



HOOSIER LOTTERY

PRINT SERVICES

REQUEST FOR PROPOSALS

Date Posted:
January 6, 2025

I. GENERAL INFORMATION

A. Purpose

This Request for Proposals (RFP) is issued by IGT Indiana Procurement department (Lottery) on behalf of the Hoosier Lottery to qualify vendors that can provide a variety of printing services for the purpose of establishing a network of qualified vendors for the Lottery.

An evaluation team will review submissions based on the criteria outlined in this document. From this solicitation, an authorized list of qualified print service providers will be established. Qualified vendors will be considered qualified for a period of four (4) years; qualification is not a guarantee of future orders and/or volume. However, some qualified vendors may be guaranteed a specified amount of volume based on their responses to this RFP.

B. Definitions and Abbreviations

Capitalized terms and abbreviations used in this RFP shall have the meanings ascribed to them in Schedule 1. Other special terms and abbreviations may be used in the document, but they are localized and defined where they appear rather than in Schedule 1.

II. BIDDING AND CONTRACT ADMINISTRATION

A. Goals

The Lottery’s primary goal in issuing this RFP is to extend the printing services dollars it spends by increasing the efficiency and economy of marketing expenditures. The Lottery seeks to provide reliable, consistent quality print services at the most economical rates available from vendors.

This RFP will establish a pool of printing vendors. **Approved vendors desiring to do business with the Lottery will be required to sign an agreement with the Lottery. Any agreement is not a guarantee of work. All work will have an estimate approved by the Lottery prior to printing.**

B. Proposal Submission and Timeline

Week of January 6, 2025	RFP document posted
January 17, 2025 by 12 Noon EST	Questions due from Bidders
January 31, 2025 by 12 Noon EST	Proposals due from Bidders
By February 12, 2025	Apparent successful Bidders named

C. Bidding Contacts

If additional information is necessary to enable vendors to better interpret the information contained in the RFP, only **written** questions will be accepted until Noon ET on **Friday, January 17, 2025**. Submit questions to jmccleland@hoosierlottery.com with "HL Printing Services RFP Questions" in the subject line. Bidders are advised that the questions and responses by the Lottery may be shared with all interested bidders at the time to ensure all parties have equal access to the same information.

Proposals must arrive at the following address before Noon ET on Friday, January 31, 2025:

Jayne McCleland
Hoosier Lottery
1302 North Meridian St.
Indianapolis, Indiana 46202

III. BACKGROUND

A. Hoosier Lottery Marketing and Product Portfolio

Product Mix: Various printing requirements and products: Screen, Digital, Litho, large format printing, signs, and banners.

Quality: Proofs required.

Order Turnaround: Majority of work is required in 10-14 days. Rush order capabilities are also required.

Placing Orders: Electronic quoting and ordering. Samples/proofs delivered to project leads.

Reports: Weekly status and delivery reports, as required.

Packing & Shipping: Kitting and fulfillment, local warehouse delivery, drop shipments to several locations in Indiana, UPS capable.

Electronic delivery of files: Able to accept Mac (Apple Computer) based files.

Invoicing: Net 60 terms

IV. GENERAL REQUIREMENTS FOR BIDDERS

A. Minimum Proposal Requirements

The following requirements for Bidders are considered to be “pass/fail” standards, i.e. if a Bidder cannot meet these requirements, the Bidder may be automatically disqualified from consideration under the RFP – at the discretion of the Lottery. Bidders must affirm that they can or cannot meet each of the following requirements:

1. Must be able to meet or exceed Product Portfolio requirements listed above in Section III.
2. Must provide a Technical Proposal with equipment list, resources and capabilities.
3. Must provide a Bid Response Worksheet.
4. Must be able to enter into a legally binding agreement with the IGT Indiana, LLC.

B. Technical Proposal

In addition to the minimum standards, Bidder must provide a technical proposal that is divided into sections as described below. The technical proposal is designed to ensure the Bidder can meet or exceed the printing services requirements of the Hoosier Lottery.

1. Equipment List: Provide a list of current equipment and processes in operation at your facility, inclusive of the following:

- Variable bar coding
- Digital cutter
- Traditional die cutting
- Laminating
- Mailing services

2. Print Services Resources and Capabilities: Provide an overview of your internal resources and capabilities for order processing and project oversight as follows:

- Guaranteed response time for estimates
- Order status tracking – Shipping reports and weekly updates
- Quality control process
- Kitting and fulfillment services
- Delivery – On time and in full

3. Printing Services Item Worksheet:

One worksheet will be posted with the RFP during the week of January 6, 2025. This worksheet is to be completed and submitted with the technical proposal. There is no requirement to provide answers to every item on the worksheet if the Bidder does not provide the types of services being requested.

