

ATTACHMENT 2
Frequently Asked Questions (FAQs)
To FY17-20 CFBP GDSP
Wednesday, September 6, 2017

Question 1

Q: Must a vendor submit a check for \$5,000 for a SLED background check? With no guarantee of work, this seems highly unreasonable just to be placed on a qualified vendors list.

A: No, a vendor SHOULD NOT submit a check with the bid. Each prospective vendor simply needs to sign the attestation on page 34. Near the middle of page 34, under the Bidding Schedule is the following clause:

“LOTTERY VENDORS (SCSEL): If selected, Providers 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.”

Offerors must include the following statement as an attestation with their submission: **“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).”**

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.

In Section VII. TERMS AND CONDITIONS -- B. SPECIAL, starting on page 29, are the two codes sections in the Lottery Act relating to Lottery Vendors, §§ 59-150-130 and 59-150-140. The code sections are provided as information only.

QUESTION 2

Q: On page 4 of this solicitation, it states: 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. If we have been approved for the initial year, do we need to reapply for the option of two one-year renewals? Or does it automatically renew?

A: Generally once a vendor has been placed on Qualified Provider List, the vendor stays on the list (unless the vendor wishes to be removed) through the length of the contract period, up to three years or until the \$50,000 maximum has been reached. [NOTE: An exception would be when a new law requires a QPL Provider to follow certification requirements not in effect at the time the Provider was placed on QPL. If the Provider refuses at the time of renewal, the Provider would be removed from the QPL.] Vendors do not re-apply every year.

Vendors placed on QPL after the initial solicitation do NOT receive three-year (3) contracts. Instead a vendor added later would receive a contract that runs concurrent with the length of the initial solicitation; therefore **all designers' contracts expire at the same time. To take part in the next solicitation, a former provider will have to respond to the solicitation and be evaluated again.**

QUESTION 3

Q: Can samples of design work be placed in a Dropbox or on a website with the link information provided in the bid? This will eliminate emailing huge file sizes.

A: Yes, an Offeror may place samples on an FTP site or on a website and provide the login for an FTP site or the location of the website in the Offer. Please provide information on whom to contact and by what phone number if there are any questions when trying to view the materials.

NOTE: SCEL's employees CANNOT access Dropboxes; however, WeTransfer.com may be used.

QUESTION 4

Q: What information does a vendor need to return?

A: 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.

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.

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:

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.

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.