



CONTRACT CONNECTIONS

HOSTED BY THE OFFICE OF PROCUREMENT SERVICES



AGENDA

OPS Updates

Kathy Robinson

Contract Management

Jody Hall

Fleet Motor Vehicles

Amy Monroe

Office Furniture

Quote Based Contracts

Off Road Vehicles

Forklifts

Outdoor Power Equipment

Moving Services

Open Procurements

Promotional Apparel

Sheila Durham

Janitorial Supplies

Recycling Equipment & Supplies

Reclamation & Restoration

Daniel Salvato

***Legal Case & Record Management
System (CRMS)***

Cary Bishop & Susan Noland

Questions?

Kathy Robinson



OPS Updates

*Kathy Robinson
Executive Director
Office of Procurement Services*

Required Affidavit for Bidders, Offerors, and Contractors

- *Revised September 16, 2022*
- *KRS 45A.110 and KRS 45A.115*
- *Effective for One (1) year from Date of Execution*
- *Attestation required for Campaign Finance Law*
- *Vendor must still comply with language that was removed*



Required Affidavit for Bidders, Offerors, and Contractors

<https://finance.ky.gov/eProcurement/Pages/resources-and-support.aspx>



Requirements Removed from Required Affidavit

- *Bidder, Offeror, or Contractor Mandatory Representations Compliance with Commonwealth Law*

- *The contractor represents that, pursuant to KRS 45A.485, they and any subcontractor performing work under the contract will be in continuous compliance with the KRS chapters listed below and have revealed to the Commonwealth any violation determinations within the previous five (5) years.*
 - [KRS Chapter 136](#) (Corporation and Utility Taxes)
 - [KRS Chapter 139](#) (Sales and Use Taxes)
 - [KRS Chapter 141](#) (Income Taxes)
 - [KRS Chapter 337](#) (Wages and Hours)
 - [KRS Chapter 338](#) (Occupational Safety and Health of Employees)
 - [KRS Chapter 341](#) (Unemployment Compensation)
 - [KRS Chapter 342](#) (Worker's Compensation)



Boycott Provisions – KRS 45A.607

(2) A governmental body shall not enter into a contract under this chapter with a contractor unless the contract includes a representation by the contractor that the contractor is not currently engaged in, and will not for the duration of the contract engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which Kentucky can enjoy open trade. This subsection shall not apply to a:

- (a) Contract with a value of less than one hundred thousand dollars (\$100,000); or*
- (b) Contractor who:*
 - 1. Is an individual; or*
 - 2. Employs five (5) or fewer employees*



Boycott Provisions – Contract Language ***KRS 45A.607***

*If applicable, the contractor represents that, pursuant to KRS 45A.607, they are not currently engaged in, and will not for the duration of the contract engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which Kentucky can enjoy open trade. **Note:** The term Boycott does not include actions taken for bona fide business or economic reasons, or actions specifically required by federal or state law.*

If applicable, the contractor verifies that, pursuant to KRS 41.480, they do not engage in, and will not for the duration of the contract engage in, in energy company boycotts as defined by KRS 41.472.



Resources and Support

Additional Resources

- *Small Purchase Procedure*
- *Kentucky Procurement Manual*
- *Reciprocal Preference Law*
- *Links to:*

Contract Connections

Contract Management

Procurement Laws, Regulations, and Policies



Contract Connection

OPS holds periodic meetings to inform Agencies of new Master Agreements and how to use them, as well as information about any new policies, or requirements.

Next Contract Connection – TBD

- *Registration is completed on My Purpose*
- *Space is limited so always register early*



Annual Procurement Plan (APP)

- *2023 APP was sent to agencies January 31, 2023 and is due no later than April 1, 2023*
- *OPS will use the APP to assist agencies and OPS in understanding agencies known needs*
- *Helps the agency with internal planning and helps OPS plan and schedule anticipated solicitations*



KRS 45A.190 - Bonds

- *Contracts in excess of \$40,000 may require a bond. The agency shall evaluate whether a bond is required and include the information with the RQS.*
- *Division of Contract Management will also review the need for a bond.*



Professional Services and Training

- *Agencies should be working on PON2 and PON3 documents that require a July 1, 2023 effective date.*
- *A new Training class for Requests for Proposals is in development.*



Procurement Resources

- *Answers to most procurement questions are available in one or more of the following:*
 - *Finance & Administration Cabinet Policies – FAP’s*
 - *KRS 45A – Model Procurement Code*
 - *200 KAR Chapter 5*
 - *Kentucky Procurement Manual*



