

**M – E – M – O – R – A – N – D – U – M**

**TO:** Freelance Graphic Design Service Providers  
(Who Wish to be Considered for Addition to the Qualified Provider List)

**FROM:** Petrina Marsh, SCEL Senior Procurement Specialist

**DATE:** Monday, September 30, 2013

**RE:** **SCEL's Fixed Price Bid for Freelance Graphic Design Service Providers**

In March 2011, the South Carolina Education Lottery advertised for Freelance Graphic Design Service Providers in a Fixed Price Bid through the South Carolina Business Opportunities website (SCBO). The maximum contract period is for three years with the total expenditures limited to fifty thousand (\$50,000.00) dollars. Six months remain in the contract period.

After the first year, providers who wish to be considered for addition to the Qualified Provider List (QPL) must complete the same process as those placed on the list in the original solicitation. (PAGE 16)

Please Note: Due to changes in personnel, **Offers should be emailed to [Procurement@sclot.com](mailto:Procurement@sclot.com) and NOT be sent to [Brooks.Sailer@sclot.com](mailto:Brooks.Sailer@sclot.com). Offers will NOT be RECEIVED if sent to [Brooks.Sailer@sclot.com](mailto:Brooks.Sailer@sclot.com).**

QUESTIONS MUST BE RECEIVED BY: Wednesday, October 9, 2013, at 10:00 a.m. ET

SUBMIT OFFER BY (Opening Date/Time): Friday, October 18, 2013, at 10:00 a.m. ET. (Not a public bid opening)

NUMBER OF COPIES TO BE SUBMITTED: One (1) original hard copy by mail or electronic copy via email to [Procurement@sclot.com](mailto:Procurement@sclot.com).

AWARD WILL BE POSTED: Wednesday, October 30, 2013

**Fixed Price Bid for Freelance Graphic Design Service Providers**

Quotation/Solicitation Number: 032011CFPB.GDS

Email Address: [Procurement@sclot.com](mailto:Procurement@sclot.com)

Bid Document:

[http://www.sceducationlottery.com/images/pdf/Procurement/032011CFFB\\_GDS.pdf](http://www.sceducationlottery.com/images/pdf/Procurement/032011CFFB_GDS.pdf)

Amendment 1:

[http://www.sceducationlottery.com/images/pdf/Procurement/032011CFFB\\_GDS\\_QuestionsandAnswers.pdf](http://www.sceducationlottery.com/images/pdf/Procurement/032011CFFB_GDS_QuestionsandAnswers.pdf)

*Qualified Providers may be added every three (3) months, in January, April, July, and October, starting in the second year, i.e. April 2012.*

*Any Offerors who wished to be considered for addition to the Qualified Provider List must acknowledge they have read any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two of the solicitation document, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. In addition to completing and returning the information on pages 1 and 2, potential Offerors must also submit the information required in Sections IV. Information for Offerors to Submit and VIII. Bidding Schedule/Cost Proposal.*

*The initial contract period is for one (1) year, with the option of two (2) one-year (1) renewals. The maximum contract period is for three (3) years. The total combined expenditures are limited to fifty thousand (\$50,000.00) dollars. If the fifty thousand (\$50,000.00) dollar limit is reached prior to expiration of the three-year (3) term, the contract will terminate immediately.*

*Being placed on the QPL does not guarantee any level of usage of Provider's services. Failure of a Provider to receive business from SCEL shall not be grounds for a contract controversy under Section 11-35-4230 of the South Carolina Consolidated Procurement Code.*

*As the need arises, SCEL will contact one or more the Providers on the QPL and inform them of the specific services needed or desired and request a proposal at the predetermined hourly rate along with an estimated number of hours, a proposed timeline or schedule, and the total price. SCEL may also request a Not To Exceed Price for each request for services.*