C. Other Requirements

1. Bidders that do not sell or who do not have the core capability to provide a particular item or service should respond "N/A" for that item within the applicable worksheet.
2. No changes to the specification or material substitutions can be made. The product and/or service must be provided exactly as listed on the worksheet without changes or substitutions to the materials or process used.

Samples

A list of items with detailed specifications will be provided in the workbook. To request physical samples of any item on the list, send an email to Jayne McClelland at jmcclelland@hoosierlottery.com by Monday January 13, 2025. Requesters will be notified when the samples are ready to be picked up at the Hoosier Lottery Headquarters reception desk at 1302 N. Meridian Street, Indianapolis, IN 46202.

V. EVALUATION OF PROPOSALS

A. Submission of Proposals

Bidder must submit an RFP response in the following manner:

1. Main package must bear the Bidder's name and contain a cover letter from a member of Bidder's staff authorized to legally and contractually make this submission as well as the following envelope:
2. Envelope #1: "Technical Proposal Response" and show the bidder's name and contain four (4) hard copies, and at least one (1) digital copy, of the Technical Proposal and Bid Response Worksheet(s). Proposal content should follow the order listed in Section IV. GENERAL REQUIREMENTS FOR BIDDERS.

B. Late Proposals

Any Proposal received by the Lottery procuring entity after the deadline for submission of proposals will be rejected.

C. Evaluation Committee

The Lottery will appoint an Evaluation Committee to act as proposal evaluation team. The Evaluation Committee will be responsible for evaluating proposals with regard to compliance with RFP requirements. Evaluation Committee personnel will use the evaluation criteria stated in this RFP. The Evaluation Committee will be made of qualified subject matter experts to ensure that the best possible vendors and terms are arrived at for the Lottery.

D. Evaluation Procedure

1. Technical Proposal Review

The Evaluation Committee will open and review the Technical Proposal, which shall include the Minimum Proposal Requirements, from each bidder, evaluate and score the submission according to the following criteria:

Equipment List
Print Services Resources and Capabilities
Printing Itemized Worksheets
MBE/WBE, if applicable
Indiana business or location

Please note, no work will be guaranteed throughout this process, only a selection of vendors to have on hand. All work will be quoted prior to being approved.

2. Letters of Clarification

During this assessment process the Evaluation Committee may have questions of clarification concerning specific elements of each submission. The Evaluation Committee may ask for clarification of points in the Technical Proposal submissions.

Bidders are requested to submit responses to these questions within 24 – 48 hours. Depending on the nature of the inquiry the information may be shared with other bidders and will be incorporated into the final Subcontract with the Subcontractor if relevant.

3. Determination of Overall Score

The total scores will be ranked and a determination of the best proposals on the basis of the responses to the Product Portfolio Requirements and Technical Proposal.

VI. News Releases

Bidders shall not issue any written or oral statement or other written or oral communication to any press or other media representative with regard to the Lottery, the Commission, or this RFP, unless such communication is specifically approved in advance by the Lottery.

VII. Disclaimer

By issuing this RFP the Lottery does not guarantee that a contract will be awarded. Furthermore, any Subcontractor must meet all requirements set forth in the Integrated Services Agreement between the Commission and the Lottery.

Schedule 1
Definition of Terms

Bidder	Means an entity that submits a proposal in response to the RFP
Digital Printing	Digital printing refers to methods of printing from a digital-based image directly to a variety of media. It usually refers to professional printing where small-run jobs from desktop publishing and other digital sources are printed using large-format and/or high-volume laser or inkjet printers.
Litho	Offset printing or web offset printing is a commonly used printing technique in which the inked image is transferred (or "offset") from a plate to a rubber blanket, then to the printing surface.
Screen Printing	Screen printing is a printing technique that uses a woven mesh to support an ink-blocking stencil to receive a desired image. Screen printing is also a stencil method of print making in which a design is imposed on a screen of polyester or other fine mesh, with blank areas coated with an impermeable substance. It is also known as silkscreen, serigraphy, and serigraph printing.