral discussions are not binding on the Kentucky Department of Parks or the Commonwealth of Kentucky.

D. Verification/Clarification of Information

The Kentucky Department of Parks may request verification/clarification documentation from the Sponsor of any information provided in its response.

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E. Cost of Preparing Response

Costs for developing the response are solely the responsibility of the Sponsor. The Kentucky Department of Parks shall provide no reimbursements for such costs.

F. Cancellation

The Kentucky Department of Parks may, upon a thirty-day (30) written notice to the Sponsor terminate this agreement completely or in part, for any reason including convenience or for default. In such event, all documents, data, studies, and reports prepared for Kentucky Department of Parks under the Award shall become property of the Kentucky Department of Parks. Any equipment, goods or services remaining may be paid back to the vendor, unless for default. In the event that the Award is terminated for default, the Sponsor shall forfeit their equipment or goods to the Kentucky Department of Parks.

G. Endorsement

A sponsorship shall not constitute an endorsement of a particular business by the Commonwealth as the sole vendor of choice.

Pursuant to KRS 45A.105 the Kentucky Department of Parks reserves the right to cancel or reject responses that are deemed not to be in the best interest of the Commonwealth of Kentucky.

Section II
Scope

The 160th Anniversary of the Battlefield of Perryville, Civil War Hall will have a special exhibit on Kentucky’s Medal of Honor Recipients during the Civil War. The exhibit will begin on October 8, 2021 and stay up for a year.

The Department of Parks is looking for up to twenty (20) sponsors to help the Park with the expense of the panels for the exhibit. There will be approximately 20 exhibit panels. Sponsors are needed to purchase each individual panel for the exhibit. Sponsors will have their name on all brochures made for the exhibit and each panel will have a sponsor’s name at the bottom. Sponsors can pay for one panel or all the panels. After sponsors have been selected the Park will solicit quotes for the exhibit in accordance with KRS 45A.

Activities will be conducted in accordance with all applicable federal, state and local laws, regulations and guidance related to the protection of public health. Demonstrations may be cancelled if required by COVID related guidance.

Section III
Statement of Sponsorship

General Nature of Proposed Sponsorship

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The Kentucky Department of Parks is an agency of the Commonwealth of Kentucky. As such, we must comply with applicable state laws, regulations and procedures as they relate to donations, sponsorships, procurement and other acquisitions.

Section V
General Conditions

A. Sponsor’s Responsibilities during the Award Term

Sponsors will provide the needed products to promote Kentucky’s Medal of Honor Recipients of the Civil War Exhibit.

B. The Kentucky Department of Parks’ Responsibilities during the Award Term
Signage in the Kentucky Department of Parks’ display at the event recognizing the sponsor. Advertising and commercial consideration available include, but are not limited to, signage, sponsor logo on clothing, etc. KY State Parks reserves the right to restrict sponsor logos used on clothing or items that violate the Executive Branch Dress Code.

C. Modifications to Award

Any modifications to the Award shall be in writing and processed through the Tourism, Arts and Heritage Cabinet representative as identified herein.

D. Disputes

Except as otherwise provided in this document, a question or act arising under the Award which is not disposed of by mutual agreement shall be decided by the Finance and Administration Cabinet of the Commonwealth of Kentucky.

Pending final determination of any dispute hereunder, the Sponsor shall proceed diligently with the performance of the Award and in accordance with the Finance and Administration Cabinet.

This section does not preclude consideration of legal questions in connection with the decision provided for above, provided that nothing in the Award shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

E. Forums and Venue

This Award shall be construed according to the laws of the Commonwealth of Kentucky. Any legal proceedings against the Commonwealth regarding any resultant Award shall be brought in Commonwealth of Kentucky administrative or judicial forums. Venue will be in Franklin County, Commonwealth of Kentucky.

