

# Personal Service Contract (\$10,000 or less)



Personal Service Contract Number: PSC-21-017 (To be assigned by Purchasing)

This Personal Services Contract for professional services to UK HEALTHCARE PHARMACY

is made and entered into this 1ST day of JULY, 2020 by and between

Tom Tally dba T2 Design 20-5364389

Name of Individual or Firm (The Second Party)		Social Security or Federal ID Number	
<u>2550 Lona Lane</u>	<u>Union</u>	<u>KY</u>	<u>41091</u>
Street Address	City	State	Zip Code

Services: University of Kentucky has determined that personnel are not available to perform the described services or use of personnel would not be feasible. Therefore, the Second Party will perform the services described below:

Design and editing of brochures, flyers, maps, postcards and newsletters for retail and specialty pharmacy locations across the health care campus.

Payment: As fee for the services described, University of Kentucky agrees to pay the Second Party a sum not to exceed \$ 10,000 upon receipt of an invoice and a completed and signed Personal Service Contract Invoice Form located at [www.uky.edu/Purchasing/pscinvoiceform.pdf](http://www.uky.edu/Purchasing/pscinvoiceform.pdf). No other fees or expenses are authorized unless specifically identified in this contract. Payment will be made as described below:

Submission of an itemized monthly invoice upon completion of the projects, to be paid within 30 days. Rates listed on best and final offer of RFP.

Other Expenses: The Second Party shall be reimbursed for no other expenses of any kind, except as specifically described below:

Contract Dates: Beginning: July 1, 2020 Ending: June 30, 2021 Cancellation by either party upon 30 days written notice.

The Second Party is an independent contractor for University of Kentucky therefore, University of Kentucky is not liable for Social Security Contributions pursuant to Section 418.42 U.S. Code. Furthermore, IRS Form 1099 will be forwarded at the end of the calendar year if total payments exceed \$600.00.

This Standard Contract for Personal Services is subject to the University's General Terms and Conditions, unless otherwise agreed to in writing. The University's General Terms and Conditions may be viewed at [www.uky.edu/Purchasing/terms.htm](http://www.uky.edu/Purchasing/terms.htm).

**FIRST PARTY:**

Ami S. Piccirilli Digitally signed by Ami S. Piccirilli  
Date: 2020.06.25 12:29:24 -04'00'

[Signature]  
Department Signature Date  
Dean, Vice President or Provost (if necessary)

**SECOND PARTY:**

Tom Tally T2Design  
Type Name of Firm/Individual  
Tom Tally 6/5/2020  
Signature Date

**OFFICIAL PURCHASING APPROVAL:**

[Signature] 6/26/2020  
Purchasing Director/Asst. Director Date

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Legislative Research Commission  
Personal Services Contract  
Proof of Necessity



Contract No. \_\_\_\_\_  
Tom Tally dba T2 Design

Agency \_\_\_\_\_ Division, Branch, etc. \_\_\_\_\_

TYPE OF CONTRACT:  New  Renewal or  Extension for Time Only

NOTE: All questions must be answered fully. If space provided is insufficient, additional pages should be attached referencing the specifically numbered item. Questions regarding this form should be directed to the Bureau/Staff Office Contract Officer.

1. Name and Address of Contractor:  
T2 Design  
2550 Lona Lane  
Union KY 41091
2. Effective Period of Contract:  
Start Date:  
End Date:  
06/30/2021
3. Explain work to be performed. (Be specific. Include: Description of project; type(s) of service to be delivered; reports or products to be prepared; reason for duration of contract; etc.)

Graphic design/production and editing of UK HealthCare Retail and Specialty Pharmacy communications as described in RFP UK-1994-20

4. A. Does an identified or anticipated reason now exist which would indicate a need to renew the contract for the succeeding fiscal year? YES  NO   
If yes, explain:

UK HealthCare Retail & Specialty Pharmacy Communications requires ongoing support to augment marketing communications services

- B. Will the contract provide for cancellation by the Department upon a maximum of 30 days or less written notice to the contractor? YES  NO

5. FINANCIAL AND CONTRACT COST DATA:

- A. Total Projected Cost of Contract: \$ 10,000
- Source of Funds: Federal: \$ \_\_\_\_\_ State: \$ \_\_\_\_\_  
Local/Other: \$ \_\_\_\_\_ Identify UK HealthCare funding

