



# LEXINGTON

## RFP-12-2026 STEP CG, LLC Supplier Response

### Event Information

Number: RFP-12-2026  
Title: Information Technology Consulting and/or Technical Services  
Type: Request For Proposal  
Issue Date: 3/20/2026  
Deadline: 4/20/2026 02:00 PM (ET)

### Contact Information

Contact: Todd Slatin  
Address: Central Purchasing  
Government Center Building  
Room 338  
200 East Main Street  
Lexington, KY 40507  
Phone: (859) 2583320  
Fax: (859) 2583322  
Email: [tslatin@lexingtonky.gov](mailto:tslatin@lexingtonky.gov)

## STEP CG, LLC Information

Contact: Sara Voss  
Address: 50 E. RiverCenter Blvd.  
Suite 900  
Covington, KY 41011  
Phone: (513) 795-6000 x3102  
Fax: (859) 261-4018  
Email: svoss@stepcg.com  
Web Address: www.stepcg.com

ONLY ONLINE BIDS WILL BE ACCEPTED! By submitting your response, you certify that you are authorized to represent and bind your company and that you agree to all bid terms and conditions as stated in the attached bid/RFP/RFQ/Quote/Auction documents.

Clint Vaughn

*Signature*

*Submitted at 4/20/2026 12:54:23 PM (ET)*

cvaughn@stepcg.com

*Email*

## Response Attachments

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**LFUCG RFP #12-2026 - STEP Response.pdf**

STEP Response

# STEP

# STEP

## Lexington-Fayette Urban County Government

LFUCG RFP #12-2026

Information Technology Consulting and or Technical Services

April 20, 2026



Prepared by:

Clint Vaughn  
cvaughn@stepcg.com  
Sales Executive

# STEP

April 20, 2025

To:  
Lexington-Fayette Urban County Government  
ATTN: Todd Slatin  
200 East Main Street  
Lexington, KY 40507

Subject:  
Response to Information Technology Consulting and or Technical Services  
RFP #12-2026

Dear Mr. Slatin,

On behalf of STEP CG, we are pleased to submit our response to the Lexington-Fayette Urban County Government (LFUCG) Request for Proposals for Information Technology Consulting and Technical Services.

STEP CG has valued its long-standing partnership with LFUCG and the opportunity to support the County's evolving technology environment over the years. Through this relationship, we have developed a strong understanding of LFUCG's infrastructure, operational priorities, and the critical role technology plays in delivering services to the community. Our team has consistently provided advanced networking, cybersecurity, and engineering support that aligns with LFUCG's goals for reliability, performance, and security.

As LFUCG continues to modernize and expand its technology capabilities, STEP CG remains committed to delivering the same high level of expertise and responsiveness that has defined our partnership. Our continued investment in advanced engineering, managed services, and security-focused solutions ensures we are well positioned to support LFUCG's future initiatives under this contract.

We appreciate the opportunity to continue serving LFUCG and look forward to building on our successful partnership.

Sincerely,



Clint Vaughn  
Strategic Account Manager  
502-550-6852 (cell)  
cvaughn@stepcg.com

## Executive Summary

STEP CG is a trusted partner to the Lexington-Fayette Urban County Government (LFUCG), delivering advanced networking, cybersecurity, and managed IT services that support the County's mission-critical operations. Through our long-standing partnership, we have developed a deep understanding of LFUCG's environment and continue to provide the engineering expertise and operational support required to maintain a secure, resilient, and high-performing infrastructure.

STEP CG brings industry-leading expertise in network architecture, with a particular strength in Extreme Networks solutions and deep specialization in Extreme Fabric (SPBm). Our team has successfully designed, deployed, and supported complex Fabric environments for LFUCG and other large public-sector organizations, enabling simplified network operations, end-to-end segmentation, and highly resilient performance. Leveraging Extreme Platform One, we provide centralized visibility, automation, and analytics that enhance operational efficiency, accelerate troubleshooting, and improve the overall user experience. This foundation is complemented by our capabilities across routing, switching, wireless, and SD-WAN, ensuring a scalable and future-ready network environment.

Security is embedded across all services we deliver. STEP CG utilizes a layered, Zero Trust-based approach incorporating Palo Alto next-generation firewalls, Microsoft Defender for Endpoint, and SIEM platforms such as Splunk and Microsoft Sentinel. Combined with identity controls including MFA and Conditional Access, as well as vulnerability management, penetration testing, and continuous monitoring, we enable LFUCG to proactively reduce risk and maintain a strong security posture aligned with public-sector standards.

In addition, STEP CG provides specialized expertise in cellular networking and physical security solutions, supporting public-sector organizations with resilient connectivity and enhanced situational awareness. Our capabilities include cellular failover, mobile and remote connectivity, and private LTE/CBRS network design, enabling continuity of operations across critical environments. We also deliver modern physical security solutions including IP-based video surveillance, access control integration, and cloud-managed security platforms, helping LFUCG extend its security posture beyond traditional IT systems.

In addition to engineering expertise, STEP CG provides proactive managed services and strategic consulting to support LFUCG's ongoing operations and long-term initiatives. Our services include patch management using Microsoft Endpoint Manager, WSUS, and IBM BigFix, along with monitoring, rapid response, and continuous optimization. We also support IT strategic planning, governance, disaster recovery, compliance alignment (NIST, CIS, ISO), and enterprise architecture, ensuring technology investments align with LFUCG's operational and security objectives.

STEP CG's combination of advanced engineering expertise, deep alignment to LFUCG's technology environment, and a proven delivery model ensures the County has a responsive, capable partner for both immediate needs and future initiatives. We are committed to continuing our partnership by delivering secure, reliable, and forward-looking solutions that support LFUCG's mission and the community it serves.

## **Vendor Requirements**

STEP CG meets and exceeds the requirements outlined by LFUCG for Information Technology Consulting and Technical Services. As a long-standing partner, STEP CG has direct experience supporting LFUCG's environment and understands the operational, security, and performance expectations required to maintain critical public services. Our response reflects both our proven experience within LFUCG and our ability to deliver scalable, secure, and high-quality solutions moving forward.

## **Technology Assessment**

Our team has led key initiatives including a Palo Alto firewall upgrade/refresh, Extreme Fabric rollout across the network, edge switch refresh, NAC implementation, and wireless upgrades. All the while, providing support via our local Customer Care Center. We also support F5 BIG-IP environments and provide expertise across SOCaaS, SIEM, MDR, XDR, and endpoint platforms.

Additional capabilities include STEP "Navigator" for network visibility and automation, Cradlepoint cellular deployments for first responder, traffic systems, and business continuity, and Verkada physical security solutions. Detailed experience levels are provided below.