Procurement Questions

- *Your agency Procurement Lead*
- *Master Agreements – contact the Buyer of Record*
- *Personal Service Contracts & Memoranda of Agreement PSC & Training Division*
- *Training – PSC & Training Division – Mike Marr*
- *eMARS – Customer Resource Center*
- *When you don't know who to ask – your OPS Liaison*





Contract Management

Jodyi Hall
Division Director
Division of Contract Management

The background features a light green and white striped pattern. A large teal semi-circle is positioned on the right side. Various geometric shapes are scattered throughout, including a grey circle, a blue square outline, a blue triangle outline, and a dashed grey line. A green four-leaf clover is in the bottom left corner.

Division of Contract Management

FINANCE AND ADMINISTRATION CABINET
OFFICE OF PROCUREMENT SERVICES

PHASE 1 – Planning

APPs due by April 1 for upcoming Fiscal Year

OPS reviews all APPs and identifies those needing DCM involvement

DCM asks agency for Risk Self-Assessment from the agency

OPS determines next step:

- 1. Do nothing
- 2. Request additional information
- 3. Establish a Meet & Confer Schedule
- 4. Request that DCM be a Member of the Project Team

Risk Self-Assessment

For anticipated procurements on the Annual Procurement Plan (APP) having an annual estimate of \$600,000 or more, Agencies will be asked to complete and submit a Risk Self-Assessment.

Initial Project Risk Self-Assessment

Begin by reviewing the instructions and understanding how to rank each risk below. After reviewing the instructions, begin by entering the inputs into the yellow highlighted cells. Cost/Budget should be in round dollars, and schedule should be number of months to completion. After entering these inputs, complete your risk self-assessment by entering in scores of 0 to 5 into the remaining blue highlighted cell.

| Factor | Inputs | Score (0-5) |
|-----------------------------|--------|-------------|
| Cost/Budget | | 0 |
| Schedule | | 0 |
| Scope | | |
| Technology | | |
| Internal Stakeholder Impact | | |
| Constituent/Customer Impact | | |
| Project Leadership | | |
| Political/Reputation | | |
| TOTAL RISK SCORE | | 0 |

***For all Factors assigned a score of 3, 4, or 5, enter a note below about the specific concern(s) for risk in that Factor.**

- Examples: Cost/Budget - Cost for needed services may exceed budget.
- Schedule - Failure to meet go-live date. Failure to meet deliverable deadline.
- Scope - Scope creep - if Scope is not clear or if proposals and negotiations do not result in sufficient detail.
- Customer Impact - Failure to meet go-live date will cause constituents to be without needed services.

AGENCY NOTES:

RQS Development



SCOPE OF WORK




SPECIFICATIONS



SOLICITATION REQUIREMENTS




RISK ASSESSMENTS

A large teal circular graphic on the left side of the slide, partially cut off by the edge.

PHASE 2 –
Pre-Procurement
Review of
Requisitions

DCM will review all documents and analyze them regarding Risk.

OPS determines next step:

- 1. Do nothing
 - 2. Request additional information
 - 3. Provide feedback to the Agency
 - 4. Continue/Establish a Meet & Confer Schedule
 - 5. Request a Contract Management Plan (CMP)
- 
- A decorative dashed line in the bottom right corner of the slide, consisting of several short, curved segments.




The Procurement

Buyer Assignment

Award






PHASE 3 –
Contract
Administration

New Risk Self-Assessment

Contract Management Plan (CMP)

Possible actions for the project are:

- 1. Review Contract Management Plan
 - 2. Attend Project Kickoff Meeting
 - 3. Host Meet & Confer Meetings
 - 4. Support Agency Project Management
 - 5. Crisis Management
- 