- B. If contract is supported by federal funds, indicate: grant/project title, grant I.D. number and DFDA number:  
n/a

- C. If contract is supported by state funds, indicate source(s) and amount(s). (i.e., General Fund, Trust and Agency, Other):  
n/a

- D. Was the contract cost included in the original Budget Request? YES  NO  (If no, explain)

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# Legislative Research Commission Personal Services Contract Proof of Necessity



E. Describe in detail how the projected cost of the contract was derived (attach proposed budget when applicable):  
Contract is fee for service. cost of contract will depend upon actual services provided.  
Contractor will provide estimate/quote for each project/service before incurring costs. Payment terms can be found in the RFP best and final offer.

- F. Basis for Payment: Hourly: \$ 60 per hour  
Per Diem: \$ \_\_\_\_\_ per day  
Fee for Service: \$ \_\_\_\_\_ per service  
Other – Explain: \_\_\_\_\_
- G. Method of Payment:  Straight Disbursement  
 Inter-Account
- H. Frequency of Payment:  Monthly  
 Quarterly  
 Upon Completion  
 Other – Explain: \_\_\_\_\_

I. Social Security Number (if individual) or IRS I.D. Number (if firm or corporate entity) of proposed contractor:  
Social Security/FEIN Number: 20-5364389

NOTE: If professional employment contract with firm or corporate entity, attach a complete list of names and social security numbers of all officers, as well as all employees performing work directly related to the contract. If individual, attach name and social security number.

J. If an individual, will the terms of contract require that the contractor be considered an "employee" of this Department for FICA purposes? YES NO

## 6. JUSTIFICATION FOR CONTRACTING WITH AN OUTSIDE PROVIDER TO PERFORM THE SERVICE

The following questions should be addressed at a minimum: What in-house method(s) were considered and why were potential in-house method(s) rejected? Is the part of such nature that: it should be done independently of the agency to avoid a conflict of interest; it requires unique or special expertise/qualifications; and/or legal or other special circumstances require use of an outside provider? If services are needed on a continuing basis, describe efforts made to secure services through regular state employment channels. Will agency personnel provide staff support services to the contractor?

T2 Design provides specialized graphic design expertise to ament the efforts of the existing Pharmacy communications staff

7. Name and address of other provider(s) considered to perform the service:

Karen Billings  
Born, LLC  
Kari Maloney  
Sanger & Eby - Philly  
Sparc - Cincy  
Wiser Strategies

# Legislative Research Commission Personal Services Contract Proof of Necessity



8. Basis for selection of the proposed contractor (explain process used in making decision, i.e., solicitation of proposals, bids, references, and evaluation criteria applied): Reference Bid or RFP number if applicable.

RFP UK-1994-20

## 9. PLANNED SUPERVISION AND MONITORING OF THE CONTRACTOR'S PERFORMANCE

A. Name and Title of Responsible Person: Ami Piccirilli

Office and Location: 531 Wellington Way, Room 312

Telephone Number: 859-257-5449

Email Address: apicc2@uky.edu

B. Describe the monitoring activities, both programmatic and fiscal, which will be performed including the manner in which monitoring needs will be addressed in the contract to facilitate this activity:

Performance of agency/agent will be monitored based on the ability of the contractor to produce materials that meet UKHC goals, brand standards and objectives on time and within the agreed-upon budget.

## SIGNATURES

PREPARED BY: Ami S. Piccirilli Digitally signed by Ami S. Piccirilli  
Date: 2020.06.25 14:05:02 -04'00' DATE: \_\_\_\_\_  
Title: \_\_\_\_\_

RECOMMENDED BY: Ami S. Piccirilli Digitally signed by Ami S. Piccirilli  
Date: 2020.06.05 15:23:40 -04'00' DATE: \_\_\_\_\_  
Title: \_\_\_\_\_

APPROVED BY: Philip Almeter DATE: 6/18/20  
Title: Evidence Dir. Planning

PURCHASING DIVISION APPROVAL: \_\_\_\_\_ DATE: 6/26/2020  
[Signature]  
Director/Assistant Director