## **Attachment A**

### **Core Infrastructure**

F5 BIG-IP (Load Balancing, WAF, SSL Offload)  
*11 years, 5 employees*

### **Security & Networking**

Next-Gen Firewalls: Palo Alto  
*11 years, 12 employees*

Network Infrastructure: Extreme Networks (wired/wireless), Routing & Switching  
*11 years, 40 employees*

Load Balancing & WAF: F5 BIG-IP  
*11 years, 5 employees*

SIEM: Splunk, Microsoft Sentinel, managed services, Palo Alto, Fortinet  
*11 years, 10 employees*

Endpoint Security: Microsoft Defender for Endpoint, Palo Alto, Fortinet, Arctic Wolf  
*11 years, 10 employees*

Identity & Access: MFA, Conditional Access, Zero Trust Architecture  
*11 years, 12 employees*

### **Consulting Services**

Disaster Recovery & Business Continuity Planning

Technical Requirements Gathering  
IT Strategic Planning & Roadmaps  
IT Governance & Compliance  
IT Project Management (Agile, PMI)  
Certified Project Management (PMP)  
Enterprise Architecture & Cloud Strategy  
*11 years, 25 employees*

### **Training Services**

Cybersecurity Awareness & Zero Trust Principles  
STEP also has a Training Program for Extreme Networks  
*11 years, 5 employees*

### **Network Support Services**

F5 BIG-IP (Load Balancing, WAF),  
Network Architecture & Design (LAN/WAN/Wireless)  
SD-WAN & Network Segmentation  
*11 years, 48 employees*

### **Information Security Services**

Policy Development & Review  
Security Planning & Risk Analysis  
Penetration Testing & Vulnerability Assessment  
Risk Management & Compliance (NIST, CIS, ISO 27001)  
Security Audits & Remediation  
End-User Security Training  
Zero Trust Architecture Design  
SIEM/SOAR Implementation (Microsoft Sentinel, Splunk)  
Endpoint Security & EDR/XDR Deployment  
*11 years, 12 employees*

### **Enterprise DevOps & Cloud Services**

Infrastructure as a Service (IaaS)  
*11 years, 40 employees*

## **Consulting Services**

STEP provides comprehensive consulting services aligned with LFUCG's operational and strategic needs. Our team brings both technical expertise and practical experience supporting public-sector environments.

Our consulting services include:

- *IT Strategy & Architecture*  
STEP Network Health Assessment includes the gathering, analyzing, and studying of network data, with the purpose of assessing your network's health. Our experienced technicians go beyond off-the-shelf software tools to provide businesses like yours with actionable insights and visibility into how successful your network control and management operations are, particularly regarding the current state of your hardware.

- *Governance & Process*  
Establishment of best practices to improve operational efficiency, reduce risk, and support consistent service delivery.
- *Risk, Resilience & Compliance*  
Security assessments, vulnerability management, and compliance alignment with NIST, CIS, and ISO frameworks.
- *Program & Project Services*  
Delivery of initiatives using structured methodologies (Agile, PMI), supported by experienced project managers with public-sector experience.
- *Training & Knowledge Transfer*  
Cybersecurity awareness training, Zero Trust principles, and operational training to support LFUCG staff.

STEP CG's consulting approach is collaborative, practical, and outcome-driven, ensuring recommendations are actionable and aligned with LFUCG's priorities.

## **Security & Compliance**

Security is a foundational element of all STEP services. We design, implement, and operate solutions aligned with recognized frameworks and public-sector best practices, many of which are already in use within LFUCG's environment.

Our capabilities include:

- *Identity & Access Management*  
Implementation of Entra ID, MFA, Conditional Access, and Zero Trust architecture to strengthen identity security.
- *Endpoint Security*  
Deployment and management of endpoint security and secure device management solutions.
- *Network Security*  
Design and support of Palo Alto firewall environments, segmentation strategies, and secure network architecture.
- *Monitoring & Response*  
Implementation and support of SIEM platforms with incident detection and response capabilities.
- *Vulnerability & Configuration Management*  
Continuous risk assessment
- *Documentation & Operational Readiness*  
Development of clear documentation and knowledge transfer to ensure long-term sustainability of solutions.

STEP CG's experience supporting LFUCG and similar public-sector organizations ensures a secure, compliant, and resilient IT environment capable of supporting critical services.

## Engagement Model & Deliverables

STEP CG delivers services through a **flexible, scalable, and SOW-based engagement model** designed to align with LFUCG's operational needs and project requirements. Our approach ensures consistent delivery, clear communication, and high-quality outcomes across all engagements, whether short-term initiatives or complex, multi-phase projects.

For each engagement, STEP CG follows a structured lifecycle that includes the following components:

### Scope of Work (SOW)

STEP CG collaborates closely with LFUCG stakeholders to define a clear and actionable Scope of Work. This includes:

- Defined objectives, deliverables, and success criteria
- Detailed scope boundaries and assumptions
- Resource requirements and timelines
- Alignment with LFUCG priorities and operational constraints

This process ensures all engagements are well-defined, measurable, and aligned to expected outcomes.

### Project Plan

Upon SOW approval, STEP CG develops a comprehensive project plan that includes:

- Milestones, timelines, and deliverables
- Resource allocation and responsibilities
- Risk identification and mitigation strategies
- Communication and reporting cadence

Our project plans are designed to provide transparency, accountability, and predictable execution.

### Architecture & Design

STEP CG provides detailed architecture and design services tailored to LFUCG's environment, including:

- Network, security, and infrastructure design
- Alignment with existing LFUCG standards and technologies
- Scalability, resiliency, and security considerations
- Documentation of design decisions and configurations

Our designs emphasize performance, security, and long-term sustainability.

### Implementation

STEP CG executes implementation activities using proven methodologies and best practices, including:

- Configuration, deployment, and integration of solutions
- Physical implementation

- Change management coordination
- Validation and testing of systems
- Minimization of operational disruption

Our engineering team ensures implementations are efficient, reliable, and aligned with project objectives.

### **Knowledge Transfer**

STEP CG provides comprehensive knowledge transfer to LFUCG staff to support long-term success, including:

- Documentation of configurations and procedures
- Hands-on training and walkthroughs
- Operational best practices and recommendations

This ensures LFUCG teams are fully equipped to support and manage deployed solutions.

### **Operational Readiness**

Prior to project completion, STEP CG ensures LFUCG is fully prepared for ongoing operations by:

- Validating system performance and stability
- Confirming monitoring, alerting, and support processes
- Aligning solutions with existing operational workflows

This step ensures a smooth transition from implementation to steady-state operations.

### **Closeout**

At the conclusion of each engagement, STEP CG performs a formal closeout process that includes:

- Final validation of deliverables
- Documentation handoff
- Lessons learned and recommendations
- Stakeholder review and sign-off

This ensures all engagements are completed successfully and positioned for long-term value.

### **Ongoing Support & Flexibility**

STEP CG's engagement model is designed to support both planned initiatives and rapid-response needs. Our scalable engineering team allows LFUCG to quickly engage resources for:

- New projects
- Enhancements and upgrades
- Troubleshooting and incident response

This flexible model ensures LFUCG has access to the right expertise at the right time, without delays.

## **Cost Breakdown**

### **Support Services**

Remote Support Services: \$250/Hour

Advanced Engineering Support : \$350/Hour

### **Project-Based Engineering**

Pricing varies based on the project requirements

\$150 - \$350/Hour

### **STEP Service Unit (SSU)**

Can be applied to Hardware/Software, Managed Services, and Engineering Projects

\$350/unit

## About STEP

Founded in 2014 as a privately-held company, our passion continues to drive us to design, deploy, and make technology work under your terms. With a portfolio that provides enterprises with solutions for network, cellular, security, and managed services, we're one of the fastest-growing technology firms in the Midwest. Our exceptional and highly-skilled architects and engineers form one of the deepest and most technologically robust rosters in the industry. As your "go-to" IT Services provider, our mission is simple – do what's right and share in the success of our 5,000+ Clients nationwide.

