

ATTACHMENT 2018 MAY
Frequently Asked Questions (FAQs) and Previous Amendments
To FY17-20 CFBP GDSP
Friday, May 4, 2018

NOTE: This document (Attachment 2018 May) combines Frequently Asked Questions and all questions receive from potential vendors the last three times the solicitation was advertised. The earlier amendments were combined to provide vendors one place to see all questions asked and answers given up to this point.

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 does NOT need to 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 code 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 to provide certification 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 a three-year (3) contract. 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 in an Offeror's Dropbox, on an FTP site, or on a website and provide the link for a Dropbox, the login for an FTB site, or the location of the website in the Offer. Please provide information on whom to contact and how (phone number) if there are any questions when trying to view the materials.

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 may place samples in an Offeror’s Dropbox, on an FTP site, or on a website and provide the link for a Dropbox, the login for an FTP site, or the location of the website in the Offer. Please provide information on whom to contact and how (phone number) if there are any questions when trying to view the Offeror’s materials.

Question 9: *Question stricken as applies to a weather event in the past.*

~~**Q: With the prediction of Hurricane Irma making landfall early next week and our agency is located along the SC coast line, could there be the possible chance that the due dates may get extended.**~~

~~**A: Yes. The Marketing and Product Development Department’s Procurement Staff determined it would be prudent to push the solicitation’s deadlines back a week to ensure the process was fair and equitable to all vendors. See the new due dates above and on the website.**~~

Question 10

Q: The dates listed in the solicitation are for April 2017. The solicitation was not posted until September 6, 2017. Which is the correct information?

A: For most procurement methods allowed under the South Carolina Consolidated Procurement Code, once a vendor or vendors are awarded, no additional vendors may be added. The exception is the Fixed Price Bid method. The agency posting the solicitation may add vendors after the original award at times of the agency’s choosing. The new vendors must go through the same process, be evaluated, and approved in order to be placed on 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.

Under Section I, Scope of the Solicitation, on Page 4, Paragraph C states:

“C. During the existence of this QPL, SCEL may add additional qualified Providers every four (4) months in September, January, and May in the first year. Starting in the second year, additional Providers may be added every six (6) months, May and November.”

This information is also provided in the Addition to the QPL Memo.

This fixed price bid contract has the potential to run for three years until May 4, 2020, or until the value of the contract runs out when the \$50,000 limit is reached. While the originally awarded vendors receive a three-year contract, vendors added later receive a contract for the length of time left until May 4, 2020, or until the \$50,000 limit is reached, whichever occurs first.

NOTE: The last attachment on the last page of the solicitation and this attachment is a Solicitation Timeline which may assist vendors new to doing business with State Agencies in South Carolina.

Question 11

Q: My team has a question about the hourly billing. Since the hourly billing is \$35, we would like to know if that means per staff member or just per hour regardless of how many people are working on the project.

A: Vendors must provide their hourly pricing in the Bidding Schedule on Page 34. While vendors may provide a price lower than the \$75 maximum fixed price, providing a lower price: 1) neither ensures a vendor will be put on Qualified Provider List, 2) nor, if the vendor is evaluated and placed on the QPL, ensures the vendor’s services will be used.

In Section 3, under Scope of Work, Paragraph I states:

I. Prospective Providers shall identify and submit rates for all operational expenses that may reasonably be expected to be incurred in performing the assignment including, but not limited to, packaging, postage, photocopying, shipping and delivery. Details on expenses must be verified prior to SCEL reimbursement. All such charges must be itemized within a total charge per project, contained in the project invoice, and **preapproved** by SCEL. Prospective Providers shall invoice SCEL within thirty (30) days of completing a task or at thirty (30) days if project goes over two or more months. **All final invoices must be received by June 30, the end of the fiscal year.**

NOTE: If a vendor has never taken part in a solicitation for the South Carolina Education Lottery, the following timeline information may be useful.

- 1) **Time to Ask Questions:** Once the solicitation is advertised, vendors have a period of time in which to ask any questions in writing. The day and time by which questions need to be asked will be listed on the cover page of the solicitation. Vendors should ask any questions needed. Then check the next day to see if an amendment has been issued answering the questions received.
- 2) **Amendment Issued:** Normally by the next day, an amendment will be issued to answer any questions asked by perspective vendors.
- 3) **Time to Fine Tune the Offer:** After the amendment is issued, vendors have a few days to tweak their offers based on what they learned in the amendment.
- 4) **Date and Time Offers are DUE:** The due date and time by which offers and samples of vendors' work must be received is listed on the cover page of the solicitation. The time noted is very important as offers and/or work samples received after that time CANNOT be accepted. Offers received WITHOUT work samples will be found NONRESPONSIVE.
- 5) **Acknowledge Amendments When Offer is Sent in:** There is an ACKNOWLEDGEMENT OF AMENDMENTS box both on the second page of the solicitation and at the end of the amendment. Prospective offerors should wait until after the day after questions are due to turn in their offers in order to have time to read any amendments issued. In returning their offers, vendors should acknowledge any amendments issued.
- 6) **Check the Procurement Webpage for the Award Statement:** The date of the expected award is stated on the cover page. Check the webpage on the date given.

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.

ACKNOWLEDGMENT OF AMENDMENTS:

Offeror 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: |
|---------------|-----------------------|---------------|-----------------------|---------------|-----------------------|---------------|-----------------------|
| | | | | | | | |
| | | | | | | | |

Should you have additional questions, please send them in writing to:

POS@sclot.com

Questions will be answered and posted on the SCEL Procurement webpage:

<http://www.sceducationlottery.com/lottery/procurement.aspx>

“SCEL EMPLOYEES MUST NOT ACCEPT ANY ITEM OR SERVICE FROM A LOTTERY RETAILER, POTENTIAL RETAILER, OR LOTTERY VENDOR, NOT EVEN A CUP OF COFFEE, WHETHER OR NOT THE OFFEROR EXPECTS SOMETHING IN RETURN.”