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Kentucky Employers' Mutual Insurance
Request for Proposals (RFP) No. 2025-106
Purpose: Test Automation Software

The procurement by competitive negotiation is desired by Kentucky Employers' Mutual Insurance (hereinafter "KEMI") for test automation software.

Responses must be submitted electronically, in a single PDF document limited to 100MB, via KEMI's online procurement submission portal at: www.kemi.com/rfp

The online procurement submission portal utilizes a two-step process to upload responses. Vendors must complete the access request form by providing contact information and a valid email address. An access link will be sent to the email address provided. Vendors must then follow the access link to the proposal submission form.

Proposals must be submitted on or before: **12:00 PM Eastern Time on August 28, 2025**

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Addendum:

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I.   RFP SPECIFICATIONS

A. Purpose and Scope of Services

KEMI is seeking to procure a modern test automation tool for its business-critical public facing website and web-based policy and claims administration SaaS application. KEMI intends to build 200+ automated tests to execute to ensure that periodic software releases and configuration changes do not break the application functionality. KEMI's website is located at www.kemi.com. KEMI utilizes Origami Risk for its policy and claims application.

B. Scoring

A committee will evaluate all responses to ascertain which Offeror(s) best meets KEMI's business needs and requirements based on the selection criteria below:

	Maximum Points Possible
Core Functional Requirements	**25**
Technical Specifications	**30**
Usability and Collaboration	**10**
Cyber Security and Compliance	**10**
Vendor Qualifications and Support	**10**
Cost	**10**
Business Continuity Form	**5**
MAXIMUM POINTS POSSIBLE	**100**
Interviews/Discussions, if selected	**100**
MAXIMUM POINTS POSSIBLE With Interviews/Discussions	**200**

C. Schedule of Events

The following schedule of events represents KEMI's best estimate of the schedule that shall be followed. KEMI, in its sole discretion, may alter and/or amend this schedule at any time, including not conducting virtual interviews/discussions. Any adjustments to the schedule of events will be emailed to the prospective offeror's contact on record with Sarah Kosin.

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- RFP Publication Date – Thursday, July 31, 2025
- Deadline for Inquiries – Thursday, August 7, 2025
- KEMI Response to Inquiries – Wednesday, August 13, 2025
- Deadline for Submission of Proposals – Thursday, August 28, 2025
- Virtual Interview/Discussions, Demonstrations (Optional) – Beginning September 15, 2025
- Estimated Contract Award – November 12, 2025

II. PROPOSAL REQUIREMENTS

Please confirm your company can satisfy the following, and where appropriate, describe how your company satisfies the following:

A. Core Functional Requirements

- Cloud based testing: SaaS offering for maintaining, executing, analyzing tests.

- AI powered testing: Native AI support for test creation, maintenance, and execution. AI capability to optimize test case generation and predict defects based on historical data. Ability to automatically update test cases to adapt to application changes, reducing maintenance overhead for modern web frameworks.

- Comprehensive test Coverage: The tool must support testing for web-based applications and APIs. Does the tool support desktop application testing? If so, please describe.

- Cross-Browser and Cross-Device Testing: Compatibility with modern browsers (Chrome, Edge, Firefox, Safari).

- End-to-End (E2E) Testing: Ability to automate testing across complex business processes, validate PDF, and email contents. Support for headless testing.

- Parallel Test Execution: Capability to run tests concurrently across multiple browsers to enhance testing efficiency and reduce execution time.

B. Technical Specifications

- No-Code/Low-Code Options: Support for no-code and/or low-code test creation to enable broader team participation, including non-technical users to reduce bottlenecks. Does the tool have full code support? If so, please describe.

- Data-Driven testing: Execute tests using externally stored data sets (e.g. CSV, Excel, Oracle Database). Ability to query database (e.g. Oracle).

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- Integration: Native integration with CI/CD tools (e.g., Jenkins, Bitbucket pipelines) to automate test triggering within release cycles. Integration for SAML Authentication (e.g. OKTA). Auto create Jira issues upon test failures for issue tracking.