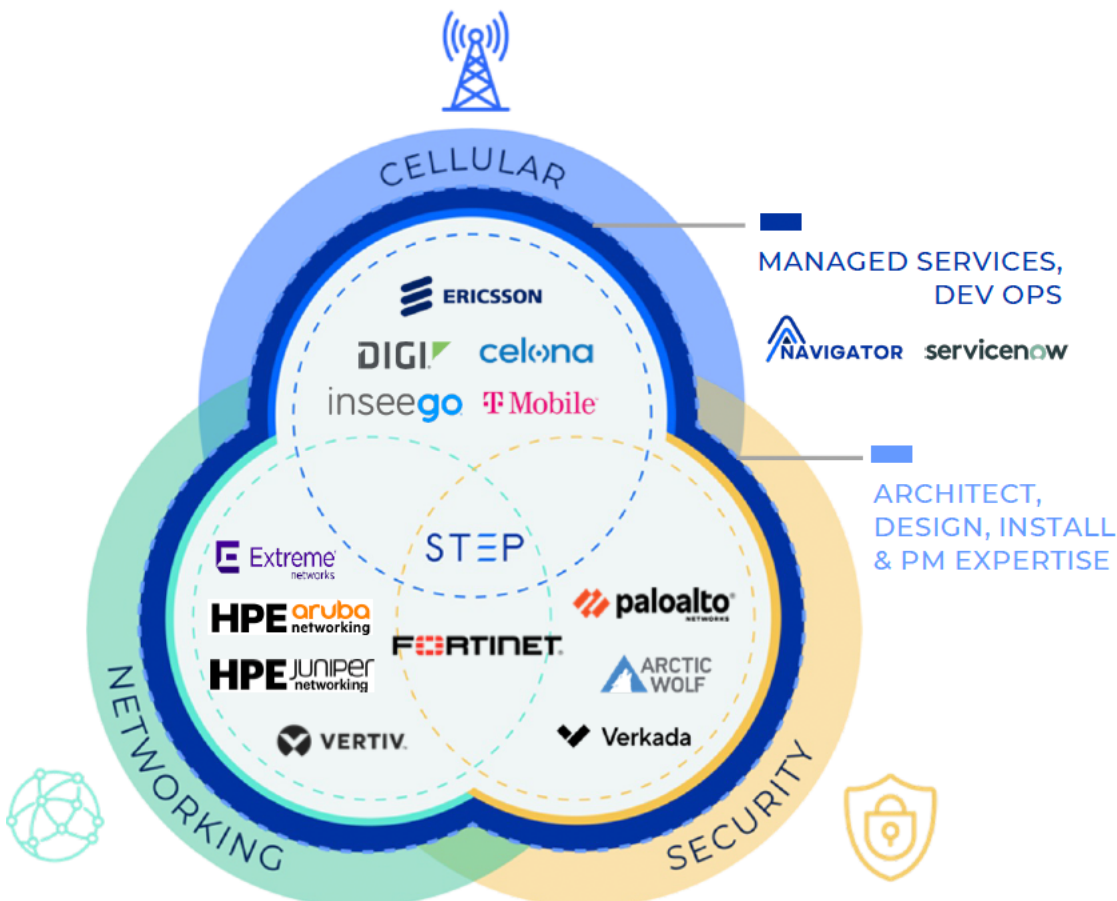
STEP provides solutions that are optimized for business efficiency and agility. We work diligently to ensure your IT environment is as secure, agile, and resilient as your business is. And for additional peace of mind, rest assured that our engineers have the highest certifications and accreditations from all the world-class technology vendors you know and love.

As a result, our Information Technology Services and robust network, cellular, security , and procurement solutions will propel your organization well into the future.

### Headquarters: Covington, KY

Of STEP's 100+ employees (and growing), over 60 reside and work in the Commonwealth.

### Technology Partners



## **Government Clients**

### ***Commonwealth of Kentucky***

Scope: STEP is currently on both the Extreme Networks MA 758 1800000265 and Avaya MA 758 1000000828 master agreements. We provide products and professional services related to network hardware and software as well as voice systems, peripherals, and accessories.

Term: 10 Years

Value: There isn't a set value associated with either contract.

Online Ordering System: These contracts follow standard Commonwealth/COT ordering process.

*\*Reference available upon request*

### ***State of West Virginia***

Scope: STEP provides networking, security, and cellular products and services to the State of West Virginia and its individual agencies.

Term: 6 Years

Value: There isn't a set value associated with this contract.

Online Ordering System: State of West Virginia utilizes their purchasing site to peer with STEP for quotes, bids, and orders.

*\*Reference available upon request*

### ***State of Florida***

Scope: STEP provides networking, security, and cellular products and services to the State of Florida.

Term: 9 Years

Value: There isn't a set value associated with this contract.

Online Ordering System: No online ordering system is utilized. STEP follows the purchasing process of each individual agency's purchasing and ordering process.

*\*Reference available upon request*

### ***State of Nevada***

Scope: STEP provides networking and cybersecurity products and services to the State of Nevada.

Term: 5 Years

Value: There isn't a set value associated with this contract.

Online Ordering System: STEP follows Nevada's standard procurement and purchasing process.

*\*Reference available upon request*



# Lexington-Fayette Urban County Government

## Request for Proposals

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The Lexington-Fayette Urban County Government hereby requests proposals for **RFP #12-2026 Information Technology Consulting and/or Technical Services** to be provided in accordance with terms, conditions and specifications established herein.

Sealed proposals will be received through Ion Wave until **2:00 PM**, prevailing local time, on **April 20, 2026**. All forms and information requested in RFP must be included and attached in Response Attachments tab in Ion Wave.

Proposals received after the date and time set for opening proposals will not be accepted. It is the sole responsibility of the Proposer to assure that his/her proposal is submitted in Ion Wave before the date and time set for opening proposals.

Proposals, once submitted, may not be withdrawn for a period of one hundred twenty (120) calendar days.

The Lexington-Fayette Urban County Government reserves the right to reject any or all proposals, and to waive technicalities and informalities when such waiver is determined by the Lexington-Fayette Urban County Government to be in its best interest.

Signature of this proposal by the Proposer constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein.

Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto. The Lexington-Fayette Urban County Government shall determine whether any exception is minor.

***Please do not contact any LFUCG staff member or any other person involved in the selection process other than the designated contact person(s) regarding the project contemplated under this RFP while this RFP is open and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal for consideration.***

## **Laws and Regulations**

All applicable state laws, municipal ordinances and regulations of all authorities having jurisdiction over the project shall apply to the contract, and shall be deemed to be incorporated herein by reference.

## **Equal Employment Opportunity**

The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, disability, age, genetic information, political affiliation, or veteran status.

## **Kentucky Equal Employment Opportunity Act**

The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any "county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin;
- (2) The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin;
- (3) The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provision of the nondiscrimination clauses required by this section; and
- (4) The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers' representative of the contractor's commitments under the nondiscrimination clauses."

The contractor is expressly required to comply with the Kentucky Equal Opportunity Act of 1978 (KRS 45.560 to KRS 45.640)

## **LFUCG Non-Appropriation Clause**

Contractor acknowledges that the LFUCG is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of the LFUCG's obligations under this contract, then this contract shall automatically expire without penalty to the LFUCG thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that the LFUCG shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.

In the event of a change in the LFUCG's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects the LFUCG's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to the LFUCG upon written notice to Contractor of such limitation or change in the LFUCG's legal authority.

