

**Kentucky State Fair Board**  
**303 KAR 1:110. Procurement Procedures**  
**Summary of Material Incorporated by Reference**

303 KAR 1:110, Section 2(1) incorporates by reference the Kentucky State Fair Board Procurement Procedures, June 24, 2021 (the “Procurement Procedures”). The Procurement Procedures apply in lieu of the Kentucky Model Procurement Code, unless otherwise specifically indicated. The Procurement Procedures establish guidance and controls to govern the procurement process of the Kentucky State Fair Board (“KSFB”).

The purposes of these Procurement Procedures are as follows:

- To provide for increased public confidence in the procedures followed by the KSFB in making procurements;
- To provide for the fair and equitable treatment of all persons who deal with the procurement system of the KSFB;
- To provide increased economy in KSFB procurement activities by fostering effective competition; and
- To provide safeguards for the maintenance of a procurement system of quality and integrity.

As more particularly set forth in the Procurement Procedures, KRS 247.147 provides the KSFB the authority to perform the following procurement duties:

- Create and process competitive sealed bids
- Create and process RFP’s (requests for proposals) and IFB (invitation to bid)
- Accept electronic bids
- Create master agreements with vendors once RFP or IFB are awarded
- Create contracts for procurements, sponsorships and leases
- Only require KSFB signature on contracts
- Create a minority supplier policy
- Establish approval levels to assure all procurements are necessary for the statutorily defined function of the KSFB
- Create written determinations on items that cannot be competitively bid
- Approve small purchases for goods and services up to \$20,000
- Approve small construction purchases up to \$40,000
- Approve emergency purchases: approval by the President and CEO is required
- Protests for any IFB or RFP will go to the President and CEO and could go to the Board if the protesting party delivers a written appeal to the Board within ten (10) calendar days of receipt of decision