



Commonwealth of Kentucky  
SOLICITATION

Modification: No      Version #:

<b>TITLE:</b> Sponsorship-Exhibit Only 2025 Gov. Conf. Energy & Env.		
<b>Date Issued:</b> 08/08/2025 <b>Record Date:</b> 08/05/2025	<b>Solicitation Closes</b> <b>Date:</b> 09/05/2025 <b>Time:</b> 03:30	<b>Solicitation No:</b> RFP      126      2600000040
<b>Online Bidding Prohibited:</b> Yes		
<b>For Information Call:</b> Barry Stigers 502-782-0345		<b>Bid Receiving Location:</b> Bid Receiving  See Terms & Conditions for Bid Submission Instructions  Other      KY
<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>Address:</b>  <b>City, State, Zip:</b>  <b>Contact Name:</b>  <b>Contact Email:</b>  <b>Contact Phone Number:</b>	<b>Payment</b>  <b>Address:</b>  <b>City, State, Zip:</b>  <b>Contact Name:</b>  <b>Contact Email:</b>  <b>Contact Phone Number:</b>	
<b>Ownership Type</b>  ___ Sole Proprietorship    ___ Partnership    ___ Corporation    ___ 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
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1      Sponsorship-Exhibit Only 2025 Gov. Conf.  
Energy & Environmen

Comm Code	Comm Description	Manufacturer	Model #	Manuf Part #
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96377      Sponsorships (All Types)

Extended Description

Sponsorship- Exhibit Only - 2025 Governor's Conf. on Energy & Environment

<b>Shipping Information</b>	<b>Billing Information</b> EEC Office of Administrative Services  300 Sower Blvd, 3rd Floor  Frankfort      KY      40601
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**Submission Checklist**

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

**Item**

	Document Phase	Document Description	Page 4
2600000040	Final	Sponsorship-Exhibit Only 2025 Gov. Conf. Energy & Env.	Total Pages: 9

**Exhibitor Opportunity  
2025 Governor's Conference on Energy & the Environment  
Kentucky Energy & Environment Cabinet**

**Section I. General Information**

**A. Purpose of this Document**

This sponsorship (exhibit-only) opportunity is being issued by the Kentucky Energy & Environment Cabinet (hereinafter "EEC" or the "Cabinet") and is issued in accordance with KRS 45A.097. The purpose of this document is to solicit proposal responses from one or more individuals or companies to assist in presenting the 2025 Governor's Conference on Energy & the Environment to be held in person October 20 - 21, 2025 (hereinafter the "Conference").

Each year, EEC hosts the Conference as a comprehensive and informative gathering of industry leaders to discuss energy, the environment, and economic development. Based on registration from previous years, EEC anticipates 250+ in-person attendees. The attendees include representatives of public and private industry partners, local and state government leaders, university/college professionals, attorneys, students, and members of the public. The Conference will also include a variety of informative panel sessions, keynote speaker addresses, exhibits, and a pre-conference workshop.

**B. Submission Dates, Instructions**

All proposals must be submitted **electronically** via **MOVEit** secure file transfer – See Attachment C.

All proposals must be received no later than **3:30 p.m. (EDT), Friday, Sept. 5, 2025.**

**C. Inquiries**

All inquiries regarding this solicitation for sponsorships (exhibit-only) shall be submitted in writing, to the contact listed below. The below contact shall be the sole point of contact throughout the Request for Proposal (hereinafter "RFP") process.

**Inquiry Contact**

Kentucky Energy & Environment Cabinet  
Office of Administrative Services  
Attn: Barry Stigers  
502-782-0345  
Barry.Stigers@ky.gov

No oral representations made or assumed shall be binding on EEC or the Commonwealth of Kentucky.

**D. Verification/Clarification of Information**

EEC may request from prospective sponsors additional documentation to verify and/or clarify any information provided in its Proposal.

**E. Cost of Preparing Response**

Costs for developing a Proposal are solely the responsibility of the prospective Sponsor. EEC shall not provide reimbursements for any Proposal preparation costs.

	Document Phase	Document Description	Page 5
2600000040	Final	Sponsorship-Exhibit Only 2025 Gov. Conf. Energy & Env.	Total Pages: 9

#### **F. Cancellation**

EEC may terminate the sponsorship agreement completely or in part upon a thirty-day (30) written notice to the Sponsor in accordance with 200 KAR 5:312. Any resulting damages shall be determined and calculated in accordance with the provisions of 200 KAR 5:312.