## **Contention Process**

Vendors who respond to this invitation have the right to file a notice of contention associated with the RFP process or to file a notice of appeal of the recommendation made by the Director of Procurement resulting from this invitation.

Notice of contention with the RFP process must be filed within 3 business days of the bid/proposal opening by (1) sending a written notice, including sufficient documentation to support contention, to the Director of the Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain his/her contention with the RFP process. After consulting with the Commissioner of Finance the Chief Administrative Officer and reviewing the documentation and/or hearing the vendor, the Director of Procurement shall promptly respond in writing findings as to the compliance with RFP processes. If, based on this review, a RFP process irregularity is deemed to have occurred the Director of Procurement will consult with the Commissioner of Finance, the Chief Administrative Officer and the Department of Law as to the appropriate remedy.

Notice of appeal of a RFP recommendation must be filed within 3 business days of the RFP recommendation by (1) sending a written notice, including sufficient documentation to support appeal, to the Director, Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain his appeal. After reviewing the documentation and/or hearing the vendor and consulting with the Commissioner of Finance and the Chief Administrative Officer, the Director of Procurement shall in writing, affirm or withdraw the recommendation.

**SELECTION CRITERIA:**

1. Specialized experienced and technical competence of the person or firm with the type of service required. 30%
2. Capacity of the person or firm to perform the work, including any specialized services, within the time limitations. 30%
3. Past record and performance on contracts with the Urban County government or other governmental agencies and private industry with respect to such factors as quality of work and ability to meet schedule. 30%
4. Degree of local employment provided by person or firm. 10%

Proposals shall contain the appropriate information necessary to evaluate based on these criteria. A committee composed of government employees as well as representatives of relevant user groups will evaluate the proposals as a group.

The LFUCG reserves the right to request clarification of any proposal from prospective vendors, or to interview any vendor to further discuss their submitted proposal. The LFUCG further reserves the right to select more than one vendor as a preliminary finalist that will be required to make an oral presentation to the LFUCG. The LFUCG reserves the right to amend its final scoring of the proposals based upon information provided during such a presentation as long as the proposal does not materially differ from the written proposal submitted by the vendor.

**Questions shall be submitted via IonWave at: <https://lexingtonky.ionwave.net>**

**AFFIDAVIT**

Comes the Affiant, Clint Vaughn, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Clint Vaughn and he/she is the individual submitting the proposal or is the authorized representative of STEP CG, LLC, the entity submitting the proposal (hereinafter referred to as "Proposer").

2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.

3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.

4. Proposer has authorized the Division of Procurement to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.

6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

**Continued on next page**

8. Bidder will comply with all registration requirements as a contractor where required by Section 5-85 of the Code of Ordinances of the Lexington-Fayette Urban County Government. Bidder will utilize as subcontractors on the contract only contractors who are registered as required by Section 5-85 of the Code of Ordinances. Bidder will maintain a "current" status with regard to all contractor registration requirements during the life of the contract and will ensure that all subcontractors maintain a "current" status with regard to all contractor registration requirements during the life of the contract. Bidder has authorized the Division of Procurement to verify the registration of Bidder and Bidder's subcontractors with the Division of Building Inspection.

Further, Affiant sayeth naught.

*Clint Vaughn*

STATE OF Kentucky

COUNTY OF Boone

The foregoing instrument was subscribed, sworn to and acknowledged before me  
by Clint Vaughn on this the 20th day  
of April, 2026.

My Commission expires: 3/29/28



*Christina M. VonHoene* KYNP5140  
\_\_\_\_\_  
NOTARY PUBLIC, STATE AT LARGE

## EQUAL OPPORTUNITY AGREEMENT

### Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

### The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

*The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.*

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

*The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.*

\*\*\*\*\*

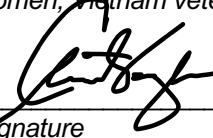
The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination

in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

*I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.*

  
\_\_\_\_\_  
Signature

STEP CG, LLC  
\_\_\_\_\_  
Name of Business

**WORKFORCE ANALYSIS FORM**

Name of Organization: STEP CG, LLC

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African- American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators		7	2														
Professionals																	
Superintendents																	
Supervisors																	
Foremen																	
Technicians																	
Protective Service																	
Para-Professionals																	
Office/Clerical																	
Skilled Craft		55	32	2	1	2											
Service/Maintenance																	
<b>Total:</b>																	

Prepared by: Clint Vaughn - Sales Executive Date: 04 / 20 / 26

*(Name and Title)*

*Revised 2015-Dec-15*

**DIRECTOR, DIVISION OF PROCUREMENT  
LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT  
200 EAST MAIN STREET  
LEXINGTON, KENTUCKY 40507**

**NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL  
EMPLOYMENT OPPORTUNITIES AND DBE CONTRACT PARTICIPATION**

The Lexington-Fayette Urban County Government has a Certified Minority and Women Business Enterprise seventeen percent (17%) minimum goal including minimum subgoals of five percent (5%) for Minority Business Enterprises (MBE) and a subgoal of twelve percent (12%) for Women Business Enterprises (WBE); a three (3%) minimum goal for Certified Veteran-Owned Small Businesses and/or Certified Service- Disabled Veteran Owned Businesses; and a goal of utilizing Disadvantaged Business Enterprises (DBE), where applicable, for government contracts.

For assistance in locating certified DBEs, MBEs, WBEs, VOSBs and/or VOSBs, contact Sherita Miller at 859/258-3320 or by writing the address listed below:

Sherita Miller, MPA, CPSD  
Minority Business Enterprise Liaison  
Division of Procurement  
Lexington-Fayette Urban County Government  
200 East Main Street  
Lexington, Kentucky 40507  
[smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov)  
859-258-3323

Firm Submitting Proposal: STEP CG, LLC

Complete Address: 50 E Rivercenter Blvd #900 Covington, KY 41011  
Street City Zip

Contact Name: Clint Vaughn Title: Sales Executive

Telephone Number: 502-550-6852 Fax Number: \_\_\_\_\_

Email address: cvaughn@stepcg.com



## LEXINGTON

### MINORITY BUSINESS ENTERPRISE PROGRAM

Sherita Miller, MPA, CPSD  
Minority Business Enterprise Liaison  
Division of Procurement  
Lexington-Fayette Urban County Government  
200 East Main Street  
Lexington, KY 40507  
[smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov)  
859-258-3323

**OUR MISSION:** The mission of the Minority Business Enterprise Program (MBEP) is to facilitate the full participation of minority and women owned businesses in the procurement process and to promote economic inclusion as a business imperative essential to the long- term economic viability of Lexington-Fayette Urban County Government.

To that end the urban county council adopted and implemented Resolution 272-2024 – a Certified Minority and Women Business Enterprise seventeen percent (17%) minimum goal including minimum subgoals of five percent (5%) for Minority Business Enterprises (MBE) and a subgoal of twelve percent (12%) for Women Business Enterprises (WBE); a three (3%) minimum goal for Certified Veteran-Owned Small Businesses and/or Certified Service- Disabled Veteran Owned Businesses; and a goal of utilizing Disadvantaged Business Enterprises (DBE), where applicable, for government contracts.

The resolution states the following definitions shall be used for the purposes of reaching these goals:

***Certified Disadvantaged Business Enterprise (DBE)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a person(s) who is socially and economically disadvantaged as define by 49 CFR subpart 26.

