

SOUTH CAROLINA EDUCATION LOTTERY
SOLICITATION NUMBER: CDRWT RFP FY17
QUESTIONS/ANSWERS

Amendment 2
Issued Wednesday, September 7, 2016

Inquiries/Questions must have been received by: Friday, August 26, 2016

Proposal Due Date: Friday, September 9, 2016, at 3 p.m. local time. Late bids will NOT be considered.

Award to be Issued: Friday, October 7, 2016

<http://www.sceducationlottery.com/lottery/procurement.aspx>

Amendment 2

Question 2

Q: Is there a forms we need to fill out for the RFP. We can't seem to find them online. Also could this submission be done online or does it require a mail in?

A: The information for Offerors to return with their Technical Proposals with Qualifications and Experience is listed:

- 1) on page 13 of the solicitation, under the heading "IV. INFORMATION FOR OFFERORS TO SUBMIT"; and**
- 2) on page 15, under the heading "V. QUALIFICATIONS",**

Information to be returned with the separate Price-Business Proposal is listed:

- 3) on page 27 under "VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL."**
- 4) Out-of-state vendors will also need to fill in the NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT available through the link at the bottom of page 28.**

NOTE: On page 27 is the attestation that the Offeror and its employees are in compliance with and will NOT violate the Ethics Act or the South Carolina Education Lottery Act. The attestation is deemed a substitute for the \$5,000.00 deposit requirement for criminal background check(s) for the purposes of this procurement. Offerors may read the S.C. Code of Laws, 1976, sections dealing with Lottery Vendors starting in the middle of page 22 through the middle of page 24.

IV. INFORMATION FOR OFFERORS TO SUBMIT

INFORMATION FOR OFFERORS TO SUBMIT – GENERAL (MARCH 2015): You shall submit a signed Cover Page and Page Two. **If you submit your offer electronically, you must upload an image of a signed Cover Page and Page Two.** Your offer should include all other information and documents requested in this part and in parts II.B. Special Instructions; III. Scope of Work; V. Qualifications; VIII. Bidding Schedule/Price Proposal; and any appropriate attachments addressed in Part IX.

Attachments to Solicitations. You should submit a summary of all insurance policies you have or plan to acquire to comply with the insurance requirements stated herein, if any, including policy types; coverage types; limits, sub-limits, and deductibles for each policy and coverage type; the carrier's A.M. Best rating; and whether the policy is written on an occurrence or claims-made basis. [04-4010-2]

ADDITIONAL INFORMATION FOR OFFERORS TO SUBMIT (SCEL):

A. To be responsive to this solicitation Offerors must submit the following information:

- 1) A cover page and Page 2 completed, signed, and dated per instructions;
- 2) A cover letter that includes a summary of the prospective Offeror's ability to perform the services described in the solicitation and contains the following information: company name, street address or post office box, city, state and zip code, telephone number, fax number, e-mail address, and the name of the responsible person;
- 3) Any previous experience assisting other state or provincial lotteries or other state government entities with provision of a responsive website template;
- 4) A statement that the prospective Offeror is willing to perform these services and submitted with the prospective Offeror's proposal;
- 5) A statement that the prospective Offeror is willing to enter into a contract with SCEL if required;
- 6) A company history including the type of business, number of years in business, company background, number of employees, changes to company name, ownership, mergers, acquisitions, and mode of conducting business;
- 7) A list of at least three (3) professional references with current contact names, phone numbers, and addresses;
- 8) Prospective Offerors must clearly indicate the areas in which they have demonstrated expertise including, but not limited to, relevant design experience, similar projects, reputation and financial strength, and specific experience of staff responsible for these projects and assignments as described in Section V below;
- 9) An Offeror must submit a complete description of at least three (3) previous responsive website frameworks it has performed including, but not limited to, those materials or materials which are substantially similar to the materials listed in Section III above and which meet the requirements of Section VI, Award Criteria, below. The ownership of the samples(s) will remain with the prospective Offeror and will be returned following the award of this solicitation. The samples must be provided in a hyper-link format;
- 10) Offerors must submit a detailed deliverables timeline, outlining the development, delivery and acceptance testing by SCEL; and
- 11) Offerors should submit one (1) Technical Proposal with Qualifications and Experience; the Price-Business Proposal must be submitted separately. The Technical Proposal with the HTML Hyperlinks must be submitted electronically. The Price-Business Proposal may be submitted as a separate attachment or as a sealed hard copy document, labeled "OFFER ENCLOSED."

V. QUALIFICATIONS

QUALIFICATION OF OFFEROR (MARCH 2015):

(1) To be eligible for award, you must have the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance. We may also consider a documented commitment from a satisfactory source that will provide you with a capability. We may consider information from any source at any time prior to award. We may elect to consider (i) key personnel, any predecessor business, and any key personnel of any predecessor business, including any facts arising prior to the date a business was established, and/or (ii) any subcontractor you identify.

(2) You must promptly furnish satisfactory evidence of responsibility upon request.

Unreasonable failure to supply requested information is grounds for rejection.

(3) Corporate subsidiaries are cautioned that the financial capability of an affiliated or parent company will not be considered in determining financial capability; however, we may elect to consider any security, e.g., letter of credit, performance bond, parent-company corporate guaranty, that you offer to provide Instructions and forms to help assure acceptability are posted on procurement.sc.gov, link to "Standard Clauses & Provisions." [05-5005-2]

QUALIFICATIONS-REQUIRED INFORMATION (SCEL):

In order to evaluate your responsibility, Offeror shall submit the following information or documentation for the Offeror and any subcontractor you should identify in response to the clause entitled Subcontractor-Identification (if in doubt, provide the information):

(a) A brief history of the Offeror's experience in providing work of similar size and scope.