CONTRACT ADMINISTRATION



CONTRACT
MONITORING



PERFORMANCE
EVALUATIONS



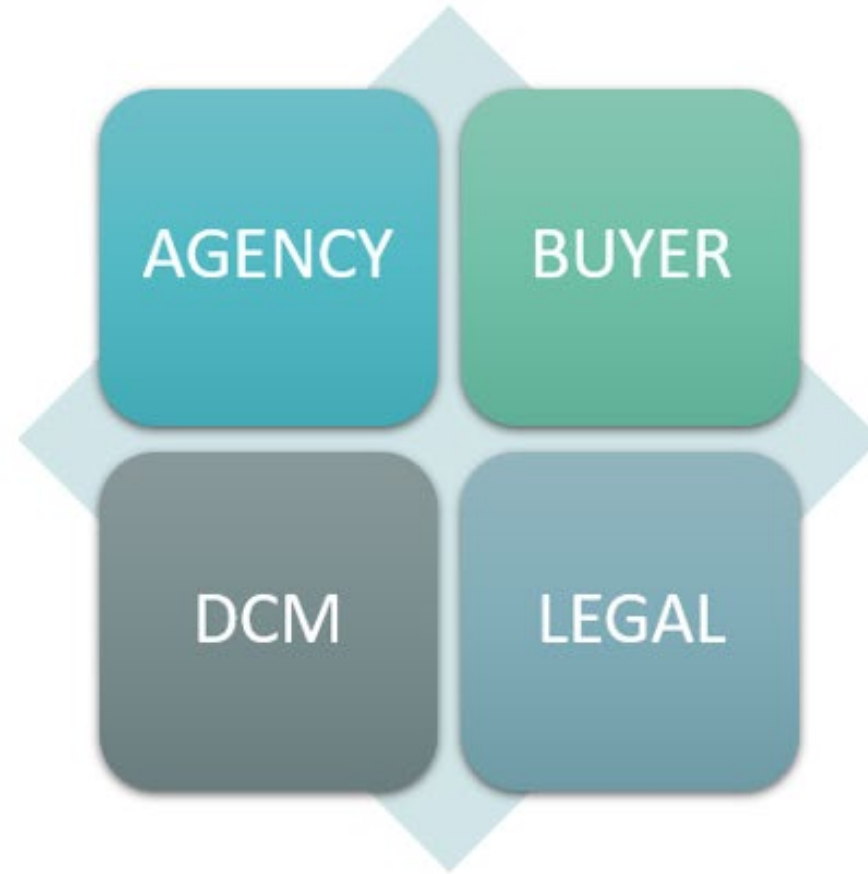
MITIGATION



RE-EVALUATION
OF RISK



Notice to Cure



Insurance Custodian



TRACKING



COMPLIANCE



DOCUMENTING



SECURING



CERTIFICATE OF INSURANCE (COI)

- CERTIFICATE HOLDER: Division of Contract Management
- ENDORSEMENT: The Commonwealth of Kentucky, its officers, employees and agents are included as additional insured.

| | | | | | | | | | | |
|--|----------------------|-------------|--------------------------|-----|--|--|--|--|--------------------------------|----|
| OWNED AUTOS ONLY | SCHEDULED AUTOS ONLY | | | | | | | | BODILY INJURY (Per accident) | \$ |
| HIRED AUTOS ONLY | NON-OWNED AUTOS ONLY | | | | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | | | | | | | | | | \$ |
| UMBRELLA LIAB | EXCESS LIAB (e) | OCUR | | | | | | | EACH OCCURRENCE | \$ |
| | | CLAIMS-MADE | | | | | | | AGGREGATE | \$ |
| DED | RETENTION \$ | | | | | | | | | \$ |
| WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | (d) | Y/N | | | | | | PER STATUTE | \$ |
| ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | | | <input type="checkbox"/> | N/A | | | | | OTHER | \$ |
| If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | | | | E.L. EACH ACCIDENT | \$ |
| | | | | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ |
| | | | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ |
| | | | | | | | | | | \$ |
| <p>(e) may see professional liability or other</p> <p>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</p> <p>(16) may reference such things as: the contract, location, additional insured, or any other special provisions The Commonwealth of Kentucky, its officers, employees and agents are included as Additional Insureds.</p> | | | | | | | | | | |
| <p>CERTIFICATE HOLDER</p> <p>(17) Finance and Administration Cabinet Office of Procurement Services Division of Contract Management 200 Mero Street, 5th Floor Frankfort, Kentucky 40622</p> | | | | | | <p>CANCELLATION</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. (18)</p> <p>AUTHORIZED REPRESENTATIVE (19) signed by agent issuing the Certificate</p> | | | | |
| ACORD 25 (2016/03) | | | | | | © 1988-2016 ACORD CORPORATION. All rights reserved. The ACORD name and logo are registered marks of ACORD | | | | |



