

**SOUTH CAROLINA EDUCATION LOTTERY  
SOLICITATION NUMBER: FY17-20 CFPB GDSP  
Questions/Answers**

**Amendment 1  
Issued Monday, April 17, 2017**

**SUBMIT OFFER BY (Opening Date/Time): Tues., April 25, 2017, at 11 a.m. local time**  
**QUESTIONS MUST BE RECEIVED (in writing) BY: Mon., April 17, 2017, at 11 a.m. local time**

Questions must be received **in writing**, either to the **POS@SCLot.com** email address or by Fax at **803-737-2687**; **Attn: Procurement M&PD**; Subject Line: **Question(s) FY2017-20 CFPB GDSP**

**NUMBER OF COPIES TO BE SUBMITTED:** One copy of bid only, which may be submitted electronically as an email attachment to POS@SCLot.com. To provide samples/examples requested in the solicitation, an Offeror can place samples on a website and provide the site address in the bid. Please provide information on whom to contact and how if there are any questions about viewing the Offeror's website. SCEL does not belong to SCEIS and therefore does not request the State Vendor No.

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

*[NOTE: Questions 1-4 may be found in the FAQs attachment to the solicitation on SCEL's Procurement Webpage provided above.]*

**Question 5**

**Q: If my company was on an earlier Qualified Provider List, do I have to send in work samples to take part in this Fixed Price Bid?**

**A: Yes. FY17-20 CFPB GDSP is a new solicitation. No vendors are grandfathered onto the Qualified Provider List. Each vendor must:**

- 1) Provide all the information requested in the solicitation, including samples of their work;**
- 2) Have their work samples evaluated by the three Evaluation Committee Members; and**
- 3) Be approved by two of the three evaluators in order for the vendor to be placed on the QPL for FY17-20 CFPB GDSP.**

**As a reminder, the following information needs to be returned:**

Offerors need to return:

- A) Pages 1 and 2** completed, signed, and dated per instructions;
- B) All the information requested on page 18:**
  - "1) A cover page and Page 2** completed, signed, and dated per instructions;
  - 2) A cover letter** that includes a **summary of the prospective Provider'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) A **statement** that the prospective Provider is willing to **perform these services for the fixed hourly rate** submitted with the prospective Provider's proposal;
  - 4) A **statement** that the prospective Provider **is willing to enter into a contract** with SCEL if required;
  - 5) 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**;
  - 6) A **list of at least three (3) professional references** with current contact names, phone numbers, and addresses;
  - 7) The **hourly rate to be charged** which **must not exceed** the maximum fixed price of seventy-five (\$75.00) dollars per hour;
  - 8) Prospective Providers 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; and
  - 9) One (1) set of **samples, portfolio, or printed materials representative of prior work(s)** including, but not limited to, those materials or materials which are substantially similar to the materials listed in Section III, C. above and which meet the requirements of Section VI, Award Criteria, below. The ownership of the samples(s) will remain with the prospective Provider and will be returned following the creation of the QPL. The samples may be provided in hard copy or via electronic copy, AI or PDFs. (Electronic copy preferred.);”
- C) If a vendor is a **South Carolina Certified Minority Business**, return **page 19**; otherwise page 19 does not need to be returned; and
- D) Under Section VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL, on **page 34**, Offerors should **return both**:
- 1) the **Bidding Schedule table** near the top of the page where the Offeror must provide **their hourly rate**; and
  - 2) the Offeror should **sign the attestation** near the middle of the page.

**NOTE: If a vendor has never taken part in a solicitation for the South Carolina Education Lottery, the following timeline information may be useful.**

- 1) **Time to Ask Questions:** Once the solicitation is advertised, vendors have a period of time in which to ask any questions. The day and time by which questions need to be asked will be listed on the cover page of the solicitation. Vendors should ask any and all questions they have.
- 2) **Amendment Issued:** Normally by the next day, an amendment will be issued to answer any questions asked by perspective vendors.
- 3) **Time to Fine Tune the Offer:** After the amendment is issued, vendors have a few days to tweak their offers based on what they learned in the amendment.
- 4) **Date and Time Offers are DUE:** The due date and time by which **offers and samples of vendors' work** must be received is listed on the cover page of the

solicitation. **The time noted is very important as offers and/or work samples received after that time CANNOT be accepted.** Offers received WITHOUT work samples will be found NONRESPONSIVE.

- 5) **Acknowledge Amendments When Offer and Work Samples are Sent in:** There is an ACKNOWLEDGEMENT OF AMENDMENTS box both on the second page of the solicitation and at the end of any amendments. **Prospective offerors should wait until after the day after questions are due to turn in their offers in order to have time to read any amendments issued. In returning their offers, vendors should acknowledge any amendments issued.**

#### Question 6

**Q: Whether companies from Outside USA can apply for this?** (like,from India or Canada)

**A: Yes. Vendors from outside the State of South Carolina and outside the U.S. may respond to the solicitation. If vendors will be using subcontractors from anywhere, the vendor must provide the information requested in clause [05-5030-2] found on page 21 of Section V. QUALIFICATIONS.**

**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]

#### Question 7

**Q: Whether we need to come over there for meetings?**

**A: Yes. As explained on page 15, in paragraph A., under Section III. SCOPE OF WORK/SPECIFICATIONS:**

**“A. Provider(s) are envisioned to be freelance graphic designers who will augment production of advertising deliverables for Marketing, utilizing their or his or her unique abilities, expertise, and knowledge. The projects assigned are envisioned to be collaborative efforts. Some projects will be short, taking less than eight hours to perform; other projects, such as designing an entire promotional campaign, will be longer, taking more time to complete.”**

**While short projects may be accomplished without in-person interaction, some longer projects may require the Provider to attend meeting(s) at the SCEL Office in Columbia, S.C.**

**Question 8**

**Q: Can we submit the proposals via email?**

**A: Yes. The cover page provides information on how to return offers:**

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**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 and printing out 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:	Amendment No.	Amendment Issue Date:	Amendment No.	Amendment Issue Date:	Amendment No.	Amendment Issue Date:

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

**[Procurement@sclot.com](mailto:Procurement@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.”**