STATE OF KANSAS
Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
17300-EVT0010966	Sell	RFx	1
Event Round	**Version**		
1	2		
Event Name			
Kansas State Flags			
Start Time		**Finish Time**	
10/22/2026 13:59:00 CDT		11/17/2026 14:00:00 CST	

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: **PUBLIC EVENT DETAILS**

Submit To: Department of Administration
Procurement and Contracts
900 SW Jackson
Suite 451-South
Topeka KS 66612-1286
United States
Contact: Bridget K Martinez
Phone: 785/296-2375
Email: bridget.martinez@ks.gov

Event Description
The Secretary of State seeks bids for supplying the State of Kansas Flags.

General Comments

- **********
0005 - Request for Proposal pursuant to K.S.A. 75-37,102
****
Questions/Amendment - No pre-proposal conference is scheduled for this Bid Event. Questions requesting clarification of the Bid Event must be submitted via email (in MS Word format) to the Procurement Officer (Event Contact) indicated above prior to the close of business on November 10, 2026. Each question or clarification should reference the appropriate Bid Event section.

Failure to notify the Procurement Officer (Event Contact) of any conflicts or ambiguities in the Bid Event may result in items being resolved in the best interest of the State. Any modification to this Bid Event as a result of written responses to questions received shall be made in writing by amendment and dispatched to all bidders invited to this event. Only written communications are binding.

Answers to questions will be available in the form of an amendment on the Procurement and Contracts' website, www.admin.ks.gov/offices/procurement-and-contracts.

It shall be the responsibility of all participating bidders to acquire any and all amendments and additional information as it is made available from the web site cited above. Vendors/Bidders not initially invited to participate in this Bid Event must notify the Procurement Officer (Event Contact) of their intent to bid at least 24 hours prior to the event's closing date/time. Bidders are required to check the website periodically for any additional information or instructions.

****
MANDATORY REQUIREMENT: If you are interested in bidding on this transaction, you MUST BE OFFICIALLY INVITED to the event. Contact the person named above at least 24 HOURS BEFORE the official finish date and time to request the official invitation.

Due to State of Kansas SMART Strategic Sourcing System requirements, any bidder with an interest in bidding on any State of Kansas SOURCING EVENT must officially request an invitation from the Procurement Officer (Event Contact) at least 24 hours before the Bid Event official finish date and time. If you fail to request such in a timely fashion, your bid may be rejected in its entirety.

EXCEPTION: If you have received a Bid Event Document with your company's name in the upper right hand corner of the document, your company has already been invited to the bid event.

If you are not a registered bidder/vendor with the state of Kansas you must register as a bidder AND request official invitation at least 24 hours before the Bid Event official finish date and time. To register as a bidder visit our website: www.admin.ks.gov/offices/procurement-and-contracts

****
BIDDER MUST OBTAIN A CURRENT TAX CLEARANCE CERTIFICATE
A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

INSTRUCTIONS: To obtain a Current Tax Clearance Certificate, you must:
• Go to http://ksrevenue.org/taxclearance.html to request a Tax Clearance Certificate
• Return to the website the following working day to see if KDOR will issue the certificate
• If issued an official certificate, print it and attach it to your bid response
• If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued

Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every event response.

STATE OF KANSAS
Event Details (cont.)

PeopleSoft Strategic Sourcing

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Event Round	**Version**		
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Event Name			
Kansas State Flags			
Start Time		**Finish Time**	
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Event Currency: US Dollar
Bids allowed in other currency: No

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Email: bridget.martinez@ks.gov

REMINDER: You will need to sign back into the KDOR website to view and print the official tax clearance certificate.

Information about Tax Registration can be found at the following website:
http://www.ksrevenue.org/busregistration.html

Procurement and Contracts reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award.

In the event that a current tax certificate is unavailable, Procurement and Contracts reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or Procurement and Contracts may proceed with an award to the next lowest responsive bidder, whichever is determined by the Director of Purchases to be in the best interest of the State.

****
Electronic Bid Submission: Is the preferred way to submit bids at this time. All emailed bid submissions MUST be sent to: procurement@ks.gov

Do NOT email the procurement office on the bid submission. Bids emailed to the procurement officer will be rejected.