***Certified Minority Business Enterprise (MBE)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by an ethnic minority (i.e. Black American, Asian American, Hispanic American, Native American)

***Certified Women Business Enterprise (WBE)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a woman.

***Certified Veteran-Owned Small Business (VOSB)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a veteran who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard.

***Certified Service -Disabled Veteran Owned Small Business (SDVOSB)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a disabled veteran who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard.

The term “Certified” shall mean the business is appropriately certified, licensed, verified, or validated by an organization or entity recognized by the Division of Procurement as having the appropriate credentials to make a determination as to the status of the business.

The following certifications are recognized and accepted by the MBEP:

Kentucky Transportation Cabinet (KYTC), Disadvantaged Business Enterprise (DBE)  
Kentucky Minority and Women Business Enterprise (MWBE)  
Women’s Business Enterprise National Council (WBENC)  
National Women Business Owners Corporation (NWBOC)  
National Minority Supplier Development Council (NMSDC)  
Tri-State Minority Supplier Development Council (TSMSSDC)  
U.S. Small Business Administration Veteran Small Business Certification (VetCert)  
Kentucky Service- Disabled Veteran Owned Small Business (SDVOSB)

To comply with Resolution 272-2024, prime contractors, minority and women business enterprises, veteran owned small businesses, and service-disabled veteran owned small businesses must complete monthly contract compliance audits in the Diverse Business Management Compliance system, <https://lexingtonky.diversitycompliance.com/>

A list of organizations that certify and/or maintain lists of certified businesses (i.e. DBE, MBE, WBE, VOSB and/or SDVOSB) is available upon request by emailing, Sherita Miller, [smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov).



# LEXINGTON

## LFUCG MWDBE PARTICIPATION FORM

Bid/RFP/Quote Reference # 12-2026

The MWDBE and/or veteran subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to the Division of Procurement for approval immediately. **Failure to submit a completed form may cause rejection of the bid.**

MWBE Company, Name, Address, Phone, Email	DBE/MBE WBE/VOSB/SDVOSB	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1.				
2.				
3.				
4.				

The undersigned company representative submits the above list of MDWBE and veteran firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

STEP CG, LLC

**Company**

4-20-26

**Date**

Clint Vaughn

**Company Representative**

Sales Executive

**Title**



# LEXINGTON

## LFUCG MWDBE SUBSTITUTION FORM

Bid/RFP/Quote Reference # 12-2026

The substituted MWDBE and/or veteran subcontractors listed below have agreed to participate on this Bid/RFP/Quote. These substitutions were made prior to or after the job was in progress. These substitutions were made for reasons stated below and are now being submitted to the Division of Procurement for approval. By the authorized signature of a representative of our company, we understand that this information will be entered into our file for this project. **Note: Form required if a subcontractor is being substituted on a contract.**

SUBSTITUTED DBE/MBE/WBE/VOSB Company Name, Address, Phone, Email	DBE/MBE/WBE/VOSB/SDVOSB Formally Contracted/ Name, Address, Phone, Email	Work to Be Performed	Reason for the Substitution	Total Dollar Value of the Work	% Value of Total Contract
1.					
2.					
3.					
4.					

The undersigned acknowledges that any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

STEP CG, LLC  
\_\_\_\_\_  
**Company**

Clint Vaughn  
\_\_\_\_\_  
**Company Representative**

4-20-26  
\_\_\_\_\_  
**Date**

Sales Executive  
\_\_\_\_\_  
**Title**



**DOCUMENTATION REQUIRED FOR GOOD FAITH EFFORTS AND OUTREACH PLANS**

As affirmed in Resolution Number 272-2024, the Urban County Council has adopted an annual aspirational goal of utilizing at least seventeen percent (17%) of public funds spend from certain discretionary agreements with certified Minority Business Enterprises (MBEs) and certified Woman Business Enterprises (WBEs); utilizing at least three percent (3%) of public funds from certain discretionary agreements with Certified Veteran-Owned Small Business and Certified Service-Disabled Veteran-Owned Small Businesses (VOSBs); and utilizing Disadvantaged Business Enterprises (DBEs) where applicable. Bidders should make every effort to achieve these goals.

Therefore, as an element of the responsiveness of the bid, all Bidders are required to submit documentation of their good faith and outreach efforts to ensure all businesses, including small and disadvantaged businesses such as minority-, woman-, and veteran-owned businesses, have an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement. Examples of good faith and outreach efforts that satisfy this requirement to encourage the participation of, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs include:

1. Advertised opportunities to participate in the contract in at least two (2) publications of general circulation media; trade and professional association publications; small and minority business or trade publications; and publications or trades targeting minority, women, and disadvantaged businesses not less than fifteen (15) days prior to the deadline for submission of bids to allow, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to participate.
2. Attended LFUCG Procurement Economic Inclusion Outreach event(s) within the past year to meet new small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to partner with on LFUCG contracts and procurements.
3. Attended pre-bid/pre-proposal meetings that were scheduled by LFUCG to inform small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs of subcontracting opportunities.
4. Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs.
5. Requested a list of certified small, DBE, MBE, WBE, VOSB and/or SDVOSB subcontractors or suppliers from LFUCG and showed evidence of contacting the companies on the list(s).
6. Contacted organizations that work with small, DBE, MBE, WBE, and VOSB companies for assistance in finding certified DBEs, MBEs, WBEs, VOSB and/or SDVOSBs to work

on this project. Those contacted and their responses must be a part of the bidder's outreach efforts documentation.

7. Sent written notices, by certified mail, email, or facsimile, to qualified, certified small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs soliciting their participation in the contract not less than seven (7) days prior to the deadline for submission of bids to allow them to participate effectively.
8. Followed up initial solicitations by contacting small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs via tailored communications to determine their level of interest.
9. Provided the interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs with adequate and timely information about the plans, specifications, and requirements of the contract.
10. Selected portions of the work to be performed by small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs in order to increase the likelihood of subcontracting participation. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate small, DBE, MBE, WBE, VOSB and/or SDVOSB participation, even when the prime contractor may otherwise perform these work items with its own workforce.
11. Negotiated in good faith with interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection must be so noted in writing with a description as to why an agreement could not be reached.
12. Included documentation of quotations received from interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs that were not used due to uncompetitive pricing or were rejected as unacceptable and/or copies of responses from firms indicating that they would not be submitting a bid.
  - a. Bidder has to submit sound reasons why the quotations were considered unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered a sound reason for rejecting a small business', DBE's MBE's, WBE's, VOSB's and/or SDVOSB's quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy the participation goals.
13. Made an effort to offer assistance to or refer interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal.

14. Made efforts to expand the search for small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs beyond the usual geographic boundaries.
15. Other – any other evidence that the bidder submits that may demonstrate that the bidder has made reasonable efforts to include small, DBE, MBE, WBE, VOSB and/or SDVOSB participation.

Bidder must document, with specificity, each of the efforts it made to include small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs as subcontractors in the procurement, including the date on which each effort was made, the medium through which each effort was made, and the outcome of each effort.

