

**RFP – LC000068 SCRATCH-OFF TICKET PRINTING AND RELATED
SERVICES Q&A #3**

1. RFP Section 3.12, Background Investigations during the Contract Term, Page 48-49

The RFP requests that “The Record Check Fee that must be submitted by EACH Responding Contractor with their Proposal in the amount equal to the sum of:

- i) One hundred thousand dollars (\$100,000) (the “Corporate Search Fee”) for Responding Contractor and any parent company of Responding Contractor; plus*
- ii) Two hundred fifty dollars (\$250) (the “Individual Search Fee”) for each officer and director of Responding Contractor and for each shareholder of Responding Contractor who owns an interest of five percent (5%) or more in Responding Contractor.”*

Question: Will the Lottery please confirm if the required Background Investigation fee must be paid if the Responding Contractor is a current supplier and background investigations have already been completed?

Answer: *Confirmed.*

2. RFP Section 4.1.1(10) and 4.1.1(11), Corporate Background Overview, Page 74

In subsection 10, the RFP requests “The names, addresses, and title all officers and directors (each person must complete an Authorization for Individual Investigation – See Appendix E and shall be submitted in a separately sealed envelope).”

Question: Will the Lottery please confirm that the form required for subsection 10 corresponds to Attachment C?

Answer: *No. The form to use for individual investigations is Attachment D – Acknowledgement and Authorization for Background Check*

In subsection 11, the RFP requests “Each responding contractor must complete the Background Disclosure form and Authorization for Contractor Investigation as referenced in Appendix E.”

Question: Will the Lottery please confirm that the form required for subsection 11 corresponds to Attachment D?

Answer: *No. The forms to use for the contractor are Attachment B – Background Disclosure Form and Attachment C – Authorization for Contractor Investigation.*

3. RFP Section 4.1.1, Corporate Background Overview, Pages 73-74

Question: Will the Lottery please confirm that the required background investigation forms (Attachments B, C and D) can be submitted in electronic only format, with a digital signature and are not required as part of the hard copy submission?

Answer: *Any of the noted attachments which include a notary block must be executed in the presence of a notary public but may be submitted as digital copies so long as the seal of the notary public is visible on the scanned copies.*

4. RFP Section 4.3, Financial Data, Page 77

Question: Will the Lottery confirm that the annual reports for the three (3) most recent years, as well as any additional financial reports requested in this section, can be submitted electronically in the digital (searchable PDF) submission of our proposal and are not required as part of the hard copy submission?

Answer: *The Financial Data may be submitted in digital searchable format, but should not be combined with the Technical Proposal volume. It should be a separate volume or combined with the Price Proposal volume.*

5. RFP Section 5.3, Base Price – Secondary, Pages 85-86

Section 5.3 states that Secondary Contractors must provide a pricing grid based on Percentage of Activations. The Lottery has provided a blank grid on page 86 with columns headed by ticket sizes, but ticket price points corresponding to the ticket sizes are not specified.

Question: Would the Lottery please provide a revised Secondary Contractor Pricing Grid with ticket sizes and their corresponding price points, or alternatively, allow Secondary Contractors to add price points to the grid columns?

Answer: *Secondary Contractors are allowed to add price points to the grid columns.*

6. RFP Section A.1.4, New and Unused Equipment, Page 94

The RFP specifies that “The Responding Contractor must commit that any proposed equipment is new and unused unless explicitly allowed otherwise by the Lottery. Any equipment proposed must be compliant with current electronic technology manufacturing standards and be of current manufacture by the Responding Contractor or their suppliers. Any hardware models installed must represent the then-current equivalent or better equipment in case a proposed device is phased out or replaced.”

Question: Will the Lottery please clarify that this requirement is specific to retail equipment?

Answer: *Refer to answer provided in QA #1 – Question #28*

7. RFP Section A.2.17 Warehousing of New Tickets, Page 103-104

The RFP requests a “dedicated lottery warehouse space: 8,000 square feet dedicated space at the Contractor’s scratch-off ticket warehouse including racking to be used by the Lottery to store marketing and other materials.”

Question: Would the Lottery consider the 8,000 square feet of dedicated warehouse space requirement to be satisfied if that space is used for the returns area and NCEL storage, provided that there is space exclusively dedicated to NCEL use and includes sufficient racking/shelving, pallet storage and general storage capacity equivalent to the required 8,000 square feet?

Answer: *No, the 8,000 square feet must be dedicated warehouse space available for the NCEL to use exclusively.*

8. RFP Attachment, Scratch-off Ticket Printing and Related Services Checklist

Within the checklist document, the “RFP Section” numbers appear to be incorrect. Will the Lottery please review and revise the checklist with the correct corresponding sections? See attached Portfolio for file(s) referenced.

Answer: *Yes, see the attached revised Scratch-off Ticket Printing and Related Services Check List.*