



Training Room Presentation System  
Request for Proposals

# Community Action Council Introduction

## Basic Information

Community Action Council for Lexington-Fayette, Bourbon, Harrison and Nicholas Counties, Inc., is a private, non-profit organization founded in 1965 to reduce and eliminate poverty in Central Kentucky. The Council offers a wide range of programs and services that assist individuals and families in achieving financial self-sufficiency. One of the Council's top priorities is to provide young children with a strong foundation for future success in school and in life.

## Mission

Community Action Council prevents, reduces, and eliminates poverty among individuals, families, and communities through direct services and advocacy.

## Promise

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

## Terms and Conditions

1. Community Action Council for Lexington-Fayette, Bourbon, Harrison and Nicholas Counties, Inc., a nonprofit corporation and special district of the Commonwealth of Kentucky in accordance with KRS 273.405 *et sequens*, is seeking a vendor for the goods or services described within this request for proposals (RFP).
2. It is the intention of this RFP to receive competitive proposals as authorized by the Council's purchasing policies for the services and equipment presented in the proposal received.
3. Any contracts and leases resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
4. This RFP document shall be incorporated into any contract. The contract, including the RFP and those portions of the Vendor's response accepted by the Council, shall become a part of the final agreement between all parties.
5. The Council reserves the right to request proposal amendments or modifications after the proposal receiving date from any Vendor who submitted a timely proposal.
6. The terms and conditions of this document includes all general conditions as set forth by Community Action Council and any special conditions enumerated herein.

7. Any agreement or collusion among Vendors or prospective Vendors, which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to the proposal at a fixed price or to refrain from offering, or otherwise, is prohibited.
8. All Vendors are restricted from having contact with other Vendors that are involved with this RFP, the Council's Board Members, employees, and current vendors providing services to the Council during this RFP unless otherwise specified within this RFP.
9. Any current vendor working with the Council may submit proposal in accordance with these terms and conditions.
10. Current vendors that are submitting proposals will be held to the terms and conditions of any current contracts that are still in effect with the Council.
11. The items or services outlined represent the Council's projected requirements. The Council encourages Vendors to propose the best solution for the project.
12. The Council reserves the right to in its sole discretion to reject any or all proposals in whole or in part that do not conform to the terms of this solicitation, and the Council's current purchasing policies and procedures, and administrative procedures.
13. The Council is not responsible for any incurred costs or liability whatsoever associated with any proposal.
14. The Council reserves the right to modify or cancel this procurement action prior to the designation of a vendor or an award of the contract. Notification will be published on the Council's website or distributed copies of the notice will be delivered by email.
15. The Council reserves the right to negotiate final terms, work product, and related matters with the awarded Vendor.
16. The Council is a private non-profit tax-exempt organization. The awarded Vendor shall be provided with a certificate of exemption or other suitable documentation as required.
17. The awarded Vendor will be required to submit a W-9 form to the Council after the contract is finalized.
18. Submitted sealed proposals shall constitute an irrevocable offer for 60 business days following the specified submission date and become the property of the Council.
19. Once a Vendor has been designated, actual purchases shall be made through authorized Purchase Orders as the Council's purchasing policies dictate. No goods or services will be provided without an original, duly authorized Purchase Order, or its facsimile, and authorization from the Council to begin work.
20. The Council is authorized to purchase under the Commonwealth of Kentucky's State Price Contracts or General Services Administration (GSA) pricing. Offerors registered with the Commonwealth of Kentucky's Office of Procurement Services or the United States government procurement services must quote rates and other related costs that are equal to or below their current Kentucky contract, or federal rates, whichever is lowest. All proposals will include the KY MA agreement number and expiration date or US agreement number and expiration date.

21. The Council encourages proposals from small businesses, minority-owned firms, and women's business enterprises; such should be noted in the proposal.
22. Payment terms are net 60 days of receipt of invoice unless otherwise agreed in writing by the Council.
23. All locations of Community Action Council are smoke-free zones. All staff, employees, and officers of any vendor shall observe and respect the policy while on site at any campus.
24. All equipment, accessories, and other items must be NEW.
25. All electronic files submitted such as Microsoft Office format documents, Adobe PDF, and other standard business electronic documents should be locked to prevent editing, but should allow copy, print, and selection features.
26. All electronic documents must be delivered to the Council's Network Administrator via email, CD/DVD, or flash drive, and be clearly marked.
27. Training on proposed system must be included as part of the proposal and provided to Council staff.
28. Violation of any of these terms and conditions will cause Offerors proposal to be rejected.
29. This document is the property of Community Action Council, permission is granted to use this document as a reference source only by others. However, no one has permission to reuse this document, any part of it or claim ownership of this document.

## Request for Proposal Information

Community Action Council is accepting proposals for a presentation system for a Training Room at the Council facility located at 913 Georgetown Street, Lexington KY 40508.

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This room serves as the primary meeting location for the Council's Board of Directors and a primary training center for Council staff.

It is anticipated the proposal will include integrated television/touchscreen displays, speakers, microphones, and equipment necessary for connectivity for video conferencing. The proposal should include all necessary hardware and software to allow the room to be utilized for virtual, in-person, and hybrid meetings by various types of equipment through wired and/or wireless connectivity. Any items that are to be provided by the Council must be noted in the proposal.

The Council utilizes GoToMeeting, GoToTraining, GoToWebinar, Microsoft Teams, and Zoom for virtual meetings.

Vendors are encouraged to suggest the best, user friendly equipment.

## Meeting to Review Location

Interested vendors are encouraged to visit the site during the following time:

Thursday, October 14, 2021, between 1 and 3 p.m.

West End Center

913 Georgetown Street

Lexington KY 40508

At the front desk, please asked to be directed to the Training Room. Masks are required. Community Action staff will be available to answer any questions.

## Proposals

The proposal must include:

- the detailed plan for the space that includes each component, its costs, and any associated labor costs; and
- any components, service, or equipment that is to be provided by the Council; and,
- three references.

## Evaluation Guidelines

Proposals identified as incomplete or late may be judged nonresponsive and removed from further consideration.

Proposals will be evaluated primarily on the following:

- Completeness of response
- Reasonableness of cost and price

Proposals must include sufficient information to allow the Council to evaluate the full project.

## Submission of Proposals

Acceptable bids must meet the following requirements:

Emailed to: [RFP.RESPONSE@commaction.org](mailto:RFP.RESPONSE@commaction.org)

Subject: 913 Georgetown Street Training Room RFP

**Received no later than Friday, October 22, 2021 at 5pm.**

Emailing the proposal to any other email addresses is prohibited and is cause for rejection of your bid.

Postal Mail, the proposal and it must be sealed and postmarked no later than October 20, 2021.

Mail to:

Name: 913 Georgetown Street Training Room RFP

C/O: Director of Information Technology

Office/Unit: Office of Information Technology Services

Address: PO Box 11610

City/State/Zip: Lexington, KY 40576

The outside envelope must be marked:

**Sealed BID, 913 Georgetown Street Training Room**

In submitting a bid in response to this RFP, you are certifying that it will be honored if accepted within 60 days after the submission date.

## Additional questions

If you have additional questions please email them to [netadmin@commaction.org](mailto:netadmin@commaction.org)

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Council staff will not accept any phone calls concerning questions on this RFP.