

**PROCUREMENT SERVICES**

**PERSONAL SERVICES CONTRACT (PSC)  
REQUEST FOR PROPOSAL(RFP)**

REQUEST DATE:	June 3, 2024
DUE DATE & TIME:	July 1, 2024
SPEED TYPE:	E1958
DEPARTMENT NAME:	Archives and Special Collections
DEPARTMENT CONTACT:	Delinda Stephens Buie
CONTRACT ADMINISTRATOR:	Lauren Wieners
CONTRACT ADMINISTRATOR EMAIL:	Lauren.wieners@louisville.edu

SERVICE REQUESTED (brief description)	A scholarly paper or presentation, either accepted for publication or scheduled at a professional conference.
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**EMAIL OR MAIL PROPOSALS TO:**  
 UNIVERSITY OF LOUISVILLE  
 ATTN: PROCUREMENT SERVICES, SERVICE COMPLEX BUILDING  
 LOUISVILLE, KY 40292

CONTRACT ADMINISTRATOR NAME:           Lauren Wieners          

EMAIL :           lauren.wieners@louisville.edu          

**THE BOTTOM PORTION OF THIS FORM IS TO BE COMPLETED BY THE VENDOR AND SUBMITTED WITH PROPOSAL**

Equal Employment Opportunity – All parties must be in compliance with executive order 11246 of September 24, 1965 as amended by executive order 11375 of October 13, 1967.

**STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST**

I hereby swear (or affirm) under penalty for false swearing as provided by [KRS 523.040](#):

1. That attached Request for Proposal has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Request For Proposal designed to limit independent competition.
2. That the proposer is legally entitled to enter into the contract with the University of Louisville, an agency of the Commonwealth of Kentucky, and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of [KRS 45A.325](#), to [45A.340](#), [45A.990](#), [164.990](#), and [164.821](#) (7).
3. That I have fully informed myself regarding the accuracy of the statements made above.

SIGNATURE:		PRINT NAME	
FIRM NAME:		ADDRESS:	
PHONE:		CITY, STATE, ZIP CODE:	
EMAIL:		WEBSITE:	

## REQUEST FOR PROPOSAL COMPONENTS

### **1. SCOPE OF SERVICES:**

1) **Scope of Services:** Archives and Special Collections, a library within the University of Louisville Libraries, seeks a researcher to present or publish a scholarly paper or article in one or more of the following:

- handwriting
- handwriting analysis
- questioned document examination
- the work of Klara Goldzieher Roman and/or Thea Stein Lewinson

Researchers may work in established graphology or handwriting practices or programs. Researchers also may work in related fields, including education, social work, justice administration, or psychology and brain development.

The work prepared for presentation or publication must be accepted by a conference, professional meeting, or publication appropriate to the discipline in which the work is done.

The completed presentation or article must acknowledge the support of the Council of Graphological Societies, Inc. Endowment at the University of Louisville.

### **2. INFORMATIONAL BACKGROUND:**

2) **Informational Background:** In 2012 the Council of Graphological Societies, Inc. established an endowment at the University of Louisville Libraries.

The terms of this endowment state that its primary use is to support “research studies in the fields of handwriting, handwriting analysis, and questioned document examination by qualified researchers.”

The endowment also supports two significant research collections at the University of Louisville:

- The Klara Goldzieher Roman Collection, which will be donated in future by Dr. Ellen Bowers
- The Thea Stein Lewinson Collection, donated in 2002 by Dr. James Keehner

The endowment supports these collections because, according to the terms of the endowment, they “... have influenced, and continue to influence, the handwriting analysis profession...”

Researchers currently may access the Thea Stein Lewinson Collection, comprising material written by Dr. Stein Lewinson as well as her research files, in Archives and Special Collections at the University of Louisville.

### **3. REQUIRED PROPOSAL SUBMITTALS:**

- Cost: Proposals must include a single cost figure for the entire contract. No additional costs associated with research, such as travel, conference fees or page subvention fees, will be paid.
- Current resume or curriculum vitae
- One-page lay language summary of proposed research project
- Detailed proposal, including plan of work
- Proposed venue or venues for presentation or publication of work
- Documentation of other funding supporting the project
- If the proposed research involves the use of humans as subjects, documentation of application, exemption or approval by the candidate’s Institutional Review Board (IRB)

### **4. METHOD OF AWARD:**

Cost: Total fee for all work and expenses involved	25%
Experience: Academic or Professional credentials as evidenced in current resume or curriculum vitae	25%
Timeframe: Detailed plan of work, including proposed venue for presentation or journal for publication of work	25%
Clarity of lay language summary of proposed research	5%
Completeness of submission, including documentation of any work involving human subjects	20%
<b>TOTAL</b>	<b>100%</b>

**5. DESIRED CONTRACT PERIOD:**

Desired contract start and end dates are September 1, 2024 through September 1, 2025

**NO SERVICES ARE TO BE PROVIDED PRIOR TO THE START DATE INDICATED ON THE FULLY EXECUTED PSC** (sample provided).

**6. FOREIGN CORPORATION REGISTRATION (OUT-OF-STATE CORPORATIONS):**

Pursuant to KRS 271B.15-010, any Out-of-State corporate contractor must be properly registered with the Kentucky Secretary of State, before transacting any business within the state of Kentucky. The statute states “(a) foreign corporation...shall not transact business in this state until it obtains a certificate of authority from the Secretary of State.” The registration form and instructions are found at [https://web.sos.ky.gov/FastTrack/\(S\(cvx3tme4llks0zaluyzon0u\)\)/NewBusiness.aspx](https://web.sos.ky.gov/FastTrack/(S(cvx3tme4llks0zaluyzon0u))/NewBusiness.aspx)

**7. RECIPROCAL PREFERENCE:**

In accordance with KRS 45A.490 to 45A.494, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluating proposals, the University will apply a reciprocal preference against an Offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident Offeror. Residency and nonresidency shall be defined in accordance with KRS 45A.494(2) and 5A.494(3), respectively. Any Offeror claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above referenced statute.

Forms can be found at <http://louisville.edu/purchasing/forms>.

**QUESTIONS:**

8. All questions regarding this RFP are due by June 7, 2024, \_\_\_\_\_ at 12:00 PM \_\_\_\_\_ Eastern Daylight Time and are to be emailed to (contract administrator name and email). Answers to all questions submitted in writing before the deadline above will be issued as an addendum to this solicitation and posted at University of Louisville Active Bids and RFPs.