F. Employment Practices

The Sponsor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age (except as provided by law), marital status, political affiliations, or handicap. The Sponsor must take affirmative action to ensure that employees, as well as applicants for employment, are treated without discrimination because of their race, color, religion, sex, national origin, age, (except as provided by law), marital status, political affiliation, or handicap. Such action shall include, but is not limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Sponsor agrees to post

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in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this clause.

The Sponsor shall, in all solicitations or advertisements for employees placed by or on behalf of the Sponsor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, (except as provided by law), marital status, political affiliation, or handicap, except where it relates to a bona fide occupational qualification.

The Sponsor shall comply with the nondiscrimination clause contained in Federal Executive Order 11246, as amended by Federal Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementation rules and regulations prescribed by the Secretary of Labor and with Title 41, Code of Federal Regulations. The Sponsor shall comply with related Commonwealth laws and regulations.

The Sponsor shall comply with regulations issued by the Secretary of Labor of the United States in Title 20, Code of Federal Regulations, Part 741, pursuant to the provisions of Executive Order 11758 and the Federal Rehabilitation Act of 1973.

The Sponsor shall comply with the Civil Rights Act of 1964, and any amendments thereto, and the rules and regulations thereunder, and Section 504 of Title V of the Vocational Rehabilitation Act of 1973 as amended and the Kentucky Civil Rights Act.

G. Certificate of Authority

The Sponsor or Sponsors deemed most susceptible for award shall furnish a copy of the official documentation, such as certificate of authority and/or appropriate filing of certificate of assumed name, which authorizes the vendor to conduct business in the Commonwealth of Kentucky as a domestic or foreign corporation or other recognized business entity, prior to contract award. The Commonwealth reserves the right to verify any information provided prior to contract award. Furthermore, a failure to maintain any and all required proper authorization to conduct operations in Kentucky under the specified business name of the vendor during the life of any contract awarded may be deemed a breach of contract by the vendor and treated accordingly by the Commonwealth.

H. Access to Records

The state agency certifies that it is in compliance with the provisions of KRS 45A.695, "Access to contractor's books, documents, papers, records, or other evidence directly pertinent to the contract." The Contractor, as defined in KRS 45A.030, agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this agreement for the purpose of financial audit or program review. The Contractor also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the agreement and shall be exempt from disclosure as provided in KRS 61.878(1)(c).

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Section VI
Technical Response Format

A. Responsiveness

In order to be considered for selection, responses submitted by the Sponsor shall be completely responsive to this document. All conditions printed herein are hereby made a part of the conditions under which the response is submitted and shall be incorporated into any Award on this project. Further, the contents of a response shall become part of any Award resulting from that response.

B. Technical Response

The technical Response is requested to be brief and concise and should include the following:

- Signed solicitation cover page
- Title Page with contact information
- Table of Contents (if applicable)
- Any deviations from stated requirements
- Sponsor Background including date established and a brief history
- Notarized Affidavit for Bidders, Offerors and Contractors (Attachment A)
- Sponsorship Response

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Section VII
Technical Response Evaluation

The Kentucky Department of Parks shall evaluate all technical responses in accordance with KRS 45A.695. Each response shall be evaluated as follows:

Responsiveness to Solicitation 20 points

Conciseness/clarity

Title page/table of contents

Transmittal letter

Sponsor information

Sponsor and Background 20 points

Date established

Brief historical information

Nature of business – Compatibility with Mission of Kentucky State Parks

Sponsorship Response 60 points

Display items or monetary donations being offered to Perryville State Historic Site

Total Points 100 points

Kentucky State Parks reserves the right to utilize the full amount of any monetary sponsorship for other expenses incurred during Kentucky's Medal of Honor Recipients of the Civil War Exhibit.

Three (3) copies of the technical response are requested to be delivered in a clearly marked, sealed envelope to: Jamie Bailey, Kentucky Department of Parks, Mayo-Underwood Building, 500 Mero Street 5th Floor, Frankfort, Kentucky 40601. The technical Response shall be evaluated and scored by Kentucky Department of Parks evaluation committee. Total maximum score on the technical Response is 100 points.