Bond Custodian



TRACKING



COMPLIANCE with KRS
45A.190



DOCUMENTING



SECURING



Contract Management Guide

BEST PRACTICES

MINIMIZE CONTRACT RISKS

PROCESSES

MONITORING

<https://Finance.ky.gov/eprocurement/pages/contract-management.aspx>



Contract Management Information

- <https://finance.ky.gov/eProcurement/Pages/Contract-Management.aspx>
- FinanceOPSContrMgt@ky.gov
- JodyiS.Hall@ky.gov 502-564-7519
- Brandon.Milby@ky.gov 502-564-7518



The screenshot displays the website for the Finance and Administration Cabinet. At the top, there is a dark blue header with the cabinet's name and a navigation menu including 'About', 'Offices', 'Policies', 'Forms', 'Programs', 'Contact Us', and 'Press Releases'. The main content area features a 'Contract Management' section with a breadcrumb trail: 'eProcurement > Contract Management'. Below this, the text reads 'Contract Management Information' and 'Contract Management More Details Coming Soon!'. There are two links: 'Contract Management Guide' and 'Preliminary Annual Procurement Plan (APP) template'. On the right side, a 'In This Section' sidebar lists: 'Contract Connections', 'Contract Management', 'Public-Private Partnerships (P3)', and 'Doing Business with the Commonwealth', each with a right-pointing arrow.





Amy Monroe
Division Director
Division of Goods & Services

Fleet Motor Vehicles

Effective: 2/1/23 – 10/31/24

- *MA 758 2300000795 Bob Hook Chevrolet (Chevrolet - Fleet Motor Vehicles)*
- *MA 758 2300000796 Dan Cummins Chevrolet Buick (Dodge/Chrysler/Jeep/Ram – Fleet Motor Vehicles)*
- *MA 758 2300000797 Bachman Auto Group of Southern Indiana (Dodge/Chrysler/Jeep/Ram – Fleet Motor Vehicles)*
- *MA 758 2300000798 Don Franklin Chevrolet/Buick/GMC (Chevrolet – Fleet Motor Vehicles)*
- *MA 758 2300000799 Don Franklin Ford/Lincoln (Ford- Fleet Motor Vehicles)*
- *MA 758 2300000800 Freedom Chrysler Dodge/Jeep/Ram (Dodge, Chrysler, Jeep, Ram – Fleet Motor Vehicles)*
- *MA 758 2300000801 Paul Miller Ford (Ford- Fleet Motor Vehicles)*
- *MA 758 2300000802 Bachman Auto Group (Chevrolet - Fleet Motor Vehicles)*
- *MA 758 2300000803 Don Franklin Somerset (Dodge, Chrysler, Ram – Fleet Motor Vehicles)*
- *MA 758 2300000804 TT of Frankfort (Ford- Fleet Motor Vehicles)*

Office Furniture

- MA 758 2300000853 Trendway Corporation
- MA 758 2300000854 Global Industries Inc.
- MA 758 2300000855 AmTab Manufacturing Corporation
- MA 758 2300000856 MiEN Company Inc.
- MA 758 2300000857 9to5 Seating LLC
- MA 758 2300000858 Via Inc. dba Via Seating
- MA 758 2300000859 Steelcase Inc.
- MA 758 2300000860 Affordable Interior Systems Inc. dba AIS
- MA 758 2300000861 Fomcore LLC
- MA 758 2300000863 Special-T LLC
- MA 758 2300000864 Trinity Furniture Inc.
- MA 758 2300000865 Open Plan Systems LLC
- MA 758 2300000866 Teknion LLC

Expire: January 2025

Buyer: Carrie Willard

- MA 758 2300000867 Everest Expedition LLC dba The Worden Company
- MA 758 2300000869 Exemplis LLC
- MA 758 2300000870 Haworth Inc.
- MA 758 2300000871 Lakeshore Equipment Company dba Jasper Group
- MA 758 2300000872 Krueger International Inc.
- MA 758 2300000873 Jasper Seating Company Inc. dba Jasper Group
- MA 758 2300000874 Herman Miller Inc.
- MA 758 2300000875 Kimball International Brands Inc.
- MA 758 2300000876 The Hon Company LLC
- MA 758 2300000877 Allsteel Inc.
- MA 758 2300000878 Indiana Furniture Industries Inc.
- MA 758 2300000879 OFS Brands Inc.
- MA 758 2300000880 ASSA Group Inc. dba Enwork

More Quote Based Contracts

Buyer: Carrie Willard

Mailing Equipment, Supplies & Maintenance

Expire: 12/31/23

MA 758 2300000562

Quadient

MA 758 2300000563

Pitney Bowes

Buyer: Sheila Durham

*Drones, Unmanned Aircraft Systems
& Accessories*

Expire: 12/31/23

MA 758 2300000617-1

Seiler Instrument

(Formerly Precision Products)

MA 758 2300000616

Flymotion, LLC

MA 758 2300000644

Skydio, Inc.