# Standard Contract for Personal Services



Personal Service Contract Number PS <u>K21-139</u>
Account No. _____
Encumbrance Amt. <u>112,500</u>
This Contract is effective on <u>7-1-2020</u> <small>(the date of its delivery to the Legislative Research Commission)</small>
This Contract expires <u>6-30-2021</u>

THIS CONTRACT is made and entered into this

1 day of July, 2020,

by and between

UNIVERSITY OF KENTUCKY  
(Agency)

Commonwealth of Kentucky, hereinafter referred to as the University or as the First Party, and  
HR Focal Point, LLC

20-2301894

(Name of individual or firm)

(Social Security / FEIN Number)

PMB 369 3948 Legacy Dr., Suite 106, Plano TX 75023

(Address)

hereinafter referred to as the Contractor or as the Second Party.

WHEREAS, the University, in the exercise of its lawful duties, has determined upon the necessity of the performance of the following-described function(s):

The University of Kentucky Enterprise Applications Group is looking to acquire services to support, implement, and maintain all SAP modules included in the University's enterprise landscape and other applications in its scope including Enterprise Portal and Analytics programs. Contracted services are needed to support the analysis, installation, configuration, integration, training and support of these applications. The contracted services should be able to provide expertise with the aforementioned areas along with SAP programming (ABAP), mobile development, and integration with existing services, project management, requirements gathering and ongoing maintenance support.

WHEREAS, the University has concluded that either University or State personnel are not available to perform said function, or it would not be feasible to utilize University or State personnel to perform said function; and

WHEREAS, the Second Party is available and would be qualified to perform such function; and

WHEREAS, for the hereinbefore-stated reasons, the University desires to avail itself of the services of the Second Party,

NOW, THEREFORE, it is mutually agreed by and between the parties hereto as follows:

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# Standard Contract for Personal Services



## 1. SERVICES.

The Second Party (the Contractor) will perform the services which are described with particularity in the attached letter (to which reference is made below) which is made a part hereof as if fully incorporated herein, or, if no letter is necessary, as hereinafter described with particularity as follows:

Expertise in support, implementation and maintenance of all SAP modules included in the University's enterprise landscape. Additionally, SAP programming (ABAP), mobile development and integration services in relation to existing services, project management, requirements gathering and ongoing maintenance support will be requested.

## 2. CONSIDERATION.

### A. FEE.

As fee for the services hereinbefore set forth, the University agrees to pay the Contractor one of the following, as indicated:

the sum of \$ \_\_\_\_\_

a sum not to exceed \$ 112,500

to be paid in the following manner or on the following terms:

per invoice consistent with the pricing schedule agreed to in contract UK-1372-14

The Contractor's invoice(s) for fee shall be signed and shall include not less than the following information:  
Itemization of work performed, itemization of materials provided to UK

The Contractor shall maintain supporting documents to substantiate invoices and shall furnish same if required by the University of Kentucky.

### B. TRAVEL EXPENSES, if authorized herein.

The Contractor shall be paid for no travel expenses unless and except as specifically authorized by this paragraph as follows:

None

Travel expenses, if authorized, shall be billed in the following manner:

N/A

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# Standard Contract for Personal Services



**C. OTHER EXPENSES, if authorized herein.**

The Contractor shall be reimbursed for no other expenses of any kind, unless and except as specifically authorized by this paragraph as follows:

None

If the reimbursement of such expenses is authorized, the reimbursement shall be only on an out-of-pocket basis. Request for payment of same shall be processed upon receipt from the Contractor of valid, itemized statements submitted periodically for payment at the time any fees are due. The Contractor shall maintain supporting documents that substantiate every claim for expenses and shall furnish same if requested by the University of Kentucky.

**D. MAXIMUM FOR FEE AND EXPENSES.**

The Contractor's fee, travel expense reimbursement (if any) and other expense reimbursement (if any) relative to the services shall not exceed a total of \$ 112,500