Pursuant to KRS 45A.105, EEC reserves the right to cancel or reject Proposals that are deemed to be contrary to the best interests of the Commonwealth of Kentucky.

#### **G. Endorsement**

EEC's award of Sponsorship shall not constitute an endorsement of a particular business by the Commonwealth as the sole vendor of choice.

### **Section II. Scope and Evaluation Criteria**

2025 Governor's Conference on Energy & the Environment

October 20 - 21, 2025

In Person Event (*exhibit area open Oct. 20, 7:30a – Oct. 21, 3:30p*)

A prospective Sponsor (exhibit-only) may respond with an offer to supply the following sponsorship level:

#### **Cardinal Level Exhibit**

Corporate - \$850

Non-Profit/Univ/Gov't - \$450

Benefits:

- # One exhibit space with covered table (+\$100 for additional table)
- # Two chairs
- # Wastebasket
- # Electricity upon request
- # WiFi
- # Listing in conference materials
- # One (1) full conference registration + \$250 for an additional exhibit attendee  
*Additional attendees beyond two (2) must pay full conference registration.*

Exhibit space shall be awarded to responsible bidders determined in writing to be most advantageous to the Commonwealth, taking into consideration the evaluation factors set forth in the exhibitor opportunity.

### **Section III. Statement of Sponsorship**

EEC is an agency of the Commonwealth of Kentucky (hereinafter the "Commonwealth"). As such, the Cabinet must comply with applicable state laws, regulations, and procedures as they relate to donations, sponsorships, procurement, and other acquisitions. To that end the Cabinet is soliciting sponsorships in accordance with the provisions of KRS 45A.097 and provides the following general information regarding the sponsorship solicitation:

	Document Phase	Document Description	Page 6
2600000040	Final	Sponsorship-Exhibit Only 2025 Gov. Conf. Energy & Env.	Total Pages: 9

- # The solicitation is for a specific event - the 2025 Governor's Conference on Energy & the Environment.
- # The Cabinet shall advertise the sponsorship opportunity on its website, social media, and other written media for a minimum of seven (7) calendar days.
- # This sponsorship opportunity is limited to a maximum of 15 Exhibitors.

#### **Section IV. General Conditions**

##### **A. Sponsor's Responsibilities during the Award Term**

The selected Sponsors shall provide payment within thirty (30) days of EEC's notification of the sponsorship award. The 30-day timeframe shall begin on the date indicated on EEC's notification of award letter. EEC does not guarantee any benefit or consideration associated with Sponsor's chosen sponsorship package if it fails to receive full payment within 30 days of notice of the sponsorship (exhibit-only) award.

KRS 45A.485 requires that contractors, including exhibitor contractors, reveal to the Commonwealth, prior to the award of a contract, any final determination of a violation by the contractor within the previous five (5) year period of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341, and 342. These statutes relate to state sales and use tax, corporate and utility tax, income tax, wages and hours laws, occupational safety and health laws, unemployment insurance laws, and workers' compensation laws, respectively.

To comply with the provisions of KRS 45A.485, the chosen Sponsors will be required to report any such final determination(s) of violation(s) to the Commonwealth by providing the following information regarding the final determination(s): the KRS violated, the date of the final determination, and the state agency that issued the final determination.

KRS 45A.485 also requires that for the duration of any contract the chosen Sponsors shall be in continuous compliance with the provisions of those statutes which apply to the contractor's operations, and that the contractor's failure to reveal a final determination as described above, or failure to comply with the above statutes for the duration of the contract, shall be grounds for the Commonwealth's cancellation of the contract and the contractor's disqualification from eligibility for future state contracts for a period of two (2) years.

The chosen Sponsors will be required to disclose whether they have a current contract with the Commonwealth or any agency of the Commonwealth.

No chosen Sponsor may claim to be an "official sponsor" due to governmental regulations prohibiting such verbiage or an endorsement by the Commonwealth.

##### **B. EEC's Responsibilities during the Award Term**

For all Sponsors chosen pursuant to this solicitation, EEC shall provide promotion, conference registrations, and sponsorship recognition described in Section II of this solicitation.