- Scalability and Performance: Ability to scale testing for large, complex systems with minimal latency and support for parallel execution to handle high test volumes.

- Robust Reporting and Analytics: Provide detailed, web-based test reports including test results, screenshots, HAR files, and activity logs. Provide quality metrics, actionable insights and data-level defect identification for efficient debugging and remediation.

C. Usability and Collaboration

- Ease of Use: Intuitive user interface with quick onboarding to accelerate adoption across technical and non-technical teams, reducing training time and improving ROI.

- Collaboration Features: Support for team collaboration, including role-based access. Support for Behavior-Driven Development (BDD) testing.

D. Cyber Security and Compliance

- Data Security and Privacy: Ensure secure handling of sensitive test data, with robust access controls and compliance with industry standards.

- Audit Trails: Maintain detailed logs of test activities and changes for traceability and compliance purposes.

E. Vendor Qualifications and Support

- Proven Track Record: Vendor must demonstrate experience in delivering test automation solutions, with case studies or references from similar industries or use cases.

- Scalable Pricing Model: Flexible pricing plans to accommodate organization's need.

- Vendor Support and Training: Comprehensive support, including documentation, webinars, and responsive customer service to ensure successful adoption, implementation, and ongoing use.

F. Cost

- Provide a full estimation of cost. Utilize the following numbers and information for estimation.

  - Test creators/authors: 2 and 5 (two scenarios).

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- o Test Executors: 4 and 10 (two scenarios).
  - Mention whether Test Executors make minor changes to Automated Tests? If yes, elaborate on the allowed changes.

- o Number of Automated Tests: We will start with one and over time may have 200+ Automated Tests between the two main applications.

- o Test Executions: We intend to execute Regression Tests suite multiple times prior to major updates, which could be monthly. We intend to execute Smoke Test suite for minor changes and on-demand. It could be frequent but not predictable currently. Read-only Tests will be executed against production environment periodically.

- o Provide cost details on Cloud and Local execution.

- o Provide details on cost related to integration with Jira.

- o Provide details on cost related to integration with CI/CD pipelines.

- o Provide any feature specific add-ons.

- o Provide details on one-time costs.

- o Provide details on annual costs.

G. Business Continuity Form

1. Complete the Business Continuity Form which is attached to this RFP, and return it as a separate attachment with your response. You must utilize the Business Continuity form for your answers.

III. INSTRUCTIONS

READ ALL INSTRUCTIONS CAREFULLY.
FAILURE TO DO SO WILL BE AT THE OFFEROR'S RISK.

A. Proposals must set forth full, accurate, and complete information as required by this RFP. Failure to follow these requirements may be cause for rejection of the proposal.
B. KEMI is not liable for any expenses incurred in the preparation and presentation of the proposal.
C. The Offeror Form located in the addendum must be signed by the person submitting the proposal and must include the signee's printed or typed name, business address, email address, company website, telephone number, and date. This form must be submitted with your proposal.
D. The Sworn Statement Regarding Campaign Finance Laws Form located in the addendum must be signed, notarized, and submitted with your proposal.

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E. The Mandatory Requirements Statement located in the addendum must be signed, attesting to compliance with KEMI's mandatory requirements for this RFP, and returned with your proposal.

F. The Proposal Submission Checklist located in the addendum is included to ensure accurate and complete submissions.

G. Proposals must be submitted electronically via KEMI's online submission portal as specified on the first page of this RFP. Unless stated otherwise in the RFP, it is **strongly preferred** that the entire proposal is submitted in a single PDF document. If separate attachments are also submitted, they must be clearly labeled and timely submitted. Please note that only a maximum of ten (10) attachments can be submitted through the online submission portal. No other method of correspondence will be accepted.

H. The Proposal Deadline Date and Time are the date and time indicated on the first page of this RFP. The date and time that KEMI actually receives the proposal will determine whether the applicant has met the deadline for response.