Off Road Vehicles

Buyer: Nathan Durham

- *MA 758 2300000766 Carter Equipment Co (Yamaha ATV/UTV)*
- *MA 758 2300000767 Dever Inc. (E-Z-Go Golf Carts)*
- *MA 758 2300000768 Cunningham Golf Car Co Inc. (Yamaha Golf Carts)*
- *MA 758 2300000510 Carter Equipment Co (Kawasaki ATV/UTV)*



Forklifts

Buyer: Nathan Durham

*MA 758 2300001028
OCTANE Forklifts Inc.
(Octane Forklifts)*

*MA 758 2300001029
Black Equipment
(Yale Forklifts)*





Outdoor Power Equipment

Buyer: Nathan Durham

- *MA 758 2300000031 Hustler Turf Equipment Inc. (Mowers)*
- *MA 758 2300000032 Pace Inc. (Mowers)*
- *MA 758 2300000033 Wright Implement (Power Equipment)*
- *MA 758 2300000034 Husqvarna Professional Products (Power Equipment)*
- *MA 758 2300000035 Exmark Manufacturing Co. Inc. (Mowers)*
- *MA 758 2300000036 Carswell Distributing. (Power Equipment)*
- *MA 758 2300000037 MTD Products Company (Mowers)*
- *MA 758 2300000038 Moridge Manufacturing Inc. (Mowers)*
- *MA 758 2300000039 Clark Equipment/Bobcat Equipment (Mowers)*
- *MA 758 2300000843 Midwest Equipment & Supply Co. (Mowers)*

Moving Services

Buyer: Nathan Durham

MA 758 230000571
J.B. Amburgey LLC

MA 758 230000572
Wildcat Moving



Open Procurements

 ***RFB 758 2300000517***
Construction Equipment

 ***RFB 758 2300000614***
Armed and Unarmed Security Services

 ***RFB 758 2300000595***
Commercial Grade Appliances

 ***RFB 758 2300000323***
Fleet Motor Vehicles





Sheila Durham
Statewide Procurement Analyst II
Division of Goods & Services

Promotional Apparel

All-State Contracts

Expire: 12/31/2023

❖ *Progressive Marketing*
MA-758-2300000028

❖ *Ad-Venture Promotions*
MA-758-2300000029

Promotional Apparel contracts are available for agencies to purchase shirts or other apparel for: events and other promotional purposes.

Uniforms & Tactical Apparel

All-State Contracts

Expire: 5/31/2023

❖ *Uniforms & Headwear*
Vendor: UniFirst
MA-758-2000000712

❖ *Tactical Uniforms*
Vendor: Siegel's Uniforms
MA-758-2000000713

Uniforms such as agency polos, jackets, hats, etc. should be purchased through one of these uniform contracts.

Janitorial Supplies

All-State Contracts

Expire: 3/31/2024

❖ *Baumann Paper*
MA-758-2300000844

❖ *Kenway Distributors*
MA-758-2300000845

OPS will be working with these vendors to establish punchouts.

If there are items that you currently purchase and they are not on the new catalogs, please contact the vendor for a quote and send to me in order to have these added to the contract.



Recycling Supplies

All-State Contracts

Expire: 1/31/2025

- ❖ *Municipal Equipment*
MA-758-2100000609
(Cascade-Trash & Recycling Containers)

- ❖ *Indoff Incorporated*
MA-758-2100000610
(Otto, Rubbermaid, Toter, Busch Systems, and more)

These contracts are for smaller items such as small trash containers, office recycling bins, residential carts, etc. Large recycling equipment such as balers, compactors, hoppers, should be purchased from one of the four Recycling Equipment contracts.





Reclamation & Restoration

Daniel Salvato
Assistant Director
Division of Goods & Services

Reclamation and Restoration

- ***Reclamation***

Refers to the clean-up action used to reduce, isolate, or remove contamination from a home or a business establishment, thus preventing exposure of people and animals to these contaminants. Examples are flood removal from basements of kitchens or mold remediation from drywalls.

- ***Restoration***

To perform activities and remedial work to return a site to approximately the same condition as it was before any incident or alteration has taken place. Restoration usually follows reclamation, like in the case of flood, sewage, or fire damages.



