Mailing Address: S.C. Education Lottery 1333 Main St., Ste. 400 Columbia, SC 29201	**South Carolina Education Lottery** **Request for Quotes (RFQ)** (Over $10,000) (Online) **AMENDMENT 1**	Solicitation Number: Date Issued: Procurement Officer: Phone: E-Mail Address:	**Brochures AND Buckslips FY24 RFQ** **Monday, April 1, 2024** **ViVi Simons** **803-737-2037** **POS@SCLot.com**

DESCRIPTION: Request for Quotes to Solicit two (2) items [Brochures (150,000) AND Buckslips] with two (2) amounts for Buckslips (104,000 & 120,000).

USING GOVERNMENTAL UNIT: South Carolina Education Lottery (SCEL)

The Term "Offer" Means Your "Bid" or "Proposal". Please submit your offer on-line. See below.

SUBMIT YOUR OFFER ON-LINE AT THE FOLLOWING EMAIL ADDRESS: **POS@SCLot.com**

SUBMIT OFFER BY (Opening Date/Time): **4/08/24 at 2 p.m. local time** (See "Deadline For Submission Of Offer" provision.)

QUESTIONS MUST BE RECEIVED BY: ~~**3/29/24 at 11 a.m. local time**~~ (See "Questions From Offerors" provision.)

NUMBER OF COPIES TO BE SUBMITTED: One (1) copy submitted electronically to POS@SCLot.com. After the quotes are tabulated, ONLY the lowest priced vendor will be requested to submit substrate samples.

CONFERENCE TYPE: **Not Applicable** DATE & TIME: (As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions.)	LOCATION: **Not Applicable**

AWARD & AMENDMENTS	Award will be posted on 4/10/2024. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: https://www.sceducationlottery.com/Lottery/Procurement

You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of **thirty (30)** calendar days after the Opening Date. (See "Signing Your Offer" provision.)

NAME OF OFFEROR (full legal name of business submitting the offer)	Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.
AUTHORIZED SIGNATURE (Person must be authorized to submit binding offer to contract on behalf of Offeror.)	DATE SIGNED
TITLE (business title of person signing above)	STATE VENDOR NO. (Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)
PRINTED NAME (printed name of person signing above)	STATE OF INCORPORATION (If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.)

___ Sole Proprietorship ___ Partnership ___ Other_____

___ Corporate entity (not tax-exempt) ___ Corporation (tax-exempt) ___ Government entity (federal, state, or local)

Amendment 1
Solicitation Number: Brochures AND Buckslips FY24 RFQ

AMENDMENTS TO SOLICITATION (MODIFIED): (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments:

https://www.sceducationlottery.com/Lottery/Procurement

(b) Offerors shall acknowledge receipt of 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 3, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

ACKNOWLEDGMENT OF AMENDMENTS Offerors 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

Bid Due Date: Monday, April 8, 2024, at 2 p.m. local time. Late bids NOT considered.
Delivery due date: Week of May 6, no later than 11 a.m. local time on Fri., May 10, 2024.

Vendor Questions and Answers
Issued Monday, April 1, 2024

*For vendors who have done business with the South Carolina Education Lottery in the past, **Please NOTE: the SCEL Warehouse has moved** and is no longer located in Blythewood. The new address **120 Metal Park Drive, Columbia, SC 29209**.

Question 1

Q: Specifically, I am interested in knowing if there have been any developments regarding the provision of upfront funding for materials.

A: Thank you for asking a question regarding whether the lowest priced vendor could request 50% of the award *at the time of award* in order to purchase supplies. Yes, the winning vendor may request 50% of the bid amount after award to be used to purchase the supplies needed to produce the Brochures and Buckslips.

Question 2

Q: Additionally, I would appreciate clarification on whether this project is a one-time endeavor or if it entails a longer-term contract spanning over a year.

A: Thank you for asking about the length of the contract. Once the winning vendor receives the Purchase Order making the award, the contract period starts. The award is anticipated to be made on Wednesday, April 10, 2024. The contract period runs until the Brochures and Buckslips are delivered. The delivery time specified in the Solicitation is: Delivery due date: Week of May 6, no later than 11 a.m. local time on Fri., May 10, 2024. The solicitation is for

two items and resulting contract `expires once the two items are delivered. The solicitation is a one-time purchase and does not extend beyond the delivery of the two items solicited.

Question 3
Q: Can you provide a previous Bid Tabulation?
A: Brochures: The last time brochures were purchased was in March/April 2021, when 320,000 smaller [Unfolded: 7"w x 10.25"h; Folded: 3.5"w x 10.25"h (1 fold)] bi-fold brochures were procured at a cost of $8,165.00 including shipping and handling.
Buckslips: 80,000 buckslips were procured in May/June 2022 at a cost of $4,494.40 with shipping and handling.

Question 4
Q: Can we propose an alternate item?
A: No. The Marketing Department has approved the design and text of the Brochure and the Buckslip. An alternate item is not requested.

Question 5
Q: Are the brochures and Buckslips to be shipped through a single shipment?
A: While partial shipments are not requested, a full shipment of Brochures and a full shipment of Buckslips would be acceptable by the Week of May 6, no later than 11 a.m. local time on Fri., May 10, 2024.

Question 6
Q: Can you confirm if this is a one time purchase?
A: Please see the answer to Question 2 above.

Question 7
Q: Can you confirm that the artwork on Pages 4 and 5 "Players Club"is for Buckslips and the artwork provided on pages 6 and 7 is for Brochures?
A: Yes, the draft artwork on pages 4 and 5 entitled "Players' Club Rewards" is for the two-sided buckslip; Pages 6 and 7 contain the draft artwork for the Tri-fold Better U/Play Responsibly Brochures.

Question 8
Q: Can we subcontract this?
A: As long as the delivery schedule is met.

Should a vendor have any additional questions, please submit them *in writing* to:

POS@sclot.com.

Any additional questions will be answered in an amendment posted on SCEL's Procurement Web Page, making the answers available to all vendors who may be interested in the solicitation. Questions should be provided in writing and the answers will be posted in writing, assuring that all vendors receive the same information, making the solicitation fair and equitable.

https://www.sceducationlottery.com/Lottery/Procurement

END OF AMENDMENT 1.