



Commonwealth of Kentucky SOLICITATION

Modification: No

Version #:

TITLE: Sponsorship-Exhibit Only 2024 Gov. Conf. Energy & Env.		
Date Issued: 08/06/2024	Solicitation Closes Date: 08/30/2024	Solicitation No: RFP 126 2500000041
Record Date: 08/02/2024	Time: 15:30	

Online Bidding Prohibited: Yes

For Information Call: Barry Stigers 502-782-2436	Bid Receiving Location: Bid Receiving See Terms & Conditions for Bid Submission Instructions Other KY
---	---

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

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.



Commonwealth of Kentucky SOLICITATION

Modification: No

Version #:

Line Items

Commodity Group: Default

Line	CL Description	Quantity	UOM	Unit Cost	Line Total or Contract Amnt
------	----------------	----------	-----	-----------	-----------------------------

1	Sponsorship-Exhibit Only 2024 Gov. Conf. Energy & Environmen				
---	---	--	--	--	--

Comm Code	Comm Description	Manufacturer	Model #	Manuf Part #
-----------	------------------	--------------	---------	--------------

96377	Sponsorships (All Types)			
-------	--------------------------	--	--	--

Extended Description

Sponsorship- Exhibit Only - 2024 Governor's Conf. on Energy & Environment

Shipping Information	Billing Information
	EEC Office of Administrative Services 300 Sower Blvd, 3rd Floor Frankfort KY 40601



Commonwealth of Kentucky SOLICITATION

Modification: No

Version #:

Submission Checklist

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

Item

	Document Phase	Document Description	Page 4
2500000041	Final	Sponsorship-Exhibit Only 2024 Gov. Conf. Energy & Env.	Total Pages: 9

**Sponsorship (Exhibit-Only) Opportunity
2024 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 2024 Governor’s Conference on Energy & the Environment to be held in person October 21st – 22nd, 2024 (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 proposal must be received no later than **3:30 p.m. (EDT), Friday, August 30th, 2024.**

C. Inquiries

All inquiries regarding this solicitation for sponsorships 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
502-782-2436
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.

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.

	Document Phase	Document Description	Page 5
2500000041	Final	Sponsorship-Exhibit Only 2024 Gov. Conf. Energy & Env.	Total Pages: 9

Pursuant to KRS 45A.105 EEC reserves the right to cancel or reject Proposals that are deemed not in the best interest 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

2024 Governor's Conference on Energy & the Environment
 October 21st – 22nd, 2024
 In Person Event

A prospective Sponsor may respond with an offer to supply the following sponsorship level:

Cardinal Sponsor - Exhibit-Only

Corporate - \$725

Non-Profit/Univ/Gov't - \$375

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 + \$200 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 sponsorship opportunity.

View 2024 confirmed speakers and 2023 information at <https://bit.ly/EEConference>.

An exhibit-only sponsorship 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 sponsorship 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:

- # The solicitation is for a specific event - the 2024 Governor's Conference on Energy & the Environment.

	Document Phase	Document Description	Page 6
2500000041	Final	Sponsorship-Exhibit Only 2024 Gov. Conf. Energy & Env.	Total Pages: 9

- # 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 14 Sponsors.

Section IV. General Conditions

A. Sponsor’s Responsibilities during the Award Term

The selected Sponsors shall provide payment within forty-five (45) days of EEC’s notification of the sponsorship award. The 45-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 45 days of notice of the sponsorship award.

KRS 45A.485 requires that contractors, including sponsorship 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.

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.

	Document Phase	Document Description	Page 7
2500000041	Final	Sponsorship-Exhibit Only 2024 Gov. Conf. Energy & Env.	Total Pages: 9

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 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. 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 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

Prior to award of the Sponsorship, the successful bidder(s) chosen by EEC as sponsors of the 2024 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

	Document Phase	Document Description	Page 8
2500000041	Final	Sponsorship-Exhibit Only 2024 Gov. Conf. Energy & Env.	Total Pages: 9

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 become part of any Award resulting from that Proposal.

B. Technical Response

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

1. 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. Sponsorship 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 sponsoring the 2024 Governor's Conference on Energy & Environment; and,
 - iii. a statement regarding the bidder's position on the importance of energy, the environment, and economic development in the Commonwealth.
3. Notarized Affidavit for Bidders, Offerors and Contractors (Attachment B)

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:

	Document Phase	Document Description	Page 9
2500000041	Final	Sponsorship-Exhibit Only 2024 Gov. Conf. Energy & Env.	Total Pages: 9

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

The selected Sponsors shall provide payment within forty-five (45) days of notification to the Sponsor of the sponsorship's award. The 45-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 full payment is not received within 45 days.

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