Reclamation and Restoration

- *Currently one contract awarded with multiple other contracts being finalized*
- *Current MA: MA 758 2300000472 with Serv Pro of Lexington*
- *Agencies utilizing the services of this Master Agreement will be required to obtain a quote from the vendor for services and submit to OPS.Reporting@ky.gov. The Commonwealth Buyer or OPS Representative will amend the Master Agreement to add a Commodity Line for the services based upon the approved quote. Once the contract modification is completed the Commonwealth Buyer or OPS Representative will identify the appropriate Commodity Line for the agency to issue the Delivery Order (DO) against.*



Reclamation and Restoration

- *The Commonwealth Buyer will receive approval from the Department for Engineering and Contract Administration and State Risk before adding the quote as a separate commodity line.*
- *For Reclamation: Agencies can contact the vendor contact(s) and work may commence immediately. The agency and vendor should send a message immediately to their contact at State Risk to make them aware an incident has occurred. Since the time is of the essence in these situations, if the incident occurs after hours, reclamation can begin before the addition of the quote to eMARS. As soon as the agency receives the quote, it must be sent immediately to OPS Reporting.*



Reclamation and Restoration

- *For Reclamation: We are aware that quote amounts may change and the Commonwealth Buyer should be made aware immediately in case the commodity line needs to be modified.*
- *If a quote is received to OPS Reporting from an agency and it is not from their procurement lead, the buyer will reach out to the agencies procurement lead for approval before sending to State Risk and DECA for their approvals.*



Reclamation and Restoration

- *For Restoration: Restoration cannot begin until:*
 1. *The quote is received by OPS Reporting*
 2. *Approvals are received by the Agency Lead, State Risk, and DECA*
 3. *The Master Agreement is modified and the quote is added on a new commodity line and final approvals have been applied*



Reclamation and Restoration

- *A kick off meeting will be held in early May for all of the new contracts. Please be paying attention to the Finance Cabinet's Contract Connections page and for your eMARS Broadcasts for more information.*
- *All quotes received must be on the awarded vendors letterhead (not a separate franchise) or they will be rejected*
- *Reclamation can begin immediately if after business hours*
- *Restoration can only begin after approval in eMARS*



New Shredding All State Master Agreement MA 758 2300001078

Buyer: Daniel Salvato

- *A new master agreement has been awarded for shredding.*
- *Docubit is now the All State Master Agreement vendor for shredding (previously held the East Region.)*
- *Please note that the Master Agreement shall NOT be valid for State agencies in Franklin County Ky. State law mandates that the Energy and Environment Cabinet (EEC) Division of Waste Management (DWM) is to provide shredding services in Franklin Co. Ky. Please note that on site shredding for Department of Revenue sites are exempt in accordance with federal IRS regulations.*





Legal Case and Record Management System (CRMS)

Cary Bishop
Assistant General Counsel
Office of General Counsel

Susan Noland
Assistant Director
Division of IT Goods & Services

Legal Case and Record Management System (CRMS)

*West Publishing Corporation, dba Thomson Reuters
MA 758 2200000772*

*CertainPoint LLC
MA 758 2200000773*

*Original term is October 11, 2022 – October 10, 2023
Seven (7) additional one (1) year renewal options*



Legal Case and Record Management System (CRMS)

These agreements are for legal case management software and services, and record management software and services (“Case and Record Management System” or “CRMS”).

The vendors will provide cases management software and services, including requested agency or subject matter customization, subject to the availability of funds for such customization.



Legal Case and Record Management System (CRMS)

*Agencies shall obtain SOWs/quotes from **both** vendors to maximize competition among awarded vendors. Requests should provide a deadline for vendors to respond. If a vendor does not respond by the deadline, document in your SPR1 and move on.*

When the vendors provide a SOW/quote to an agency for legal case management, the vendor must identify any other software licenses required by the agency in order to utilize their case management solution.

Legal Case and Record Management System (CRMS)

Agencies will need to submit an SPR1 with their SOW/quote for approval. Once approved, send both the approved SPR1 and fully executed SOW or quote to the OPS IT Division. A new commodity line will be added for each approved SOW/quote.

The pricing is noted in the terms in eMARS.



Legal Case and Record Management System (CRMS)

Programmatic information: address questions to

Cary B. Bishop (cary.bishop@ky.gov)

Assistant General Counsel within the Finance & Administration Cabinet





CONTRACT CONNECTIONS