South Carolina Education Lottery	**South Carolina Education Lottery** Amendment Number 1	Solicitation: Date Issued: Procurement Officer: Phone: E-Mail Address: Mailing Address:	04302024-COMPCLASS May 13, 2024 Petrina F. Marsh 803-737-2808 Petrina.Marsh@sclot.com SC Education Lottery Attn: Sr. Procurement Manager 1333 Main Street, Suite 400 Columbia, SC 29201

DESCRIPTION: **Compensation & Classification Study**

USING GOVERNMENTAL UNIT: **South Carolina Education Lottery**

SUBMIT YOUR OFFER VIA EMAIL TO THE PROCUREMENT OFFICER PROVIDED ABOVE

SUBMIT OFFER BY (Opening Date/Time): **May 24, 2024, 4PM ET** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **May 10, 2024, 3PM ET** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **Please see RFP page labeled "Page 3"**

Initial here if NO redacted copy is necessary _____

See Section II A "Submitting Confidential Information" clause, and Section IV "Submitting Redacted Offers" clause.

CONFERENCE TYPE: **None** (As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)	LOCATION: **None**

AWARD & AMENDMENTS	Award anticipated to be posted on **May 30, 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 90 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)

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(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	_____ Area Code - Number - Extension Facsimile _____ E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
____Payment Address same as Home Office Address ____Payment Address same as Notice Address **(check only one)**	____Order Address same as Home Office Address ____Order Address same as Notice Address **(check only one)**

ACKNOWLEDGMENT OF AMENDMENTS

Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences .

PREFERENCES DO NOT APPLY

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: **PREFERENCES DO NOT APPLY**

____In-State Office Address same as Home Office Address ____In-State Office Address same as Notice Address **(check only one)**

End of PAGE TWO

SCEL COMPENSATION & CLASSIFICATION STUDY
SOLICITATION NUMBER 04302024-COMPCLASS
AMENDMENT NO. 1

AMENDMENTS TO SOLICITATION (JANUARY 2006) (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: www.procurement.sc.gov . (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 Two, (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.

THE SOLICITATION IS AMENDED AS PROVIDED HEREIN. INFORMATION OR CHANGES RESULTING FROM QUESTIONS WILL BE SHOWN IN A QUESTION-AND-ANSWER FORMAT. ALL QUESTIONS RECEIVED HAVE BEEN REPRINTED BELOW. THE "STATE'S RESPONSE" SHOULD BE READ WITHOUT REFERENCE TO THE QUESTIONS. THE QUESTIONS ARE INCLUDED SOLELY TO PROVIDE A CROSS-REFERENCE TO THE POTENTIAL OFFEROR THAT SUBMITTED THE QUESTION. QUESTIONS DO NOT FORM A PART OF THE CONTRACT; THE "STATE'S RESPONSE" DOES. ANY RESTATEMENT OF PART OR ALL OF AN EXISTING PROVISION OF THE SOLICITATION IN AN ANSWER DOES NOT MODIFY THE ORIGINAL PROVISION EXCEPT AS FOLLOWS: UNDERLINED TEXT IS ADDED TO THE ORIGINAL PROVISON. ~~STRICKEN~~ TEXT IS DELETED.

Question 1: Does SCEL currently subscribe to any compensation surveys that the awarded consultant would incorporate into the analysis? If so, which surveys?

SCEL Response: SCEL does not "subscribe" to any particular organization's compensation survey, however, SCEL has participated in providing compensation information to requesting entities, such as the North American Association of State & Provincial Lotteries (NASPL), Ogletree Deakins (external counsel benchmarking surveys), the Florida Lottery (job/salary comparisons), etc. SCEL anticipates that the data collected through these surveys will be shared with SCEL during this process, but the inclusion of this data into the final analysis would not be mandatory.

Question 2: How many employee interviews are expected to take place?

SCEL Response: At this time, SCEL's HR Department anticipates that approximately 30 employee interviews will need to be conducted; however the number of interviews are subject to change based on the Contractor's needs to successfully perform the work.

Question 3: Would SCEL accept a job analysis questionnaire process in lieu of employee interviews?

SCEL Response: The awarded Contractor will be expected to conduct employee interviews in addition to the completion of a Job Content Questionnaire (JCQ) or other similar form (i.e. job analysis questionnaire, etc.) in order to properly evaluate the nuances of each particular position. The JCQ could only be substituted in lieu of an employee interview if the awarded Contractor has worked with the SC Education Lottery in the past, or another lottery, who has identical job titles/descriptions for particular roles. Not every employee will need to

be interviewed, as SCEL has only 48 unique job titles, although our current staff count is 130. To be considered for award, Offerors should submit a sample Job Content Questionnaire or other similar form (i.e. job analysis questionnaire, etc.) as described in Section IV.: Information for Offerors to Submit; (II) Technical Proposal – Parts A. & B. (RFP page 16).

END OF AMENDMENT 1