(b) A detailed, narrative statement listing the three (3) most recent, comparable contracts (including contact information) which you have performed and the general history and experience of your organization.

(c) The number of years of experience in web development, brief history of the OFFEROR. An OFFEROR shall provide resumes or short biographies of all management, supervisory, and key personnel designated to perform tasks specified within this RFP. Include an organizational chart highlighting the names, positions, and experience of those who will be involved in any Contract resulting from this RFP.

Offerors are advised to focus on the individual(s) who will be primarily responsible for this Contract.

(d) Information explaining the OFFEROR's and/or employees' experience. In responding to these items, an OFFEROR should explain or demonstrate how the OFFEROR will fulfill the requirements in SECTION III. Do not restate the items in SECTION III but rather incorporate them as you deem appropriate to highlight your experience and the service provided to your clients.

SUBCONTRACTOR – IDENTIFICATION (FEB 2015): If you intend to subcontract, at any tier level, with another business for any portion of the work and that portion either (1) exceeds 10% of your cost, (2) involves access to any "government information," as defined in the clause entitled "Information Security - Definitions," if included, or (3) otherwise involves services critical to your performance of the work (err on the side of

inclusion), your offer must identify that business and the work which they are to perform. Identify potential subcontractors by providing the business name, address, phone, taxpayer identification number, and point of contact. In determining your responsibility, the state may contact and evaluate your proposed subcontractors. [05-5030-2]

VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL

Offerors should submit one (1) Technical Proposal with Qualifications and Experience; the Price-Business Proposal must be submitted separately. The Technical Proposal with the HTML Hyperlinks must be submitted electronically to POS@sclot.com. The Price-Business Proposal may be submitted as a separate attachment or as a sealed hard copy.

No pricing information shall be included in either the Technical Proposal or the Qualifications and Experience.

Price-Business Proposals must be submitted as an attachment or in a sealed envelope and separate from the Technical Proposal. Pricing for ongoing support and required maintenance of custom code and other customized changes, as and if needed (including documentation and possible administrative training), must be listed separately. See Section III, Paragraph 9.

Provide a complete price breakdown of all costs associated with providing SCEL responsive templates as outlined in Section III along with your proposed payment structure. The total cost must include a breakdown of costs according to development and functionalities. Pricing for ongoing support, if desired and requested by SCEL, must be listed separately and include hourly rates for key staff members for up to one (1) year from the date of award of the contract.

SCEL has not previously contracted for the services outlined in the scope of the work (Section III); and therefore, does not have the historical information necessary to provide an estimated cost for past services or contracts.

“LOTTERY VENDORS (SCEL): If selected, Offerors must provide an attestation certifying that the Offeror and its employees, if any, are in compliance with and will not violate or induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (the Ethics Act) or Title 59, Chapter 150 of the South Carolina Code of Laws, as amended, (the South Carolina Education Lottery Act). The Offeror is responsible for reviewing and understanding the obligations, requirements, and prohibitions contained in these Acts.”

“I certify that I and my employees, if any, are in compliance with and will not violate or induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (the Ethics Act) or Title 59, Chapter 150 of the South Carolina Code of Laws, as amended, (the South Carolina Education Lottery Act).”

Offeror's Name

Date

The submission of the attestation is deemed a substitute for the \$5,000.00 deposit requirement for criminal background check(s) for the purposes of this procurement.

As stated on page 1, vendors must submit the Price-Business Proposal separately marked "OFFER ENCLOSED." The Technical Proposal (including Qualifications and Experience) with HTML hyperlinks must be submitted electronically to POS@SCLot.com; the separate pricing document (marked "OFFER ENCLOSED") may be submitted as a separate attachment online to POS@SCLot.com or as a sealed hard copy document via US Mail.

SUBMIT OFFER BY (Opening Date/Time): **Friday September 9, 2016, at 3 p.m.**
QUESTIONS MUST BE RECEIVED BY: **Friday August 26, 2016, at 3 p.m.**

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Technical Proposal with Qualifications and Experience; the Price-Business Proposal must be submitted separately. The Technical Proposal with the HTML hyperlinks must be submitted electronically to POS@sclot.com. The Price-Business Proposal may be submitted as a separate attachment or as a sealed hard copy document, labeled "OFFER ENCLOSED."**

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
S.C. EDUCATION LOTTERY
Attention: Website Procurement (Marketing)
P.O. Box 11949
Columbia, S.C. 29211-1949

PHYSICAL ADDRESS:
S.C. Education Lottery
Attention: Website Procurement (Marketing)
1333 Main Street, 4th Floor
Columbia, S.C. 29201

Vendors should monitor the website to check for amendments and will need to acknowledge they had the opportunity to read any amendments posted when sending their quote. There are several ways to acknowledge an amendment. By identifying the amendment number and date in the table 1) on the Specifications and Bidding Schedule in the solicitation or 2) at the end of each amendment posted vendors acknowledge receipt of amendments. Vendors may also 3) sign and return the amendment or 4) acknowledge by letter.

ACKNOWLEDGMENT OF AMENDMENTS:

Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.

Amendment No.	Amendment Issue Date:						

Should you have additional questions, please send them in writing to:

POS@sclot.com

Questions will be answered and posted on the SCEL Procurement webpage:

<http://www.sceducationlottery.com/lottery/procurement.aspx>

“SCEL EMPLOYEES MUST NOT ACCEPT ANY ITEM OR SERVICE FROM A LOTTERY RETAILER, POTENTIAL RETAILER, OR LOTTERY VENDOR, NOT EVEN A CUP OF COFFEE, WHETHER OR NOT THE OFFEROR EXPECTS SOMETHING IN RETURN.”