



# Commonwealth of Kentucky SOLICITATION

Modification: No

Version #:

<b>TITLE:</b> Solicit Sponsorships for KY History Day		
<b>Date Issued:</b> 01/30/2026 <b>Record Date:</b> 01/30/2026	<b>Solicitation Closes</b> <b>Date:</b> 02/11/2026 <b>Time:</b> 14:00	<b>Solicitation No:</b> RFP 550 2600000259
<b>Online Bidding Prohibited:</b> Yes		
<b>For Information Call:</b> Karen Marlowe 502-782-0320	<b>Bid Receiving Location:</b> Kentucky Historical Society Ken Mitchell 100 W Broadway Street  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>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.*



Commonwealth of Kentucky  
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				
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Comm Code	Comm Description	Manufacturer	Model #	Manuf Part #
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91503	Advertising/Public Relations (Incl. Skywriting)			
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Extended Description

Sponsorships for KY History Day

Shipping Information			Billing Information		
Kentucky Historical Society			Kentucky Historical Society		
100 W Broadway Street			100 W Broadway Street		
Frankfort	KY	40601	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
2600000259	Final	Solicit Sponsorships for KY History Day	Total Pages: 10

## Kentucky Historical Society

### Kentucky History Day 2026 Sponsorships

#### Who We Are

The Kentucky Historical Society (KHS), formed in 1836, is an agency in Kentucky's Tourism, Arts, and Heritage Cabinet. The KHS campus has three sites in historic downtown Frankfort: The Old State Capitol; the Kentucky Military History Museum; and the Thomas D. Clark Center for Kentucky History serving as KHS headquarters with a signature museum, exhibits, library, research facilities, object & archival collections, museum store, and more. KHS is a Smithsonian Affiliate and has full American Alliance of Museums accreditation.

At the heart of it all, we are a network of people dedicated to preserving and exploring Kentucky's rich and fascinating past, and together we use the power of history to improve our lives today.

KHS campus in Frankfort welcomes 50,000+ tourists, scholars, genealogists, and schoolchildren annually to experience the Kentucky culture, solve family history queries, conduct research, participate in family activities, and attend history-focused events.

We annually serve over 1 million people through social media, downloads, website visits, and access to our online collections. We also have over 2,400 historical markers placed statewide, with info available on our website and marker app.

#### **Saturday, June 6, 2026 at the Old State Capitol Grounds**

Projected attendance: 2,500+

Get ready to celebrate Kentucky's 234th birthday with the Kentucky Historical Society! Join us for an unforgettable day filled with vibrant festivities that highlight what makes the Bluegrass State truly special. Enjoy historical reenactments, live performances from a variety of musical artists, and a wide range of family-friendly activities. Explore the grounds of Kentucky's Old State Capitol, where you'll find demonstrations, hands-on activities for kids, costumed interpreters, artisans, and booths featuring the Kentucky Tourism, Arts and Heritage Cabinet—all reflecting the diverse stories and traditions that shape our Commonwealth.

#### **Sponsorship Opportunities and Benefits**

Presenting Sponsor - \$5,000 - Limit One

- # Sponsor name given top billing, i.e., Kentucky History Day presented by (sponsor name)
- # Sponsor opportunity to make remarks from main stage
- # Sponsor name/logo and live link on the KHS website
- # Sponsor name/logo on KHS-produced promotional materials, including postcard, program and staff/event t-shirt\*
- # Sponsor full page ad in the event program
- # Sponsor name/logo displayed on event banners and signage
- # Sponsor name/logo placement in advertising for the event, including social media and press releases

	Document Phase	Document Description	Page 5
2600000259	Final	Solicit Sponsorships for KY History Day	Total Pages: 10

- # Sponsor name/logo on the opening slideshow at the Thomas D. Clark Center for Kentucky History
- # Vendor space on the Old State Capitol Lawn

**Kentucky History Awards Breakfast Sponsor - \$1,500 - Limit One**  
(Projected attendance - 125-150)

- # Sponsor name/logo and live link on KHS website
- # Sponsor name/logo on KHS-produced promotional materials, including postcard, program and staff/event t-shirt\*
- # Sponsor invited to make remarks at the opening of awards program
- # Sponsor name/logo on printed awards program
- # Sponsor name/logo on large screen during event
- # Sponsor invited to place promotional material at each seat