**Note: Failure to submit the documentation requested in this section may be cause for rejection of bid. Bidders may include any other documentation deemed relevant to this requirement which is subject to review by the MBE Liaison. Documentation of Good Faith and Outreach Efforts must be submitted with the Bid, regardless of the proposed level of small, DBE, MBE, WBE, VOSB and/or SDVOSB participation in the procurement. If the Good Faith and Outreach Effort documentation is not submitted with the bid response, the bid may be rejected.**

#### OUTREACH EFFORTS EVALUATION

Outreach efforts demonstrated by the bidder or respondent will be evaluated on a pass/fail basis.

# ATTACHMENT A – SMALL AND DISADVANTAGED, MINORITY-, WOMEN-, AND VETERAN-OWNED BUSINESS OUTREACH PLAN

<b>Proposer Name:</b>	<u>STEP CG, LLC</u>	<b>Date:</b>	<u>4-20-26</u>
<b>Project Name:</b>	<u>RFP 12-2026</u>	<b>Project Number:</b>	<u>RFP 12-2026</u>
<b>Contact Name:</b>	<u>Clint Vaughn</u>	<b>Telephone:</b>	<u>502-550-6852</u>
<b>Email:</b>	<u>cvaughn@stepcg.com</u>		

The mission of the Minority Business Enterprise Program is to facilitate the full participation of disadvantaged businesses, minority-, women-, veteran-, and service-disabled veteran-owned businesses in the procurement process and to promote economic inclusion as a business imperative essential to the long-term economic viability of Lexington-Fayette Urban County Government.

To that end, small and disadvantaged businesses, including minority-, woman-, veteran-, and service-disabled veteran-owned businesses, must have an equal opportunity to be utilized in the performance of contracts with public funds spent from certain discretionary agreements. By submitting its offer, Bidder/Proposer certifies that it has taken, and if there are further opportunities will take, reasonable steps to ensure that small and disadvantaged businesses, including minority-, woman-, veteran-, and service-disabled veteran-owned businesses, are provided an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement.

The information submitted in response to this clause will not be considered in any scored evaluation. Failure to submit this form may cause the bid or proposal to be rejected.

**Is the Bidder/ Proposer a certified firm?** Yes  No

If yes, indicate all certification type(s):

DBE  MBE  WBE  SBE  VOSB/SDVOSB

and supply a copy of the certificate and/or certification letter if not currently listed on the city's Minority Business Enterprise Program's (MBEP) certified list.

**1. Include a list of firms that Bidder/ Proposer has had a contractual relationship with within the last two years that are minority-owned, woman-owned, veteran-owned or small businesses, regardless of their certification status.**

**Abaxent Leasing - Provides Leasing and Financing solutions for STEP**

**2. Does Bidder/Proposer foresee any subcontracting opportunities for this procurement?**

Yes  No

If no, please explain why in the field below. Do not complete the rest of this form and submit this first page with your bid and/or proposal. [Click or tap here to enter text.](#)

If yes, please complete the following pages and submit all pages with your bid and/or proposal.

**Describe the steps Bidder/Proposer took to solicit small and disadvantaged businesses, including MBEs, WBEs, VOSBs, and SDVOSBs, for subcontracting opportunities for this procurement.**

**3. Check the good faith and outreach efforts the Bidder/Proposer used to encourage the participation of small and disadvantaged businesses including, MBEs, WBEs, VOSBs and SDVOSBs:**

- Bidder placed advertisements in search of prospective small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs for the solicitation.
- Bidder attended LFUCG Procurement Economic Inclusion Outreach event(s) within the past year.
- Bidder attended pre-bid and/or pre-proposal meetings for this solicitation.
- Bidder sponsored an Economic Inclusion Outreach event.
- Bidder requested a list of certified small, DBE, MBE, WBE, VOSB and/or SDVOSB subcontractors or suppliers from LFUCG.
- Bidder contacted organizations that work with small, DBE, MBE, WBE, VOSB and/or SDVOSB companies.
- Bidder sent written notices to certified small, DBE, MBE, WBE, VOSB and SDVOSB businesses.
- Bidder followed up to initial solicitations with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB.
- Bidder provided small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses interested in performing the solicited work with prompt access to the plans, specifications, scope of work, and requirements of the solicitation.
- Bidder made efforts to segment portions of the work to be performed by small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, including dividing sub-bid/partnership opportunities into economically feasible units/parcels, to facilitate participation.

- Bidder negotiated in good faith with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses.
- Bidder provided adequate rationale for rejecting any small business', DBEs, MBEs, WBEs, VOSBs or SDVOSBs for lack of qualifications.
- Bidder offered assistance in obtaining bonding, insurance, financial, equipment, or other resources to small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, in an effort to assist them in meeting project requirements.
- Bidder made efforts to expand the search for small businesses, DBEs MBEs, WBEs, VOSBs and/or SDVOSBs beyond the usual geographic boundaries.
- Bidder made other reasonable efforts to include small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs participation.

**4. Bidder/Proposer must include documentation, including the date each effort was made, the medium through which each effort was made, and the outcome of each effort with this form, regardless of the level of small, DBE, MBE, WBE, VOSB and/or SDVOSB participation. Examples of required documentation include copies of email communications, copies of newspaper advertisements, or copies of quotations received from interested small businesses, DBEs, MBEs, WBEs, VOSBs or SDVOSBs.**

STEP prefers to handle services “in-house”, sub-contractors are typically not required. In the event they are, STEP makes an effort to include and work with DBE, MBE, WBE, VOSB, and/or SDVOSB companies.

**For detailed information regarding outreach efforts that satisfy the MBE Program’s requirements, please see “Documentation Required for Good Faith Efforts and Outreach Plans” page.**

**Note: The Bidder/Proposer must be willing to report the identity of each subcontractor and the value of each subcontract to MBEP if awarded a contract from this procurement.**

**Failure to submit the documentation requested may be cause for rejection of the bid. Bidders may include any other documentation deemed relevant to this requirement, which is subject to review by the MBE Liaison. Documentation of Good Faith and Outreach Efforts must be submitted with the bid, regardless of the proposed level of SBEs, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs participation in the procurement. If the Good Faith and Outreach Effort Form and associated documentation is not submitted with the bid response, the bid may be rejected.**

The undersigned acknowledges that all information is accurate. Any misrepresentations may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

STEP CG, LLC

**Company**

4-20-26

**Date**

Clint Vaughn

**Company Representative**

Sales Executive

**Title**

4870-1925-6809, v. 1

## **GENERAL PROVISIONS**

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, *29 U.S.C. 650 et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda and IonWave Q&A, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.
8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.

9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,
10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to Bid Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.
12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

A. Termination for Cause

- (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties
- (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.
- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
  - (a) Failure to perform the contract according to its terms, conditions and specifications;
  - (b) Failure to make delivery within the time specified or according

- to a delivery schedule fixed by the contract;
- (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
- (d) Failure to diligently advance the work under a contract for construction services;
- (e) The filing of a bankruptcy petition by or against the contractor; or
- (f) Actions that endanger the health, safety or welfare of the LFUCG or its citizens.

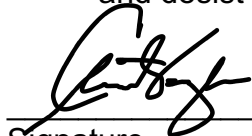
#### B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent, Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

13. **Assignment of Contract:** The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
14. **No Waiver:** No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
15. **Authority to do Business:** The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must

be signed by a duly authorized officer, agent or employee of the Respondent.

16. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. **Ability to Meet Obligations:** Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.
20. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion, to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.