Mailed or hand delivered bids must arrive in our office by the closing date by 2:00PM (CST). No faxed bids will be accepted.

****
During the 2012 Session, the Kansas Legislature enacted a Bidder Preference Program which created three (3) bid preferences. To see if you qualify for any of the preferences, please go to the following website for more information:
www.admin.ks.gov/offices/procurement-and-contracts/bidder-preference-program.

To claim this preference, the bid response must include the Preference Request Form and you must respond to the applicable Bidder Preference category in the question under the General Questions section on the following page(s).

****
During the 2014 Session, the Kansas Legislature enacted the Disabled Veteran Owned Business bidder preference program. For more information or to see if you qualify, please go to the following website:
http://admin.ks.gov/docs/default-source/ofpm/procurement-contracts/disabled-veteran-preference-program.doc

To claim this preference, the bid response must include a copy of the letter from Procurement and Contracts certifying your company as a Disabled Veteran Owned Business and you must respond to the applicable Disabled Veteran Owned Business category in the question under the General Questions section on the following page(s).

****
The State of Kansas, as a matter of public policy, encourages anyone doing business with the State of Kansas to take steps to discourage human trafficking. If prospective bidders/vendors/Contractors have any policies or participate in any initiatives that discourage human trafficking the prospective bidder/vendor/Contractor is encouraged to submit same as part of their bid response.

STATE OF KANSAS
Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
17300-EVT0010966	Sell	RFx	3
Event Round	**Version**		
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Event Name			
Kansas State Flags			
Start Time	**Finish Time**		
10/22/2026 13:59:00 CDT	11/17/2026 14:00:00 CST		

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: **PUBLIC EVENT DETAILS**

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Procurement and Contracts
900 SW Jackson
Suite 451-South
Topeka KS 66612-1286
United States
Contact: Bridget K Martinez
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Email: bridget.martinez@ks.gov

General Questions

Question	UOM	Best	Worst	Response
Are you bidding exactly as specified? If not, any and all deviations shall be shown in the 'Response Comments' box, or as a separate attachment.				

Required: Yes Mandatory Response: No

Response Comments

Please select ONE category from the following list with regard to a Bidder Preference. If selecting a Bidder Preference category, supporting documentation must accompany this bid response. (Note: #3 "State Use Purchases" category does not apply to Requests for Proposals)

Options:		Select One
	Not claiming any Bidder Preference Category	
	Claiming the Disabled Veteran Owned Business Category	
	Claiming the State Use Purchases Bidder Preference Category	
	Claiming the Certified Business Bidder Preference Category	

Required: Yes Mandatory Response: No

Response Comments

Is a completed Boycott of Israel form included with your bid event submission?

Required: Yes Mandatory Response: No

Response Comments

How many relevant years of experience does your organization possess?

Required: Yes Mandatory Response: No

Response Comments

STATE OF KANSAS
Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
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Event Round	**Version**		
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Event Name			
Kansas State Flags			
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10/22/2026 13:59:00 CDT		11/17/2026 14:00:00 CST	

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: **PUBLIC EVENT DETAILS**

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Is a completed Sexual Harassment form included with your bid event submission?

Required: Yes Mandatory Response: No

Response Comments

Is a completed Immigration Reform and Control form included with this bid event submission (refer to Appendix B - Terms and Conditions, Event Details document)?

Required: Yes Mandatory Response: No

Response Comments

Does your organization accept the State of Kansas terms and conditions as stated?

Required: Yes Mandatory Response: No

Response Comments

Have you included, in the bid response, descriptive literature and specifications on the items offered?

Required: Yes Mandatory Response: No

Response Comments

Procurement Card (P-Card): Presently, many State Agencies use a State of Kansas Procurement Card (Visa-branded P-Card) in lieu of a state warrant to pay for some of its purchases. No additional charges will be allowed for using the card. May agencies use their P-Card for contract purchases?

