

**Request for Proposal**  
**City of Nicholasville**  
**October 30, 2025**  
**#2025-292**

This RFP should not be construed as a commitment on City of Nicholasville's part to obtain any Services from any vendor or to fully implement this project. At any time, the City of Nicholasville (The City) may terminate or modify this RFP and request revised proposals from respondents. The City may reject any or all proposals at its sole discretion. All expenses associated with providing the information requested in this RFP are borne solely by the respondents to this document. The City assumes no legal or financial responsibilities for such expenses.

**A. RFP PURPOSE AND SCOPE:**

The purpose of this Request for Proposal ("RFP") is to solicit proposals for the Position of Events/Festival Coordinator. This Process will identify and select an experienced Planning Consultant to coordinate Community Celebrations and to include our Fall Festival. This Contract Position offers a salary base range of \$18,000. to \$40,000. based on experience.

**B. SCOPE OF WORK:**

The following description outline's the Scope of Work for the Proposal.

1. Develop vendor booths, entertainment, car shows, food and retail.
2. Solicit Vendors: collect fees, managing permitting if applicable.
3. Develop and Manage timeline.
4. Create detailed event/festival map.
5. Participate in events planning and progressing timeline meetings
6. Secure volunteers.
7. Conduct and oversee logistics of event.
8. Secure Insurance from all vendors.
9. Hold pre-production and post-production meetings with committee that will Increase as event nears.
10. Manage event registration.

**C. SUBMISSION OF RFP:**

1. All RFP's shall be enclosed in sealed envelopes and submitted to the City of Nicholasville, 517 North Main Street, Nicholasville, Kentucky 40356, Attention: Pauline Horsley, Purchasing Agent. The Name and address of proposer, date of bid opening and bid name will be shown on the outside of the envelope. All RFP's must be received on November 17, 2025, at Noon.
2. Proposer's agree that the price will remain firm and subject to acceptance by the City for a period of 60 calendar days from the bid opening date.
3. RFP'S received after the time set for the RFP opening will not be considered

**D. SCHEDULED START DATES:**

1. Starting Date: To be determined upon award of RFP.
2. List at Least (3) References.
3. A summary of your relevant experience and qualifications, including Examples of work you have done for other Clients.

**E. PRIMARY CONTACTS:**

Name: Pauline Horsley  
Phone: 859-885-1121 or 859-519-6556 City Cell  
Email: [Pauline.horsley@nicholasville.org](mailto:Pauline.horsley@nicholasville.org)  
Address: 517 North Main Street, Nicholasville, KY 40356  
Name: Doug Blackford, Director of General Government  
Phone: 859-885-1121 extension 251

**F. TIMELINE & BUSINESS REQUIREMENTS**

All Request for Proposal MUST be received by  
Monday November 17, 2025 at Noon  
City of Nicholasville, 517 N Main Street  
Nicholasville, Kentucky 40356