  
\_\_\_\_\_  
Signature

4-20-26  
\_\_\_\_\_  
Date

**RISK MANAGEMENT PROVISIONS  
INSURANCE AND INDEMNIFICATION**

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**INDEMNIFICATION AND HOLD HARMLESS PROVISION**

- (1) It is understood and agreed by the parties that Contractor hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Contractor or its employees, agents, servants, owners, principals, licensees, assigns or subcontractors of any tier (hereinafter "CONTRACTOR") under or in connection with this agreement and/or the provision of goods or services and the performance or failure to perform any work required thereby.
- (2) CONTRACTOR shall indemnify, save, hold harmless and defend the Lexington-Fayette Urban County Government and its elected and appointed officials, employees, agents, volunteers, and successors in interest (hereinafter "LFUCG") from and against all liability, damages, and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees that are in any way incidental to or connected with, or that arise or are alleged to have arisen, directly or indirectly, from or by CONTRACTOR's performance or breach of the agreement and/or the provision of goods or services provided that: (a) it is attributable to personal injury, bodily injury, sickness, or death, or to injury to or destruction of property (including the loss of use resulting therefrom), or to or from the negligent acts, errors or omissions or willful misconduct of the CONTRACTOR; and (b) not caused solely by the active negligence or willful misconduct of LFUCG.
- (3) In the event LFUCG is alleged to be liable based upon the above, CONTRACTOR shall defend such allegations and shall bear all costs, fees and expenses of such defense, including but not limited to, all reasonable attorneys' fees and expenses, court costs, and expert witness fees and expenses, using attorneys approved in writing by LFUCG, which approval shall not be unreasonably withheld.
- (4) These provisions shall in no way be limited by any financial responsibility or insurance requirements, and shall survive the termination of this agreement.
- (5) LFUCG is a political subdivision of the Commonwealth of Kentucky. CONTRACTOR acknowledges and agrees that LFUCG is unable to provide indemnity or otherwise save, hold harmless, or defend the CONTRACTOR in any manner.
- (6) Notwithstanding, the foregoing with respect to any professional services performed by CONTRACTOR hereunder (and to the fullest extent permitted by law), CONTRACTOR shall indemnify, save, hold harmless and defend LFUCG from and against any and all liability, damages and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees, for any damage due to death or injury to any person or injury to any property (including the loss of use resulting therefrom) to the extent arising out of, pertaining to or

relating to the negligence, recklessness or willful misconduct of CONTRACTOR in the performance of this agreement.

**FINANCIAL RESPONSIBILITY**

BIDDER/CONTRACTOR understands and agrees that it shall demonstrate the ability to assure compliance with the above Indemnity provisions and these other risk management provisions prior to final acceptance of its bid and the commencement of any work or provision of goods.

**INSURANCE REQUIREMENTS**

YOUR ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW, AND YOU MAY NEED TO CONFER WITH YOUR INSURANCE AGENTS, BROKERS, OR CARRIERS TO DETERMINE IN ADVANCE OF SUBMISSION OF A RESPONSE THE AVAILABILITY OF THE INSURANCE COVERAGES AND ENDORSEMENTS REQUIRED HEREIN. IF YOU FAIL TO COMPLY WITH THE INSURANCE REQUIREMENTS BELOW, YOU MAY BE DISQUALIFIED FROM AWARD OF THE CONTRACT.

Required Insurance Coverage

BIDDER/CONTRACTOR shall procure and maintain for the duration of this contract the following or equivalent insurance policies at no less than the limits shown below and cause its subcontractors to maintain similar insurance with limits acceptable to LFUCG in order to protect LFUCG against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by CONTRACTOR. The cost of such insurance shall be included in any bid:

<b><u>Coverage</u></b>	<b><u>Limits</u></b>
General Liability (Insurance Services Office Form CG 00 01)	\$1 million per occurrence, \$2 million aggregate or \$2 million combined single limit
Worker's Compensation	Statutory
Employer's Liability	\$100,000
Professional Liability	\$1 million per occurrence

The policies above shall contain the following conditions:

- a. All Certificates of Insurance forms used by the insurance carrier shall be properly filed and approved by the Department of Insurance for the Commonwealth of Kentucky (DOI). LFUCG shall be named as an additional insured in the General Liability Policy and Commercial Automobile Liability Policy using the Kentucky DOI approved forms.

- b. The General Liability Policy shall be primary to any insurance or self-insurance retained by LFUCG.
- c. The General Liability Policy shall include Premises and Operations coverage unless it is deemed not to apply by LFUCG.
- d. The General Liability Policy shall include Employment Practices Liability coverage or an endorsement in a minimum amount of \$1 million unless it is deemed not to apply by LFUCG.
- e. The Policy shall include Umbrella/Excess Liability coverage in the amount of \$1 million per occurrence, \$1 million aggregate, unless it is deemed not to apply by LFUCG.
- f. LFUCG shall be provided at least 30 days advance written notice via certified mail, return receipt requested, in the event any of the required policies are canceled or non-renewed.
- g. Said coverage shall be written by insurers acceptable to LFUCG and shall be in a form acceptable to LFUCG. Insurance placed with insurers with a rating classification of no less than Excellent (A or A-) and a financial size category of no less than VIII, as defined by the most current Best's Key Rating Guide shall be deemed automatically acceptable.

#### Renewals

After insurance has been approved by LFUCG, evidence of renewal of an expiring policy must be submitted to LFUCG, and may be submitted on a manually signed renewal endorsement form. If the policy or carrier has changed, however, new evidence of coverage must be submitted in accordance with these Insurance Requirements.

#### Deductibles and Self-Insured Programs

**IF YOU INTEND TO SUBMIT A SELF-INSURANCE PLAN IT MUST BE FORWARDED TO LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, DIVISION OF RISK MANAGEMENT, 200 EAST MAIN STREET, LEXINGTON, KENTUCKY 40507 NO LATER THAN A MINIMUM OF FIVE (5) WORKING DAYS PRIOR TO THE RESPONSE DATE.**

Self-insurance programs, deductibles, and self-insured retentions in insurance policies are subject to separate approval by Lexington-Fayette Urban County Government's Division of Risk Management, upon review of evidence of BIDDER/CONTRACTOR's financial capacity to respond to claims. Any such programs or retentions must provide LFUCG with at least the same protection from liability and defense of suits as would be afforded by first-dollar insurance coverage

#### Safety and Loss Control

CONTRACTOR shall comply with all applicable federal, state, and local safety standards related to the performance of its works or services under this Agreement and take necessary action to protect the life, health and safety and property of all of its personnel on the job site, the public, and LFUCG.

### Verification of Coverage

BIDDER/CONTRACTOR agrees to furnish LFUCG with all applicable Certificates of Insurance signed by a person authorized by the insurer to bind coverage on its behalf prior to final award, and if requested, shall provide LFUCG copies of all insurance policies, including all endorsements.

### Right to Review, Audit and Inspect

CONTRACTOR understands and agrees that LFUCG may review, audit and inspect any and all of its records and operations to insure compliance with these Insurance Requirements.

### **DEFAULT**

BIDDER/CONTRACTOR understands and agrees that the failure to comply with any of these insurance, safety, or loss control provisions shall constitute default and that LFUCG may elect at its option any single remedy or penalty or any combination of remedies and penalties, as available, including but not limited to purchasing insurance and charging BIDDER/CONTRACTOR for any such insurance premiums purchased, or suspending or terminating the work.