I. All inquiries concerning the form and method or specific services/products as well as requests for copies of the RFP must be made in writing to:

> Sarah Kosin
> rfp@kemi.com

Responses to inquiries will be shared with all potential Offerors having received a copy of this RFP from KEMI. Therefore, distribution of this RFP must be handled directly by KEMI. Any unauthorized contact with any KEMI staff other than as specified above may disqualify the Offeror from further consideration.

IV.   GENERAL INFORMATION

A. Background

KEMI was created in 1994 by the Kentucky General Assembly to provide workers' compensation insurance to Kentucky employers. KEMI is Kentucky's largest writer of workers' compensation insurance with its headquarters located in Lexington, Kentucky. For additional information about KEMI, please visit www.kemi.com.

B. Discussions with Offeror

Discussions may be conducted with all responsible Offerors who submit proposals and are determined to be reasonably qualified and susceptible of being selected for award. Discussions may be for the purpose of clarification to assure full understanding of, and conformance to, the proposal requirements; however, Offerors will not be permitted to change their original proposal. Offeror should clearly understand that any verbal representations made or assumed to be made during any oral discussion held between Offeror and KEMI are not binding.

KEMI may require Offerors among the top scoring proposals to participate in a virtual interview. See aforementioned Schedule of Events. The principal contact for KEMI will be required to participate in the interview.

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C. Proposal Modifications

Any changes, amendments or modifications to a proposal after it has been submitted must be made prior to the deadline for receipt of proposals, must be in writing, and must be submitted in the same manner as the original proposal.

Proposals or modifications received by KEMI after the exact hour and date specified shall not be considered.

D. Confidentiality

Matters relating to this RFP and any resulting contracts shall not be discussed with anyone other than KEMI staff without the prior written consent of KEMI. No opinions, reports, summaries, letters, or other documents prepared with respect to the RFP shall be released without approval of KEMI, except as required by state or federal law.

Except as required by law, information furnished by any Offeror in response to this RFP will not be disclosed by KEMI without the prior written consent of the Offeror.

E. Reservation of Rights

KEMI reserves the right to:

   I.   Reject any or all proposals and waive any requirement, informality, or condition of proposals.
  II.   Cancel the RFP and not award the RFP.
 III.   Prohibit sub-contractors of the Offeror from performing any of the Services outlined in this RFP without the prior written consent of KEMI.
  IV.   Categorize Offeror as an independent contractor, denying any employee/employer relationship between KEMI and Offeror.
   V.   Approve the time and format of payment for the Offeror(s). KEMI will audit fees for reasonableness and accuracy.
  VI.   Add items or services within the scope of the resultant contract if mutually agreeable by both the Offeror and KEMI.
 VII.   Amend this RFP. Any amendment or information provided to a prospective Offeror will be provided to all prospective Offerors. If necessary, an RFP based on revised specifications will be issued as promptly as possible.
VIII.   Perform services in-house, or to contract with another company to perform like services.
  IX.   Require a contract with the winning Offeror(s). Contract negotiations will commence at the conclusion of the RFP process.

F. Registration with the Kentucky Secretary of State

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By responding to this RFP, the Offeror agrees and acknowledges that:

1. If the Offeror is a foreign entity as defined under Kentucky Revised Statute (KRS) 14A.1-070(10), and it is awarded a contract, it will ensure that it is properly registered with the Kentucky Secretary of State in accordance with KRS 14A.9-010 during the life of any contract awarded, or otherwise document the legal exemption which applies.
2. If the Offeror is a Kentucky entity as defined under KRS 14A.1-070(7), and it is awarded a contract, it will ensure that it is properly registered with the Kentucky Secretary of State in accordance with KRS Chapter 14A, or otherwise document the legal exemption which applies.

The aforementioned information shall be maintained during the life of any contract awarded and provided to KEMI upon request.