Required: Yes Mandatory Response: No

STATE OF KANSAS
Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
17300-EVT0010966	Sell	RFx	5
Event Round	**Version**		
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Event Name			
Kansas State Flags			
Start Time		**Finish Time**	
10/22/2026 13:59:00 CDT		11/17/2026 14:00:00 CST	

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: **PUBLIC EVENT DETAILS**

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United States
Contact: Bridget K Martinez
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Email: bridget.martinez@ks.gov

Response Comments

Political Subdivisions: Political subdivisions (City, County, School Districts, etc.) are permitted to utilize contracts administered by Procurement and Contracts. Conditions included in this contract shall be the same for political subdivisions. The State has no responsibility for payments owed by political subdivision. The vendor must deal directly with the political subdivision.
Is pricing available to political subdivisions?

Required: Yes Mandatory Response: No

Response Comments

Bidders shall return the attached specification indicating compliance with, or exception to, each line item specification.

Is the specification included in the bid response and properly completed as instructed above?

Required: Yes Mandatory Response: No

Response Comments

Is a current Tax Clearance Certificate included with this bid event submission (refer to Appendix B - Terms and Conditions, Event Details document)?

Required: Yes Mandatory Response: No

Response Comments

STATE OF KANSAS
Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
17300-EVT0010966	Sell	RFx	6
Event Round	**Version**		
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Event Name			
Kansas State Flags			
Start Time		**Finish Time**	
10/22/2026 13:59:00 CDT		11/17/2026 14:00:00 CST	

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: **PUBLIC EVENT DETAILS**

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Procurement and Contracts
900 SW Jackson
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Topeka KS 66612-1286
United States
Contact: Bridget K Martinez
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Email: bridget.martinez@ks.gov

Line Details

No Bid: ☐

Line: 1 **Item ID:** **Line Qty:** 1.00 **UOM:** Each **Bid Qty:**
Required: No **Reserve Price:** No
Min/Max Qty: No min / No max

Description: Kansas Flags

STATE OF KANSAS
Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
17300-EVT0010966	Sell	RFx	7
Event Round	**Version**		
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Event Name			
Kansas State Flags			
Start Time		**Finish Time**	
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Bids allowed in other currency: No

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Topeka KS 66612-1286
United States
Contact: Bridget K Martinez
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Email: bridget.martinez@ks.gov

Bidder Information

Firm Name:

Name: **Signature:** **Date:**

Phone #: **Fax #:**

Street Address:

City & State: **Zip Code:**

Email:

STATE OF KANSAS
Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
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Event Round	**Version**		
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Event Name			
Kansas State Flags			
Start Time		**Finish Time**	
10/22/2026 13:59:00 CDT		11/17/2026 14:00:00 CST	

Event Currency: US Dollar
Bids allowed in other currency: No

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Procurement and Contracts
900 SW Jackson
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Topeka KS 66612-1286
United States

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Appendix A - Line Specifications

Line: 1 **Item ID:** **Line Qty:** 1 **UOM:** Each
Description: Kansas Flags

Item Specifications

Manufacturer:			
Mfg Item ID:			
Item Length:	0	**Item Height:**	0
Item Width:	0	**Dimension UOM:**	
Item Volume:	0	**Volume UOM:**	
Item Weight:	0	**Weight UOM:**	
Item Size:		**Item Color:**	

Shipping Information

Schedule:	1	**Ship To:**	Procurement and Contracts
Quantity:	1		Procurement And Contracts
Due Date:	11/22/2026		900 SW Jackson St Ste 1001N
Freight Terms:			Topeka KS 66612-1212
Ship Via:	Common Carrier		United States

STATE OF KANSAS
Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
17300-EVT0010966	Sell	RFx	9
Event Round	**Version**		
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Event Name			
Kansas State Flags			
Start Time		**Finish Time**	
10/22/2026 13:59:00 CDT		11/17/2026 14:00:00 CST	

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Appendix B - Terms & Conditions

1. It is the bidder's responsibility to submit questions, acknowledge addenda and attend pre-bid conferences as indicated in this event or attachment(s). When communicating always refer to the Bid Event ID.

