

TO: All Parties Interested in Participating in the Delaware Lottery's Request for Proposal for Professional Services for Lottery Drawings and ticket Destruction (FIN14001-Profsvdraw)

**FROM: Judy Everett
Security & Support Services Administrator, Delaware State Lottery
RFP Issuing Officer**

DATE: October 3, 2013

SUBJECT: Addendum I – Questions and Clarifications of RFP

ADDENDUM 1

The following questions and RFP clarifications are issued pursuant to the Professional Services for Lottery Drawings and Ticket Destruction RFP.

Section II – Scope of Services

Section 1.1

1. Text of passage being questioned: “While the length of time the Firm is required depends on the number of tickets to be inventoried and destroyed, the average length of stay is 3-5 days per month.”
Question: Could you elaborate on the time requirement for the CPA firm? Is each day a total of 8 hours of work?
 - a. The firm typically works in-between draws for inventorying and destruction. The time element averages to be about three hours per day for three to five days per month.

Section 1.2.1.1.1

1. Item #2 - Will the “Two signature cards on each staff” be required with the proposal or after acceptance of the contract?
 - a. The signature cards will be required once a contract has been executed.
2. Item #5 - Can a copy of the weekly procedures letter be provided?
 - a. Once the contract has been executed, the weekly procedures letter will be developed in conjunction with the Lottery.
3. Item #6 - Can a copy of the issued opinion be provided?
 - a. Once the contract has been executed, the issued opinion will be developed in conjunction with the Lottery.

Section 1.2.1.1.2

1. Item #1 – Could you confirm that auditors will be needed for the regular drawings for approximately 13 hours per week (6 days and 7 evenings for 1 hour each)?
 - a. The day draw requires an auditor to report to the Lottery office by 12:30 p.m. Monday thru Saturday. The day draw process begins at 1:30 p.m. and ends no later than 2:30 p.m., if there are no problems.

- b. The night draw requires an auditor to report to the Lottery office by 6:30 p.m. Sunday thru Saturday. The night draw process begins at 7:15 p.m. and ends no later than 8:30 p.m., if there are no problems.
2. Item #4 – What is the average time required for the auditor on a special drawing?
 - a. Special drawings vary in length. The minimum length of time is one (1) hour. The maximum length of time can be as much as twelve (12) hours.

Section 1.2.2.1.1

1. Item #4 – Is this a separate agreed-upon procedure report from the auditor or just a standard letter? An example would be helpful if it could be provided.
 - a. Once the contract has been executed, the letter detailing what tickets were inventoried and destroyed (shredded) will be developed in conjunction with the Lottery.
2. Item #5 - Can a copy of the special report be provided?
 - a. Once the contract has been executed, the special report for inventory destruction will be developed in conjunction with the Lottery.

Section III – Required Information

1. Item C.12 - Do you want an annual report similar to the annual report on your website or just financial statements?
 - a. Annual report
2. Item E.1 – I'm not sure I understand the question. All our firm does is provide consultation and professional services. What experience should be detailed?
 - a. Provide details of your consultation and professional service event experiences for the past five (5) years.

All questions must refer to a specific section of the RFP to receive a response. The following questions are out of scope of the RFP and will not receive a response:

1. In 2011 and 2012, what was the total number of hours incurred and the total fees for the professional services performed? What has been billed for out of pocket expenses, if any, bill during these years?
2. What is the name of the firm that currently provides drawing services and ticket destruction?
3. Have there been any problems with the current firm?
4. Could you please provide the annual and hourly pricing on your current contract?