### 3. INVOICING

- A. Invoicing for Fee: The Contractor's fee shall be original invoice(s) and shall be signed by the Contractor. The invoice(s) must conform to the Method prescribed under Section (2), Consideration, Paragraph A.
- B. Invoicing for Travel Expenses: The Contractor must follow instructions prescribed under Section (2), Consideration, Paragraph B. Original copies must be submitted for airline ticket receipts, motel bills, restaurant charges, and rental car charges. All other charges shall be either original or certified copies.
- C. Invoicing for Miscellaneous Expenses: The Contractor must follow instructions prescribed under Section (2), Consideration, Paragraph C. Expenses submitted shall be either original or certified copies.
- D. The Kentucky Model Procurement Code was recently amended to establish conditions for invoicing for fees for personal service contracts. "No payment shall be made on any personal service contract unless the individual, firm, partnership or corporation awarded the personal service contract submits its invoice on a form established by the committee." The Government Contract Review Committee has adopted a personal service contract invoice form that must be submitted with each invoice as a condition of payment. The Personal Service Contract Invoice Form shall be used for this purpose and may be found online at [www.uky.edu/Purchasing/docs/pscinvoiceform.pdf](http://www.uky.edu/Purchasing/docs/pscinvoiceform.pdf).

### 4. SIGNIFICANT CONTRACT DATES

**A. EFFECTIVE DATE.**

This agreement is not effective unless and until the University of Kentucky, Purchasing Division has approved and signed the contract and unless and until three (3) copies of the contract are filed by the State with the Legislative Research Commission, with each such copy being accompanied by documentation of the need for such service and by documentation that State personnel are not available to perform such service or that it is not feasible for State personnel to perform such service.

**B. DATES WORK IS TO BE PERFORMED.**

The period within the current fiscal year in which services are to be performed under this contract is from July 1, 20 20 to June 30, 20 21.  
(Month and Day) (Month and Day)

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# Standard Contract for Personal Services



## 5. EXTENSIONS

At the expiration of its initial term, this contract may, at the option of the parties hereto, be extended upon the same terms and conditions as set forth herein for further periods not to exceed twelve (12) months each, subject to the advance approval of the University of Kentucky Purchasing Division.

## 6. SOCIAL SECURITY (Check One)

The parties are cognizant that the State is not liable for Social Security contributions pursuant to 42 U.S. Code, Section 41B, relative to the compensation of the Second Party for this contract.

OR

The parties are cognizant that the State is liable for Social Security employer's contributions and for making Social Security withholdings pursuant to 42 U.S. Code, Section 41B, relative to the compensation of the Second Party for this contract.

## 7. CANCELLATION

The University shall have the right to terminate and cancel this agreement at any time upon thirty (30) days written notice served on the Contractor by registered or certified mail.

## 8. PURCHASING AND SPECIFICATIONS

This Contractor certifies by his signature hereinafter that he will not attempt in any manner to influence any specifications, to be restrictive in any way or respect, nor will he attempt in any way to influence any purchasing of services, commodities or equipment by the University of Kentucky. For the purpose of this paragraph and Paragraph 9, "he" is construed to mean "they" if more than one person is involved and if a firm, partnership, corporation, or other organization is involved, then "he" is construed to mean any person with an interest therein.

## 9. CONFLICT-OF-INTEREST LAWS AND PRINCIPLES

The Contractor hereby certifies by his signature hereinafter that he is legally entitled to enter into the subject contract with the University of Kentucky and certifies that he is not and will not be violating any conflict of interest statute (KRS 45A.330-45A.340, 45A.990, 164.390, or any other applicable statute) or principle by the performance of this contract.

## 10. CHOICE OF LAW AND FORUM PROVISION

All questions as to the execution, validity, interpretation, construction and performance of this Agreement shall be governed by the laws of the Commonwealth of Kentucky. Furthermore, the parties hereto agree that any legal action which is brought on the basis of this Agreement shall be filed in the Franklin County Circuit Court of the Commonwealth of Kentucky.

## 11. DISCRIMINATION (BECAUSE OF RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, AGE OR HANDICAP) PROHIBITED

During the performance of this contract, the Contractor agrees as follows:

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# Standard Contract for Personal Services



- (a) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex or age (40-70). The Contractor further agrees to comply with the provisions of Section 504 of the Rehabilitation Act of 1973, P.L. 93-112, and applicable federal regulations relating thereto prohibiting discrimination against otherwise qualified handicapped individuals under any program or activity receiving federal financial assistance. Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, national origin, sex or age (40-70) or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- (b) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex or age (40-70) or handicap.
- (c) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the Contractor's commitments under this section.
- (d) The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, as amended, and of the rules, regulations and relevant orders of the Secretary of Labor.
- (e) The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto and will permit access to his books, records and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (f) In the event the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations or orders, this contract may be canceled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or Federally-assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, as amended, and such other sanctions may be imposed and remedies invoked as provided in or as otherwise provided by law.
- (g) The Contractor will include the provisions of paragraphs (1) through (7) of Section 202 of Executive Order 11246 in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor, issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontractor or purchase order as the administering agency may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a Contractor becomes involved in, or threatened with, litigation with a subcontractor or vendor as a result of such direction by the agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

