

**TO: All Parties Interested in Participating in the Delaware Lottery's Request for Proposal for Professional Services for Lottery Drawings and Ticket Destruction (FIN19001-Profsvdraw)**

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

**DATE: October 11, 2018**

**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.”
  - a. Question: “There is a reference to the destruction of games, the RFP indicates 3-5 days per month length of stay. How many hours does that equate to and is the destruction on certain days of the week?”
    - i. The firm typically works in-between draws for inventorying and destruction. The inventorying takes place one week per month - time element averages to be about three hours per day for three to five days. The destruction occurs once a month on a Wednesday – time element averages about 30 minutes.

##### **Section 1.2.1.1.1**

1. Text of passage being questioned:  
Item #6 – “An issued opinion for each drawing observed.”  
Item #7 – “A special report to the Security & Operations Administrator detailing any problems which may have occurred during a particular observed drawing within twenty-four (24) hours of the event.”
  - a. Question: The RFP indicates the requirement of an Issued Opinion for each drawing observed and the Special Report for any problems that may occur during a drawing. Are we able to view a sample of said reports?
    - i. Once the contract has been executed, the issued Opinion and requirements of the Special Report for any problems observed will be developed in conjunction with the Lottery.

**Section III – Required Information**

Text of passage being questioned:

1. Section C Item #12 - "Submit the annual reports for the last three (3) years."
  - a. Question: "RFP indicates annual reports must be submitted. We are a privately held company and typically do not disclose our financial statements. Is this a requirement?"
    - i. Yes, it is a requirement.
2. Section E Item #1 – "During the last five (5) years, detail any experiences in which the bidder has provided event consultation or professional services."
  - a. Question: Please define event consultation and professional services. Is this referring to services provided to the State of Delaware? Otherwise, we are a CPA firm and as a result we provide 100% of professional services and it would be very extensive to provide details on any experiences."
    - i. "Event consultation" means providing guidance on how to perform a legally proper and secure drawing, which would be held at a public venue.
    - ii. "Professional services" would be the observation of a drawing and inventory/destruction of any documents associated with a drawing.
    - iii. This is referring to services related to drawings and inventory/destruction of documents. The services must have been provided to any state lottery or to a business in the lottery industry.
3. Section E Item #2 – "During the last five (5) years, state whether or not the bidder has had a contract terminated for any reason. If so, submit full details including the other party's name, address, and telephone number."
  - a. Question: "RFP requires the potential disclosure of a client's name, address and telephone number. We are bound by client confidentiality and would not be permitted to reveal this information. Is this a mandatory requirement?"
    - i. Yes, it is a requirement. Please refer to Section 12 concerning Confidentiality of Documents.

**Section IV – Professional Services RFP Administrative Information**

Text of passage being questioned:

1. Section D.5.f Item #3 – "If the contractual service requires the transportation of departmental clients or staff, the vendor shall, in addition to the above coverages, secure at its own expense the following coverage:
  - a. Question: "2<sup>nd</sup> paragraph states that services require the transportation of departmental clients or staff. Please explain under what circumstances transportation of departmental clients or staff may exist."
    - i. The scope of services do not require the transportation of Lottery clients or staff, but the standard contract language of the State of Delaware requires vendors to have the automobile liability insurance coverage listed in the RFP.

**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. Currently, what are the rates per year for the Play3/Play 4 DAY, Play3/Play 4 NIGHT and Multi-Win Lotto?
2. Currently, what is the hourly rate for Instant Ticket Destruction?
3. Currently, what is the hourly rate for Special Drawings?