**Main Stage Sponsor - \$1,500 - Limit Four**

- # Sponsor name/logo and live link on the KHS website
- # Sponsor name/logo on KHS-produced promotional materials, including postcard, program, and staff/event t-shirt\*
- # Sponsor name/logo displayed on event signage
- # Vendor space adjacent to the Main Stage

**Kids Zone Sponsor - \$1,500 - Limit Four**

- # Sponsor name/logo and live link on the KHS website
- # Sponsor name/logo on KHS-produced promotional materials, including postcard, program, and staff/event t-shirt\*
- # Sponsor name/logo displayed on event signage
- # Vendor space included within the Kids Zone

**Community Sponsors - \$500 - Limit Ten**

- # Sponsor name/logo and live link on the KHS website
- # Sponsor name/logo on KHS-produced promotional materials, including postcard, program, and staff/event t-shirt\*
- # Sponsor name/logo displayed on event signage

A local, regional, state, and national audience will see your show of support, including leaders of the KHS Governing Board, the KHS Foundation Board, and the Tourism, Arts, and Heritage Cabinet.

\*Commitment deadline for appearing on the event T-shirt is April 1, 2026.

	Document Phase	Document Description	Page 6
2600000259	Final	Solicit Sponsorships for KY History Day	Total Pages: 10

## **SPONSORSHIP REQUIREMENTS**

### **SECTION 1: GENERAL INFORMATION**

#### **PURPOSE OF THIS DOCUMENT**

This sponsorship opportunity is being issued by the Kentucky Historical Society in accordance with KRS 45A.097. The purpose of this document is to solicit responses from entities for financial or in-kind assistance to be Kentucky History Day sponsors. This sponsorship shall be for the time frame of April 1, 2026, to June 6, 2026

#### **SUBMISSION DATES**

Responses shall be delivered by 2:00 p.m. (EDT), February 11, 2026, to:

Karen Marlowe  
Kentucky Historical Society  
100 W Broadway Street  
Frankfort, KY 40601

#### **INQUIRIES**

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:

Karen Marlowe  
Kentucky Historical Society  
100 W Broadway Street  
Frankfort, KY 40601  
502-782-0320  
karen.marlowe@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 Historical Society or the Commonwealth of Kentucky.

#### **VERIFICATION/CLARIFICATION OF INFORMATION**

The Kentucky Historical Society may request verification/clarification documentation from the sponsor of any information provided in its response.

#### **COST OF PREPARING RESPONSE**

Costs for developing the response are solely the responsibility of the sponsor. The Kentucky Historical Society shall provide no reimbursements for such costs.

#### **CANCELLATION**

The Kentucky Historical Society may, upon a thirty-day (30) written notice to the sponsor, terminate this agreement completely or in part, for convenience or for default. In such event, all documents, data, studies and reports prepared for Kentucky Historical Society under the award shall become its property. 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 its equipment or goods to the Kentucky Historical Society.

	Document Phase	Document Description	Page 7
2600000259	Final	Solicit Sponsorships for KY History Day	Total Pages: 10

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

## **SECTION 2: SCOPE**

The Kentucky Historical Society continues to seek out and expand outreach opportunities that promote our mission to educate and engage the public in Kentucky history in order to meet the challenges of the future. History is a powerful tool to help people find their identity, develop critical thinking skills, engage in civic responsibility, and be inspired to leave a legacy for their families and communities. With the support of sponsors, we are proud to be able to offer a fun and free event for Kentuckians to celebrate the state's founding and the history of Kentucky. For more information, please visit our website [history.ky.gov](http://history.ky.gov).

## **SECTION 3: STATEMENT OF SPONSORSHIP**

General Nature of Proposed Sponsorship. The Kentucky Historical Society is an agency of the Tourism, Arts and Heritage Cabinet with the Commonwealth of Kentucky. As such, it must comply with applicable state laws, regulations and procedures as they relate to donations, sponsorships, procurement and other acquisitions.

