



**Kentucky Department for Libraries and Archives
Local Records Program**

Codification Services Vendor Application

This application is designed to provide the information needed to evaluate your firm's ability to meet the standards set by the Kentucky Department for Libraries and Archives for all codification services vendors participating in the Local Records Grant Program. A list of approved vendors is available on the KDLA website: <https://kdla.ky.gov/records/recmgmtservices/Pages/LocalRecordsProgramGrants.aspx>. If your firm is interested in participating in the program, please answer the following questions and return this form to:

Email (preferred)

LRB.Application@ky.gov

Mail

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
300 Coffee Tree Road
Frankfort, Kentucky 40602-0537

Fax

Local Records Branch
(502) 564-5773

Vendor Name: _____

Vendor Contact: _____

Vendor Address: _____

Vendor Phone Number and Email Address: _____

1. Provide a short corporate history and description of your firm which includes:
 - a. how many years the firm has been in operation;
 - b. the size and professional background of executive officers and staff;
 - c. number of experienced legal counsel and editorial staff familiar with local government law and Kentucky statutes; and
 - d. a copy of the firm's annual financial report for the previous year.

5. Describe the usual technical, editorial and review processes by which codes are produced by your firm. This includes the process of legal review, code format used, schedule and number of conferences with the local government officials involved, number of copies produced under the basic code price, and whether the firm provides a model code or produces a custom code for each local government.

6. Describe the method by which you determine the cost of a code for local governments.

7. Discuss any reasons why your firm would not submit a bid for a code, i.e., size of local government, lack of necessary ordinances, lack of input by attorneys retained by the local government, etc.