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**Information Technology Consulting and/or Technical Services  
Lexington-Fayette Urban County Government (LFUCG)  
RFP: IT Technical Consulting & Services**

**1. Introduction**

The Lexington-Fayette Urban County Government (LFUCG) is soliciting proposals from qualified professional vendors to provide comprehensive Information Technology (IT) Technical Services and IT Consulting Services. LFUCG seeks partners who can help:

- **Improve operational effectiveness and service quality**
- **Reduce downtime and support costs**
- **Strengthen the security and resilience of data and systems**
- **Maximize return on technology investments**
- **Accelerate modernization initiatives with hybrid cloud, Microsoft Azure IaaS, and robust network/endpoint security capabilities**

Vendors may propose services across one or both categories—IT Technical Services and IT Consulting Services—as detailed below. LFUCG anticipates establishing a pre-qualified vendor list to be engaged through deliverables-based scopes of work on short notice.

**2. Scope of Services**

**2.1 Technical Services**

Technical Services include, but are not limited to:

- Hybrid Cloud & IaaS
- Infrastructure Operations
- Security Operations
- Application & Data
- Modern Endpoint Management
- Training & Knowledge Transfer

**2.2 Consulting Services**

Consulting Services include, but are not limited to:

- Strategy & Architecture
- Governance & Process
- Risk, Resilience, & Compliance
- Program & Project Services
- Training & Administrative

**3. Purpose**

LFUCG operates a broad portfolio of mission-critical technologies supporting public services. Given the volume of ongoing projects and the need to ensure high availability, LFUCG may

supplement internal capabilities with external expertise. The objective of this RFP is to identify vendors with demonstrated skills and practical experience who can:

- Sustain and enhance existing services
- Design and deliver new initiatives
- Provide rapid, deliverable-based support under defined scopes of work

#### **4. Background Information**

##### **4.1 Server Hardware & Virtualization**

LFUCG primarily leverages on-premises and hosted environments to support mission-critical infrastructure. Multiple technologies are used across the environment.

##### **4.2 Server & Application Infrastructure**

LFUCG's core infrastructure is primarily based on Microsoft Windows Server and Microsoft 365, identity/domain services, web and application hosting, databases, and internal collaboration.

##### **4.3 Software & Development**

Applications may be tailored to specific divisional workflows and requirements, including integrations with enterprise systems.

##### **4.4 ERP**

LFUCG utilizes PeopleSoft FSCM and HCM modules for financial and human capital management.

#### **5. Vendor Requirements**

##### **5.1 Technology Assessment (Attachment A)**

Proposals must include responses to Attachment A: Technology Capabilities listing applicable technologies and competencies. Vendors should also include additional relevant technologies not listed that could benefit LFUCG.

##### **5.2 Software Development**

If proposing software development services, include:

- Application programming methodology
- Development life cycle
- Documentation standards
- Secure development practices
- Preferred stacks/frameworks and tooling

##### **5.3 Consulting Services**

If proposing consulting services, provide an overview of each area offered, including:

- Experience
- Approach
- Security & Resilience

- BC/DR

#### **5.4 Security & Compliance**

All proposals should demonstrate capability to design, implement, and operate security aligned with recognized frameworks and public-sector practices, including:

- Identity & Access
- Endpoint Security
- Network Security
- Monitoring & Response
- Data Protection
- Vulnerability & Configuration Management
- Compliance Alignment
- Documentation

#### **6. Engagement Model & Deliverables**

For each engagement initiated under the contract awarded, vendors may be asked to provide:

- Scope of Work (SOW)
- Project Plan
- Architecture & Design
- Implementation
- Knowledge Transfer
- Operational Readiness
- Closeout

#### **7. Cost of Services (Attachment B)**

Include the following in your proposal:

- Fee Schedule – Hourly rates for employee classes or categories
- Pricing Model
- Additional Charges

#### **8. Company Information**

Provide:

- Company Name and Address
- Business Partnerships
- Years in Business
- References

#### **9. Additional Information & Contract Terms**

- **Evaluation:** LFUCG employees and representatives of relevant user groups will evaluate proposals.

- **Awards:** LFUCG intends to award contracts to multiple vendors to establish a list of firms to provide services as needed. LFUCG reserves the right to award this contract in its best interest.
- **Term:** The contract term will be **three (3) years** with the option to renew for **two (2) additional one-year terms**.
- **Standard Contracts:** If your firm requires execution of a standard contract, include a **draft** with your response.
- **Ownership & Rights:** All materials developed, data collected, or reports prepared under the project agreement become the **property of LFUCG**. LFUCG reserves **non-exclusive rights** to copy, publish, disseminate, and use materials developed under the agreement, in print or electronically.
- **Public Sector Considerations:** Proposers should acknowledge public records obligations, auditability, and operational resiliency requirements typical of government environments.

## **Attachment A**

Attachment A contains a list of **technologies** used by the Lexington-Fayette Urban County Government. Please respond with details for each including the average experience (years) of qualified employees who may provide IT services. You may respond with the number of employees the average applies to, e.g. "5 years, 3 employees". If necessary, please include additional comments to provide LFUCG with information that should be considered during the vendor selection process.

### **Core Infrastructure**

- F5 BIG-IP (Load Balancing, WAF, SSL Offload)

### **Security & Networking**

- Next-Gen Firewalls: Palo Alto
- Network Infrastructure: Extreme Networks (wired/wireless), Routing & Switching
- Load Balancing & WAF: F5 BIG-IP, Azure WAF, Cloudflare, Azure Front Door
- Vulnerability Management: Tenable Nessus, OpenVAS, Shodan
- Patch Management: Microsoft Endpoint Manager (Intune), WSUS, IBM BigFix/HCL
- SIEM: Splunk, Microsoft Sentinel, managed services
- Endpoint Security: Microsoft Defender for Endpoint
- Identity & Access: MFA, Conditional Access, Zero Trust Architecture

## **Attachment B**

Attachment B contains a list of **services** the Lexington-Fayette Urban County Government may need provided. Please respond with details for each including the average experience of qualified employees who may provide IT services. You may respond with the number of employees the average applies to, e.g. "5 years, 3 employees". If necessary, please include additional comments to provide LFUCG with information that should be considered during the vendor selection process.

### **Consulting Services**

- Disaster Recovery & Business Continuity Planning
- Technical Requirements Gathering
- IT Strategic Planning & Roadmaps
- IT Governance & Compliance
- IT Project Management (Agile, PMI)
- Certified Project Management (PMP)
- Enterprise Architecture & Cloud Strategy

### **Training Services**

- Cybersecurity Awareness & Zero Trust Principles

### **Network Support Services**

- F5 BIG-IP (Load Balancing, WAF), Azure Front Door, AWS WAF, Cloudflare, etc.
- Network Architecture & Design (LAN/WAN/Wireless)
- SD-WAN & Network Segmentation

### **Information Security Services**

- Policy Development & Review
- Security Planning & Risk Analysis
- Penetration Testing & Vulnerability Assessment
- Risk Management & Compliance (NIST, CIS, ISO 27001)
- Security Audits & Remediation
- End-User Security Training
- Zero Trust Architecture Design
- SIEM/SOAR Implementation (Microsoft Sentinel, Splunk)
- Endpoint Security & EDR/XDR Deployment

### **Enterprise DevOps & Cloud Services**

- Infrastructure as a Service (IaaS)