## **SECTION 4: GENERAL CONDITIONS**

### **SPONSOR'S RESPONSIBILITIES**

During the award term, sponsors will provide financial (cash) and/or in-kind (payment [full or partial] of sponsorship fee in goods or services rather than cash) contributions based on sponsorship level.

**MODIFICATIONS TO AWARD** Any modifications to the award shall be in writing and processed through the Kentucky Historical Society representative as identified herein.

### **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.

### **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.

	Document Phase	Document Description	Page 8
2600000259	Final	Solicit Sponsorships for KY History Day	Total Pages: 10

## 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 there under, and Section 504 of Title V of the Vocational Rehabilitation Act of 1973 as amended and the Kentucky Civil Rights Act.

## 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 fe of any contract awarded may be deemed a breach of contract by the vendor and treated accordingly by the Commonwealth.

## ACCESS TO RECORDS

The contractor, as defined in KRS 45A.030 (9) 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 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. In the event of a dispute between the contractor and the contracting agency, Attorney General, or the Auditor of Public Accounts over documents that are eligible

	Document Phase	Document Description	Page 9
2600000259	Final	Solicit Sponsorships for KY History Day	Total Pages: 10

for production and review, the Finance and Administration Cabinet shall review the dispute and issue a determination, in accordance with Secretary's Order 11 - 004. (See attachment)

## **SECTION 5: TECHNICAL RESPONSE FORMAT**

**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.

**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
- # Acknowledgement of all addenda
- # Notarized Affidavit for Bidders, Offerors and Contractors (Attachment A)
- # Sponsorship Response

## **SECTION 6: TECHNICAL RESPONSE EVALUATION**

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

- # Sponsorship Level in Dollars (\$) - 60 POINTS MAX
- # Commercial Only – Experience/Previous Sponsorship Activities – 40 POINTS
- # MAX Individual Only – Date of Response and Available Capacity – 40 POINTS MAX

**TOTAL POINTS 100 POINTS**

Potential commercial sponsors must include their sponsorship level amount in dollars (and/or description of goods or services for in-kind sponsorship) and a list of experience/ previous sponsorship activities when responding to this sponsorship proposal. A minimum of one (1) sponsor per component is being sought.

All potential sponsors must submit responses to this proposal via email, defining the dollar amount level of sponsorship sought, and for potential commercial sponsors, a list of experience/ previous sponsorship activities (and/or description of goods or services for in-kind sponsorship) to the attention of:

Karen Marlowe, Director of Finance & Support Services – karen.marlowe@ky.gov

Note: Kentucky Historical Society (KHS) reserves the right to reject any sponsor whose branding, image and/or mission are in conflict with KHS's goals, mission, and values or that exceed the Capacity. Selected sponsors are expected to provide support and meet their obligations through the duration of the sponsorship time frame.

The technical response shall be evaluated and scored by the Kentucky Historical Society evaluation committee. Total maximum score on the technical response is 100 points.

	Document Phase	Document Description	Page 10
2600000259	Final	Solicit Sponsorships for KY History Day	Total Pages: 10

All sponsorships must be in compliance with KRS 45A.097. Requests for sponsorships will be posted publicly. Interested parties are encouraged to contact the Kentucky Historical Society with a written proposal that addresses the two factors listed below. Sponsorship will be awarded based upon KRS 45A.070(3) as follows:

Financial value to the Kentucky Historical Society. Financial value may be monetary, trade or in - kind; and Enhancement of the Kentucky Historical Society experience. A sponsorship shall not constitute an "official endorsement" of a particular company by the Commonwealth of Kentucky as the sole vendor of choice.

An entity that has a business or regulatory relationship with the agency, or who may be lobbying or attempting to influence matters of that agency, may be considered for a sponsorship opportunity only if there is a clear benefit to the Commonwealth, or the sponsorship promotes economic development or tourism in the Commonwealth. Each company wishing to do business with the Kentucky Historical Society must complete and submit a Required Affidavit for Bidders, Offerors and Contractors as found here. For more information on KRS 45A.097, please visit <http://www.lrc.ky.gov/Statutes/statute.aspx?id=47025>.