



REQUEST FOR PROPOSAL

**Kentucky Employers' Mutual Insurance
Request for Proposals (RFP) No. 2026-102
Purpose: Printing and Paper Supplies**

The procurement by competitive negotiation is desired by Kentucky Employers' Mutual Insurance (hereinafter "KEMI") for printing and paper supplies.

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 March 11, 2026**

Table of Contents

- I. RFP Specifications
- II. Proposal Requirements
- III. Instructions
- IV. General Information

Addendum:

Offeror Information
Sworn Statement Regarding Campaign Finance Laws
Mandatory Requirements Statement
Proposal Submission Checklist
Business Continuity Form
KEMI Printing and Stationary Sample Items
Pricing Spreadsheet
KEMI Logo Style Guide



REQUEST FOR PROPOSAL

I. RFP SPECIFICATIONS

A. Purpose and Scope of Services

This Request for Proposal (RFP) provides interested Offerors with adequate information to prepare and submit proposals for consideration by KEMI to satisfy an ongoing need for the purchase of printing and paper supplies.

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
Business Qualifications	20
Pricing	75
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 at rfp@kemi.com.

- RFP Publication Date – Wednesday, February 11, 2026
- Deadline for Inquiries – Wednesday, February 18, 2026
- KEMI Response to Inquiries – Wednesday, February 25, 2026
- Deadline for Submission of Proposals – Wednesday, March 11, 2026
- Virtual Interview/Discussions (Optional) – March 30 – April 1, 2026
- Estimated Contract Award – July 1, 2026



REQUEST FOR PROPOSAL

II. PROPOSAL REQUIREMENTS

A. Business Qualifications

- a. The business name, primary address, branch address, phone and fax numbers and the number of years the business has been in operation under the above name.
- b. The name, title, business address, email address, and telephone number of the individual who will be KEMI's principal contact for all aspect of the Request for Proposal and/or any resultant contract.
- c. Company history and overview of concise, direct, and accurate description of the Offeror's ability to meet the requirements of the Request for Proposal.
- d. The Offeror's ability to assist with the development of customized materials for KEMI, such as new envelope designs.
- e. The Offeror's experience and familiarity with USPS Mail Piece Designs and USPS Intelligent Mail Barcodes.

B. Pricing

Please review the printing samples provided in the attachment labeled: "KEMI Printing and Stationary Sample Items." These are all examples of the printing and paper supplies which will be required under any contract awarded. The yellow comment buttons on each page of the document provide additional information about the dimensions of each sample.

Offeror shall provide pricing as requested in the attachment labeled: "Pricing Spreadsheet." On this spreadsheet, please complete the applicable columns (with pricing for a double order, a single order, and a ½ order) subject to the following business assumptions:

1. The pricing provided is a maximum cap on any charges, and price quotes lower than the cap may be provided during the life of any contract awarded.
2. The first-year pricing shall be "locked-in" with a maximum proposed price increase of three and a half percent (3.5%) in each subsequent year of the agreement. KEMI will have to agree to any proposed price increase in writing for it to be effective.
3. The parties may mutually agree to add additional items and discontinue other items during the life of any contract awarded. Pricing for additional items shall be negotiated at time of addition.
4. Offeror must be able to provide the items identified in the spreadsheet for pricing purposes, but there is no guarantee of purchase of a minimum quantity.



REQUEST FOR PROPOSAL

C. Business Continuity Form

- a. 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.
- 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. The proposal must not contain hyperlinks; no material contained within a hyperlink will be considered. 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



REQUEST FOR PROPOSAL

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.

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:



REQUEST FOR PROPOSAL

- 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

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



REQUEST FOR PROPOSAL

OFFEROR INFORMATION:

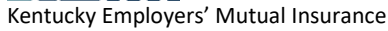
IMPORTANT: SUBMISSION MUST CONTAIN ORIGINAL SIGNATURE

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:



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

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.

(Signature)

(Title)

(Name of Company or Corporation)

State of _____)
County of _____) SS

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

Notary Public

My Commission expires: _____.



REQUEST FOR PROPOSAL

MANDATORY REQUIREMENTS:

IMPORTANT: SUBMISSION MUST CONTAIN ORIGINAL SIGNATURE.

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

Offeror must have the capability and space to store KEMI's current and purchased inventory at vendor's location until KEMI's need for it arises and delivery is requested. KEMI intends to purchase its inventory on an annual basis unless otherwise indicated in this RFP; however, business needs may dictate changes in ordering frequency.

Offeror must deliver to KEMI, or KEMI's specified third-party vendor, at no charge and within 48 hours, KEMI's purchased inventory in the quantity requested. All deliveries will be made in Lexington, KY.

Offeror must comply with the multi-colored logo at the top of the KEMI Logo Style Guide (as attached to this RFP) when printing the KEMI logo on any paper supplies.

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)



REQUEST FOR PROPOSAL

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)