



REQUEST FOR PROPOSAL

**Kentucky Employers' Mutual Insurance
Request for Proposals (RFP) No. 2026-109
Purpose: Data and Analytics Governance**

The procurement by competitive negotiation is desired by Kentucky Employers' Mutual Insurance (hereinafter "KEMI") for identifying a vendor capable of providing a Data and Analytics Governance Platform for data lifecycle management.

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 Monday, July 20, 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



REQUEST FOR PROPOSAL

I. RFP SPECIFICATIONS

A. Purpose and Scope of Services

KEMI is issuing this RFP to procure a data mapping/data cataloging tool to further support KEMI's data security, data availability, AI initiatives, and business continuity requirements. KEMI will initially use the tool to fully identify, define, organize, and map data relationships, throughout the entire lifecycle of the data, in order to establish data lineage and explainability. In the future, KEMI requires scalability of the tool to support utilization of data observability features such as monitoring and anomaly detection.

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
Offeror Qualifications	25
Functional Requirements	50
Cost	20
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 – Monday, June 22, 2026
- Deadline for Inquiries – Monday, June 29, 2026
- KEMI Response to Inquiries – Thursday, July 2, 2026
- Deadline for Submission of Proposals – Monday, July 20, 2026
- Virtual Interview/Discussions (Optional) – August 17-21, 2026



REQUEST FOR PROPOSAL

- Estimated Contract Award – January 1, 2027

II. PROPOSAL REQUIREMENTS

A. Offeror Qualifications

- a. Company name, address, any satellite office addresses, telephone number, and website address, and the number of years the company has been in business under the above name.
- b. Describe, in detail, your product capabilities and core features, specifically related to basic and advanced data mapping, lineage, and data lifecycle management.
- c. Describe the data observability features of your product, including data monitoring and anomaly detection.
- d. Describe the automated data discovery capabilities offered by your product.
- e. Describe the legal hold and disposition capabilities of your product.
- f. Describe the dashboard and the data catalog reporting capabilities for technical and non-technical users.
- g. Describe how your product handles access controls.
- h. Describe the deployment model and scalability of your product.
- i. What is the average “Go-Live” implementation timeline for an enterprise scale roll-out?

B. Functional Requirements

- a. Describe the sourcing strategy for your product.
- b. What formats (both source and target) are supported by your product?
- c. Describe any pre-built connectors as well as support for custom connectors.
- d. Does your product have the ability to crawl C drives, One Drive, Desktops, Recycle Bin and shared drives?

C. Cost

- a. What is your general licensing, subscription, volume based, or service cost model? Please provide all costs KEMI would incur.



REQUEST FOR PROPOSAL

D. 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.

E. References

- a. Please provide 2 client references with a similar size or organizational structure to our business.

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



REQUEST FOR PROPOSAL

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.

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.



REQUEST FOR PROPOSAL

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

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



REQUEST FOR PROPOSAL

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:



REQUEST FOR PROPOSAL

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 establish a formal (near real-time) data map.
- Provide data observability features.
- Allow for scalability, as our project will occur in phases.
- Provide a detailed list of supported formats and connectors.
- Must have data lifecycle management capabilities, including, but not limited to data discovery, accessibility, reporting, legal hold, and dispositions.
- 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)



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)