



## Commonwealth of Kentucky SOLICITATION

Addenda: No

Addenda #:

<b>TITLE:</b> 2021 Sponsorship-Quilt Festival-Old Mulkey Meetinghouse SHS		
<b>Date Issued:</b> 4/29/21	<b>Solicitation Closes</b> <b>Date:</b> 5/15/21 <b>Time:</b> 14:00	<b>Solicitation No:</b> RFP 670 2100000273
<b>Record Date:</b> 2021-04-29		
<b>Online Bidding Prohibited:</b> Yes		
<b>For Information Call:</b> Jamie Bailey 502-892-3295		<b>Bid Receiving Location:</b> Department of Parks, Purchasing Division  500 Mero Street, 5th Floor  Frankfort KY 40601
<b>Vendor Customer Number:</b>		
<b>Vendor Name:</b>		
<b>Phone Number:</b>		
<b>Fax Number:</b>		
<b>Email Address:</b>		
<b>Ordering</b>	<b>Payment</b>	
<b>Address:</b>	<b>Address:</b>	
<b>City, State, Zip:</b>	<b>City, State, Zip:</b>	
<b>Contact Name:</b>	<b>Contact Name:</b>	
<b>Contact Email:</b>	<b>Contact Email:</b>	
<b>Contact Phone Number:</b>	<b>Contact Phone Number:</b>	
<b>Ownership Type</b>		
<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 2021 Celebration of Quilts & Quilting Festival

See attachment for details.

Please indicate below the level of sponsorship you are offering:

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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  
Celebration of Quilts & Quilting 2021  
Old Mulkey Meeting House 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 Old Mulkey Meeting House State Historic Site with the Celebration of Quilts & Quilting 2021 event to be held June 12, 2021, at Old Mulkey Meeting House State Historic Site, 38 Old Mulkey Park Road, Tompkinsville, KY 42167-6781.

**B. Submission Dates**

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

**Kentucky Department of Parks Celebration of Quilts & Quilting 2021, Old Mulkey Meetinghouse State Historic Site**

c/o Jamie Bailey  
Kentucky Department of Parks  
Mayo-Underwood Building  
500 Mero Street 5<sup>th</sup> 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 Building  
500 Mero Street 5<sup>th</sup> Floor  
Frankfort, Kentucky 40601  
(502) 892-3295  
[Jamie.bailey@ky.gov](mailto:Jamie.bailey@ky.gov)

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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.

**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**

This is an event dedicated to all things quilt and quilting related. This year’s event will be COVID friendly and all the programs will be offered virtually. There will be a few in-house things such as a display of quilt blocks and wall hangings that people can visit at their leisure.

The Department of Parks is looking for up to twenty-five (25) sponsors to provide one or more than one of the following items needed:

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**Platinum Sponsor/Co-Sponsor: \$1,000-\$1,500**

Your organization’s logo on all event merchandise (t-shirts, flyers, etc.), logo will be smaller than park and state logos. The name of the event will read “OLD MULKEY MEETING HOUSE QUILT FESTIVAL”, co-sponsored by “YOUR ORGANIZATION NAME”. You will also be entitled to all of the benefits of the lower levels of sponsorship.

**Gold Sponsor: \$500-\$999**

Your organization’s logo will be printed on t-shirt, smaller than parks logos and platinum sponsor logos. Your organization will also be permitted to distribute flyers, coupons and information about your organization and/or set up a booth at the event to promote your business. Your organization will also be entitled to all benefits of lower levels of sponsorship.

**Silver Sponsor: \$100-\$499**

Your organization’s logo will be printed on sponsorship poster which will be displayed in several places during the event. Your organization will also be permitted to distribute flyers, coupons, and information about your organization and/or set up a booth at the event to promote your business.

**Friends of the Event: \$0 - \$99**

Any type of door prizes such as coupons, hotel stays, dinners, gift certificates, candy, water, Gatorade, fruit or any materials needed to help put on the event or give comfort to the participants and their family are welcome. Your company will be recognized during the door prize give away and on printed on sponsorship poster, which will be placed several places at the event.

Kentucky State Parks reserves the right to reject any or all offers that are not compatible with the mission or audience of Kentucky State Parks. Sponsors promoting family oriented, sporting, outdoor or nature activities are desired.

In-Kind Donations – a donation to the event of products. For example, local fabric store donates material for contests. In doing so, the event does not incur an expense for materials. In turn, the company’s logo may be included in event recognition materials.

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**

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## Statement of Sponsorship

### General Nature of Proposed Sponsorship

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 the Celebration of Quilts & Quilting 2021.

**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.

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**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 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



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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).

### **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

### **Section VII**

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### 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 Old Mulkey Meeting House 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 the Celebration of Quilts & Quilting 2021 event.

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 5<sup>th</sup> 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.