



Kentucky Procurement Technical Assistance Center

MEMORANDUM OF AGREEMENT
between the
Kentucky Science and Technology Corporation (KSTC)
and the
Lexington Fayette Urban County Government (LFUCG)

Purpose

The purpose of this Memorandum of Agreement (MOA) is to advance mutual goals in Fayette County and surrounding area for existing business with an opportunity to expand in the areas of government contracting and subcontracting.

Background

KSTC is an innovative organization developing and managing creative initiatives in education, entrepreneurship, disruptive R&D, and economic competitiveness. KSTC is an independent non-profit, 501(c)(3) organization, founded in 1987.

The Kentucky Procurement Technical Assistance Center (KYPTAC) is an initiative of KSTC that was launched in 2016. The KYPTAC is partially funded through a U.S. Department of Defense program called Procurement Technical Assistance that was established in 1985 to help businesses get into government contracting and subcontracting. The mission of KYPTAC is to promote inclusive economic development by assisting companies in the process of providing products and or services to any type of government and large primes by:

- Removing obstacles for historically underrepresented and disadvantaged small businesses
- Assisting in supplier diversity and socioeconomic certifications such as WOSB, SDVOSB, HUBZone, DBE, etc.
- Providing matching opportunities between government or large primes and the small businesses
- Increasing economic growth for businesses by coaching, training, and equipping them with everything related to contracting/subcontracting.

LFUCG Central Purchasing processes approximately 300 contracts, quotes, bids and request for proposals (RFP's) totaling millions of dollars in purchases on an annual basis. LFUCG has established a ten percent (10%) goal for minority and woman owned businesses along with a three percent (3%) goal for veteran owned businesses in their procurement process. The Minority Business Enterprise Liaison oversees the enterprise program to ensure the procurement process is inclusive of diverse businesses and goals are met on LFUCG's projects. Training webinars and outreach programs are provided by the Minority Business Enterprise program to minority, women, and veteran owned businesses to promote economic inclusion for the long-term growth and economic viability of Lexington and Fayette County.

KYPTAC.com
300 South Mill St. Suite 300
Lexington, KY 40508

An initiative of

KSTC
KENTUCKY SCIENCE & TECHNOLOGY CORPORATION



The objectives of the LFUCG and KSTC/KYPTAC intersect in economic development for small, disadvantaged, minority, women, and veteran-owned businesses and helping businesses become contract-ready in Lexington- Fayette County by providing coaching, training, and opportunities to bid on contracts. The purpose of this MOA, then, is to codify the relationship so that future interactions are enabled successfully.

Responsibilities

- LFUCG and KYPTAC will collaborate on a series of six joint classes, events and webinars designed to increase the capabilities of businesses bidding for LFUCG contracts in the fiscal years 2022-2023. Activities during the event will cover marketing support to the KYPTAC community along with supporting activities that assist LFUCG with meeting their goals. Some event examples might include but are not limited to the following:
 - Event 1; Overview of KYPTAC Services and Benefits of LFUCG's MBEP
 - Event 2: Understanding CFR200 and ARPA Funded Projects
 - Event 3: How to Do Business with LFUCG & FCPS
 - Event 4: Meet the Primes
 - Event 5: Developing and Leveraging a Powerful Capability Statement
 - Event 6: Annual Construction Business Connection Event
- LFUCG will provide one training session for KYPTAC Director and Consultants to achieve the mutual understanding of LFUCG's procurement processes and systems. This session is designed to introduce the teams to each other and help the consultants understand the process of how LFUCG does business.
- KYPTAC will publish all LFUCG opportunities through the Bid Center Service offered by the KYPTAC and advertise solicitations issued by LFUCG. All will be sent out via email to all Bid Match subscribers. Bid Center is a national automated based service to alert business subscribers of bids and proposal opportunities that match the products and services they provide.
- LFUCG will require Prime Contractors to publish all their Subcontracting needs through KYPTAC's bid center to allow disadvantaged, minority, women and veteran-owned businesses to bid on these opportunities where applicable.
- KYPTAC will refer clients to the Minority Business Enterprise Liaison at LFUCG for introductions and for assistance in contracting with local government contracts.



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Both Parties

- Both parties will meet once a month for an update on prospective businesses and other opportunities.
- Both parties will do the best of their abilities to use all available communication channels to promote the relationship.
- Both parties are aware that any training provided by LFUCG will require that business to register as a KYPTAC client to receive the specified training.

Exclusivity

There will be no exclusivity in this agreement that prevents either parties from working in partnership with another organization to provide the same or similar services.

Funding

Services will be provided by KYPTAC. While KYPTAC operates with federal and state funding, they seek sponsorships from partner organizations to fulfill their mutual mission and objectives and continue to give businesses high quality training. The funds received will be allocated for administrative support. Therefore, the KYPTAC will receive funds in the amount of \$5,000 via check, made out to KSTC, from LFUCG. All parties agree that the check provided by LFUCG will be funded from non-federal sources.



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Points of Contact

The KYPTAC Point-of-Contact is Nancy Brown, Executive Director of KYPTAC.
The LFUCG Point-of-Contact is Sherita Miller, Minority Business Enterprise Liaison.
At any point the contacts change, each party is responsible of notifying the other party in writing within 10 business days.

Duration of Agreement

This Memorandum of Agreement will be in effect from May 30, 2022 to May 30, 2023.
Approximately 60 days before expiration, both parties will discuss expiration or renewal, based on an assessment of the continuing value of the Agreement to both parties. The Agreement may be terminated at any time upon written notification by one party to the other, within 30-day notice. Any events or agreements scheduled and/or made will need to be honored even after termination.

Signatories:

KSTC:

F. T. Samuel, Jr. President of KSTC
(Typed name and title)

(signature)

Date

Steve Pelfrey _____
CFO of KSTC

Date

LFUCG:

Linda Gorton, Mayor
(Typed name and title)

(signature)

Date