

M – E – M – O – R – A – N – D – U – M

TO: Freelance Graphic Design Service Providers
(Who Wish to be Considered for Addition to the Qualified Provider List)

FROM: ViVi Simons, Marketing Project Leader

DATE: Wednesday, January 2, 2019

RE: **SCEL's Fixed Price Bid for Freelance Graphic Design Service Providers**

In August 2018, the South Carolina Education Lottery advertised for Freelance Graphic Design Service Providers in a Fixed Price Bid through the South Carolina Business Opportunities website (SCBO). The maximum contract period is for three years with the total expenditures limited to fifty thousand (\$50,000.00) dollars. **Two years, five months** remain in the contract period; however, once the \$50,000 spending threshold or three-year (3) time limit is reached (September 6, 2021) -- the contract ends immediately.

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, November and May. Providers who wish to be considered for addition to the Qualified Provider List (QPL) must complete the same process as those placed on the list in the original solicitation. (PAGE 16)

QUESTIONS MUST BE RECEIVED BY: Thursday, January 10, 2019, at 11 a.m. local time

SUBMIT OFFER BY (Opening Date/Time): Friday, January 18, 2019, at 2 p.m. local time. (Not a public bid opening)

NUMBER OF COPIES TO BE SUBMITTED: One copy of bid only, which may be submitted electronically as an email attachment to POS@SCLot.com. SCEL has a very robust security system which blocks many sites (DropBox, HighTail, iCloud, FaceBook, vimeopro, etc.). To provide samples/examples requested in the Solicitation, an Offeror can place samples: 1) on a website and provide the site address in the bid; 2) on an FTP site and provide the user name and logon needed to view; or 3) on a jump drive and mail to the address on the top left of the Cover Page. Please provide information on whom to contact and how if there are any questions about viewing work samples/examples.

AWARD WILL BE POSTED: Thursday, January 31, 2019

Fixed Price Bid for Freelance Graphic Design Service Providers

Quotation/Solicitation Number: **FY19-22 FPB GDSP**

Email Address: POS@sclot.com

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

Both the solicitation document and an attachment of all Frequently Asked Questions and Amendments will be found at the above link.

Offerors will 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.

NOTE: The **AWARD CRITERIA** is provided on **page 22**. Text of the applicable Code Sections dealing with Lottery vendors; background investigation; disclosure; vendor noncompliance; criminal record; restrictions; contingency contracts; and Lottery vendor performance bond; residency; public official ownership interest; resident vendor preference is found on pages **29 – 32**. Text of the **Ethics Act** is found at the following link: <http://www.scstatehouse.gov/code/statmast.php>.

Qualified Providers may be added 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, November and May.

Any Offerors who wished to be considered for addition to the Qualified Provider List must acknowledge they have read 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 of the solicitation document, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. In addition to completing and returning the information on pages 1 and 2, potential Offerors must also submit the information required in Sections IV. Information for Offerors to Submit and VIII. Bidding Schedule/Cost Proposal.

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. The total combined expenditures are limited to fifty thousand (\$50,000.00) dollars. If the fifty thousand (\$50,000.00) dollar limit is reached prior to expiration of the three-year (3) term, the contract will terminate immediately.

Being placed on the QPL does not guarantee any level of usage of Provider's services. Failure of a Provider to receive business from SCEL shall not be grounds for a contract controversy under Section 11-35-4230 of the South Carolina Consolidated Procurement Code.

As the need arises, SCEL will contact one or more the Providers on the QPL and inform them of the specific services needed or desired and request a proposal at the predetermined hourly rate along with an estimated number of hours, a proposed timeline or schedule, and the total price. SCEL may also request a Not To Exceed Price for each request for services.