##### **C. Modifications to Award**

Any modifications to the Award shall be in writing and submitted to the contact identified in Section I(C) of this solicitation.

	Document Phase	Document Description	Page 7
2600000040	Final	Sponsorship-Exhibit Only 2025 Gov. Conf. Energy & Env.	Total Pages: 9

#### **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.

Pending final determination of any dispute hereunder, the chosen Sponsor(s) shall proceed diligently with the performance of the sponsorship Award and in accordance with any directive(s) from the Finance and Administration Cabinet.

Nothing in a prospective award shall be construed as a Final Decision from any administrative official, representative, or board.

This section does not preclude consideration of legal questions arising from a determination by the Finance and Administrative Cabinet arising from a dispute as described above, or any determination thereof.

#### **E. Forums and Venue**

This Award shall be construed according to the laws of the Commonwealth. Any legal proceedings against the Commonwealth regarding any sponsorship awarded pursuant to this solicitation shall be brought in the Franklin Circuit Court, Franklin County, Kentucky pursuant to KRS 45A.245.

#### **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. The 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 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.

	Document Phase	Document Description	Page 8
2600000040	Final	Sponsorship-Exhibit Only 2025 Gov. Conf. Energy & Env.	Total Pages: 9

### **G. Certificate of Authority**

Prior to award of the Sponsorship (exhibit-only), the successful bidder(s) chosen by EEC as sponsors of the 2025 Governor's Conference on Energy & the Environment shall furnish supporting documentation from the Kentucky Secretary of State authorizing the Sponsor(s) to conduct business in the Commonwealth of Kentucky as a domestic or foreign corporation or other recognized business entity. The Commonwealth reserves the right to verify any bidder provided information prior to awarding the contract. Furthermore, a failure to maintain any and all authorization to conduct business and operations in the Sponsor's name in Kentucky during the life of the contract may be deemed a breach by the Sponsor and treated accordingly by the Commonwealth.

### **H. Access to Records**

The Sponsor 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 contract for the purpose of financial audit or program review. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the contract and shall be exempt from disclosure as provided in KRS 61.878(1)(c). The Sponsor 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.

## **Section V. Technical Response Format**

### **A. Responsiveness**

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

### **B. Technical Response**

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

1. Signed solicitation cover page
2. Completed Technical Proposal Form (Attachment A)  
*which contains responses for the following:*
  - a. Contact information
  - b. Any deviations from stated requirements
  - c. Bidder background, including date established, a brief history of the bidder, and a statement regarding the bidder's business type, if applicable
  - d. Exhibitor Response, which shall include:
    - i. A description of what the exhibit will entail
    - ii. a statement regarding the reason the bidder has an interest in exhibiting at the 2025 Governor's Conference on Energy & Environment; and,
    - iii. a statement regarding the bidder's position on the importance of [KYE3](#) (energy, the environment, and economic development) in the Commonwealth.
3. Notarized Affidavit for Bidders, Offerors and Contractors (Attachment B)



	Document Phase	Document Description	Page 9
2600000040	Final	Sponsorship-Exhibit Only 2025 Gov. Conf. Energy & Env.	Total Pages: 9

One (1) copy of the Technical Response shall be submitted electronically via **MOVEit**.  
**See Attachment C for instructions.**

## **Section VI. Technical Response Evaluation Criteria**

The Energy & Environment Cabinet 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  
Solicitation Cover Page  
Sponsor information

### **Sponsor and Background: 20 points**

Date established  
Brief historical information  
Nature of business – compatibility with mission of the Cabinet

### **Sponsorship Response: 60 points**

Exhibit description  
Interest in energy and environment  
Importance of energy, the environment, and economic development

Total Points 100 points

Proposals with a combined technical score of less than 50% (50 out of 100) of the maximum total points possible will not be considered for a sponsorship.

The Technical Response shall be evaluated and scored by an EEC evaluation committee. The total maximum score on the Technical Response is 100 points.

The selected Exhibitors shall provide payment within thirty (30) days of notification to the Exhibitor of the award. The 30-day timeframe shall begin on the date indicated on EEC's notification of award letter. EEC does not guarantee any benefit or consideration associated with Exhibitor's award if full payment is not received within 30 days.