## 12. COMMONWEALTH OF KENTUCKY CAMPAIGN FINANCE LAW COMPLIANCE

The Second Party hereby certifies that neither he/she nor any member of his/her immediate family having an interest of 10% or more in any business entity involved in the performance of this contract, has contributed more than the amount specified in KRS 121.056(2), to the campaign of the gubernatorial candidate elected at the election last preceding the date of this contract. The Second Party further swears under the penalty of perjury, that neither he/she or the Company which he/she represents, has knowingly violated any provisions of the campaign finance laws of the Commonwealth, and that the award of a contract to him/her or the Company which he/she represents will not violate any provisions of the campaign finance laws of the Commonwealth.

# Standard Contract for Personal Services



## 13. UNIVERSITY GENERAL TERMS AND CONDITIONS

This Standard Contract for Personal Services is subject to the University's General Terms and Conditions, unless otherwise agreed to in writing. The University's General Terms and Conditions may be viewed at [www.uky.edu/Purchasing/terms.htm](http://www.uky.edu/Purchasing/terms.htm).

FIRST PARTY:

UNIVERSITY OF KENTUCKY

BY: Karen Helmott  
Dean/Director

Brian Nichols  
Digitally signed by Brian Nichols  
Date: 2020.05.11 21:03:01-0400

Provost/Exec. Vice President/Vice President

Date

SECOND PARTY:

HR Focal Point LLC/Jennifer Becker

Type Name of Firm/Individual

BY: Jennifer Becker  
Signature

Director of Business Operations 05/26/2020

Title

Date

RECOMMENDED FOR APPROVAL:

[Signature]  
Director, Purchasing Division

EXAMINED AS TO FORM AND LEGALITY:

Thaethia B. Routt  
Digitally signed by Thaethia B. Routt  
Date: 2020.06.09 14:45:44 -04'00'

University Legal Counsel

OFFICIAL APPROVAL:

[Signature] 06/11/20  
Executive Vice President for Finance and Administration

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Legislative Research Commission  
Personal Services Contract  
Proof of Necessity



Contract No. \_\_\_\_\_  
University of Kentucky

Information Technology

Agency

Division, Branch, etc.

TYPE OF CONTRACT:  New  Renewal or  Extension for Time Only

NOTE: All questions must be answered fully. If space provided is insufficient, additional pages should be attached referencing the specifically numbered item. Questions regarding this form should be directed to the Bureau/Staff Office Contract Officer.

1. Name and Address of Contractor:

HR Focal Point, LLC  
PMB 369 3948 Legacy Drive  
Suite 106

2. Effective Period of Contract:

Start Date: July 1, 2020  
End Date: June 30, 2021

3. Explain work to be performed. (Be specific. Include: Description of project; type(s) of service to be delivered; reports or products to be prepared; reason for duration of contract; etc.)

The University of Kentucky Enterprise Applications Group is looking to acquire services to support, implement, and maintain all SAP modules included in the University's enterprise landscape and other applications in its scope including Enterprise Portal and Analytics

4. A. Does an identified or anticipated reason now exist which would indicate a need to renew the contract for the succeeding fiscal year? YES  NO

If yes, explain:

These services will continue to be needed at the University due to the expected continued use of SAP as an ERP.