G. Protest

Any offeror who is aggrieved in connection with the solicitation or award of a contract may file a written protest to KEMI's Internal Auditor within fourteen (14) calendar days after such aggrieved offeror knows or should have known of the facts giving rise to the protest.

Patrick Simpson
psimpson@kemi.com

KEMI
Kentucky Employers' Mutual Insurance

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OFFEROR INFORMATION:

IMPORTANT: **SUBMISSION MUST CONTAIN ORIGINAL SIGNATURE**

Signed by: _____

Date: _____

Type or Print Name: _____

Company: _____

Address: _____

_____

City: _____ State: _____ Zip: _____

Phone No. _____ (Area Code)_____

Fax No. _____ (Area Code)_____

Email Address: _____

Company Website: _____

Federal ID or SSN # _____

Type of ownership:_____Individual _____Sole Proprietorship

_____Corporation _____Partnership

In addition to the principal contact listed above, please include below any additional contacts you would like to receive communication regarding the RFP. KEMI will only send communication regarding the RFP to the principal contact and the contact(s) listed below. The information includes, but is not limited to, KEMI's responses to inquiries, status updates about the RFP, any modifications to the RFP, requests for interview scheduling, etc.

Contact Name(s) for RFP Communication:

_____

_____

Contact Email(s) for RFP Communication:

_____

_____

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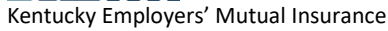
Sworn Statement Regarding Campaign Finance Laws:
Pursuant to KRS 45A.110 and KRS 45A.115

This sworn statement regarding campaign finance laws must be signed and notarized and returned with your proposal.

The undersigned hereby swears or affirms, under penalty prescribed by law for perjury, that neither he/she, individually, nor, to the best of his/her knowledge and belief, the corporation, partnership, or other business entity which he/she represents in connection with this procurement, has knowingly violated any provisions of the campaign finance laws of the Commonwealth of Kentucky, and that the award of a contract to him/her, individually, or to the corporation, partnership or other business entity which he/she represents, will not violate any campaign finance laws of the Commonwealth.

OFFEROR

_____
(Signature)

_____
(Title)

_____
(Name of Company or Corporation)

State of _____)
)   SS
County of _____)

The foregoing statement was acknowledged and sworn on before me this _____ day

of _____, _____.

_____
                       Notary Public

My Commission expires: _____ .

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MANDATORY REQUIREMENTS:

IMPORTANT: SUBMISSION MUST CONTAIN ORIGINAL SIGNATURE.

OFFERORS MUST MAKE AN AFFIRMATIVE STATEMENT THAT THE PROPOSED SOLUTION MEET THE FOLLOWING REQUIREMENTS. THESE REQUIREMENTS ARE MANDATORY, AND NO SUBSTITUTIONS WILL BE PERMITTED.

- Ability to test Web-based SaaS applications.
- Ability to test APIs.
- Ability to validate PDFs.
- Ability to validate Emails.
- Support for modern browsers (Chrome, Edge, Firefox, Safari).
- Support for headless testing.
- Support for Data-driven testing.
- Robust security controls.

The undersigned hereby affirms the above statements are accurate, understanding that any violation of the validity of the above statements will result in the dismissal of Proposal.

OFFEROR

_____

(Signature)

_____

(Title)

_____

(Name of Company or Corporation)

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PROPOSAL SUBMISSION CHECKLIST

The vendor MUST include the following with the proposal submission.
If the items below are not submitted with the proposal submission,
KEMI will reject the proposal and the Offeror will be disqualified.

☐ **SIGNED OFFEROR INFORMATION FORM**

☐ **SIGNED AND NOTARIZED SWORN STATEMENT REGARDING CAMPAIGN FINANCE LAWS**

☐ **SIGNED MANDATORY REQUIREMENTS STATEMENT**

☐ **COMPLETED BUSINESS CONTINUITY FORM**

☐ **ORIGINAL COPY OF THE PROPOSAL**
(prepared in accordance with the Specifications and Requirements described in this RFP)