2. Conflict of Interest: With the submission of a response for this bidding event, you certify that you do not have any substantial conflict of interest sufficient to influence the bidding process of this event. A conflict of substantial interest is one which a reasonable person would think would compromise the opening bidding process.

3. BIDDER MUST OBTAIN A CURRENT TAX CLEARANCE CERTIFICATE A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s). INSTRUCTIONS: To obtain a Current Tax Clearance Certificate, you must: 1) Go to: http://ksrevenue.org/taxclearance.html to request a Tax Clearance Certificate; 2) Return to the website the following working day to see if KDOR will issue the certificate; 3) If issued an official certificate, print it and attach it to your bid response; and 4) If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued. Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every event response. REMINDER: You will need to sign back into the KDOR website to view and print the official tax clearance certificate. Information about Tax Registration can be found at the following website:
http://www.ksrevenue.org/busregistration.html. Procurement and Contracts reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award. In the event that a current tax certificate is unavailable, Procurement and Contracts reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or Procurement and Contracts may proceed with an award to the next lowest responsive bidder, whichever is determined by the Director of Purchases to be in the best interest of the State.

4. Immigration and Reform Control Act of 1986 (IRCA): All contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the contractor as well as any subcontractor or sub-contractors. The usual method of verification is through the Employment Verification (I-9) form. With the submission of this bid, the contractor hereby certifies without exception that such contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination for cause and any applicable damages. Unless provided otherwise herein, all contractors are expected to be able to produce for the State any documentation or other such evidence to verify Contractor's IRCA compliance with any provision, duty, certification, or like item under the contract.
Bidders must submit a Certification Regarding Immigration Reform and Control form with every event response. The form can be found at the following website:
http://www.admin.ks.gov/docs/default-source/ofpm/procurement-contracts/irca.doc.

5. Competition: The purpose of this Request is to seek competition. The bidder shall advise Procurement and Contracts if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by Procurement and Contracts no later than five (5) business days prior to the event closing date. The Director of Purchases reserves the right to waive minor deviations in the specifications which do not hinder the intent of this Request.

6. Acceptance or Rejection: The State reserves the right to accept or reject any or all bid responses or part of a response; to waive any informalities or technicalities; clarify any ambiguities in responses; modify any criteria in this Event; and unless otherwise specified, to accept any item in a response.

7. Disclosure of Bid Event Content and Proprietary Information: All bid responses become the property of the State of Kansas. The Kansas Open Records Act (K.S.A. 45-215 et seq) requires public information be placed in the public domain at the conclusion of the selection process, and be available for examination by all interested parties. More information on this subject can be found at the following website:
http://admin.ks.gov/offices/chief-counsel/kansas-open-records-act.

STATE OF KANSAS
Event Details (cont.)

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8. Debarment of State Contractors. Any Contractor who defaults on delivery or does not perform in a satisfactory manner as defined in this Agreement may be barred for a period up to three (3) years, pursuant to K.S.A. 75-37,103, or have its work evaluated for pre-qualification purposes. Contractor shall disclose any conviction or judgment for a criminal or civil offense of any employee, individual or entity which controls a company or organization or will perform work under this Agreement that indicates a lack of business integrity or business honesty. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, or receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense the State determines to be so serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls twenty-five (25) percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the Proposal or termination of the Agreement, as determined by the State.

9. Accounts Receivable Set-Off Program: If during the course of this contract the Contractor is found to owe a debt to the State of Kansas, agency payments to the Contractor may be intercepted / setoff by the State of Kansas. Notice of the setoff action will be provided to the Contractor. Pursuant to K.S.A. 75-6201 et seq, Contractor shall have the opportunity to challenge the validity of the debt. If the debt is undisputed, the Contractor shall credit the account of the agency making the payment in an amount equal to the funds intercepted. K.S.A. 75-6201 et seq. allows the Director of Accounts and Reports to set off funds the State of Kansas owes Contractors against debts owed by the contractor to the State of Kansas. Payments set off in this manner constitute lawful payment for services or goods received. The Contractor benefits fully from the payment because its obligation to the State is reduced by the amount subject to setoff.

Last Updated: 01/24/2019