B. Will the contract provide for cancellation by the Department upon a maximum of 30 days or less written notice to the contractor? YES  NO

5. FINANCIAL AND CONTRACT COST DATA:

A. Total Projected Cost of Contract: \$112,500

Source of Funds: Federal: \$ \_\_\_\_\_ State: \$112,500

Local/Other: \$ \_\_\_\_\_ Identify \_\_\_\_\_

B. If contract is supported by federal funds, indicate: grant/project title, grant I.D. number and DFDA number:

C. If contract is supported by state funds, indicate source(s) and amount(s). (i.e., General Fund, Trust and Agency, Other):  
General Funds

D. Was the contract cost included in the original Budget Request? YES  NO  (If no, explain)

**Legislative Research Commission  
Personal Services Contract  
Proof of Necessity**



E. Describe in detail how the projected cost of the contract was derived (attach proposed budget when applicable):

RFP Process - UK RFP UK-1372-14

F. Basis for Payment: Hourly: \$ \_\_\_\_\_ per hour  
Per Diem: \$ \_\_\_\_\_ per day  
Fee for Service: \$ \_\_\_\_\_ per service  
Other - Explain: Per UK RFP, UK-1372-14

G. Method of Payment:  Straight Disbursement  
 Inter-Account

H. Frequency of Payment:  Monthly  
 Quarterly  
 Upon Completion  
 Other - Explain:

I. Social Security Number (if individual) or IRS I.D. Number (if firm or corporate entity) of proposed contractor:  
Social Security/FEIN Number: 20-2301894

NOTE: If professional employment contract with firm or corporate entity, attach a complete list of names and social security numbers of all officers, as well as all employees performing work directly related to the contract. If individual, attach name and social security number.

J. If an individual, will the terms of contract require that the contractor be considered an "employee" of this Department for FICA purposes? YES NO

**6. JUSTIFICATION FOR CONTRACTING WITH AN OUTSIDE PROVIDER TO PERFORM THE SERVICE**

The following questions should be addressed at a minimum: What in-house method(s) were considered and why were potential in-house method(s) rejected? Is the part of such nature that: it should be done independently of the agency to avoid a conflict of interest; it requires unique or special expertise/qualifications; and/or legal or other special circumstances require use of an outside provider? If services are needed on a continuing basis, describe efforts made to secure services through regular state employment channels. Will agency personnel provide staff support services to the contractor?

Utilized bidding process. RFP UK-1372-14. As this is a special expertise which most staff of the University do not have, this contract is for the purchasing of those services from the vendors on an approved list of competitive rates.

**7. Name and address of other provider(s) considered to perform the service:**

- LSI: 144 North Road Suite 1000, Sudbury MA 01776
- SIS: 165 Barr St., Lexington, KY 40507
- SAP: 1300 Pennsylvania Ave, NW, North Tower/Grey/Suite 600, Washington, DC 20004
- Pro Systems, Inc.: 5100 Regan Dr, Suite 2, Charlotte, NC 28206
- CosmoCom, Inc.: 121 Broad Hollow Road, Melville, NY 11747
- IBM: 745 New Circle Rd, Lexington, KY 40511

**Legislative Research Commission  
Personal Services Contract  
Proof of Necessity**



8. Basis for selection of the proposed contractor (explain process used in making decision, i.e., solicitation of proposals, bids, references, and evaluation criteria applied); Reference Bid or RFP number if applicable.

Response to RFP UK-1372-14

9. PLANNED SUPERVISION AND MONITORING OF THE CONTRACTOR'S PERFORMANCE

A. Name and Title of Responsible Person: Adam Recktenwald

Office and Location: James F Hardymon Building, 301 Rose Street, Lexington,

Telephone Number: 859-257-2077

Email Address: adam@uky.edu

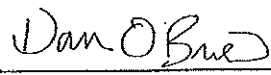
B. Describe the monitoring activities, both programmatic and fiscal, which will be performed including the manner in which monitoring needs will be addressed in the contract to facilitate this activity:

Review of all planned work prior to start, approval of completed work before payment.

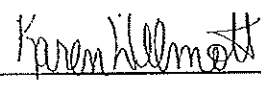
**SIGNATURES**

PREPARED BY:   
Title: IT Project Manager, VMO

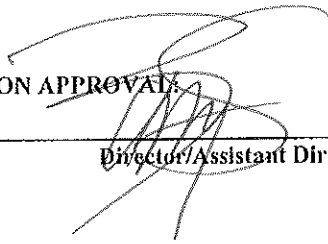
DATE: 5/28/2020

RECOMMENDED BY:   
Title:

DATE: 06/05/2020

APPROVED BY:   
Title:

DATE: 06/05/2020

PURCHASING DIVISION APPROVAL:   
Director/Assistant Director

DATE: 6/15/2020