

Promotional Items RFP 2022

Questions & Answers

1. I would like to request an electronic copy of the specifications or any other documents associated with this project
 - a. Every document associated with the project is posted on www.hoosierlottery.com/about-us/bids
2. Whether companies from Outside USA can apply for this? (like, from India or Canada)
 - a. Print production and shipping speed are important considerations for this business. Companies whose print production and shipping facilities are located outside of the USA and cannot demonstrate that speed will ordinarily be comparable with local and regional respondents will be at a disadvantage in the scoring rubric.
3. Whether we need to come over there for meetings?
 - a. We prefer vendors to have annual in-person meetings to discuss new ideas and present new/improved products. Vendors who have annual meetings inevitably perform better.
4. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
 - a. See answer to 2 above.
5. Can we submit the proposals via email?
 - a. The digital copy of the proposal may be submitted in any convenient format via email to KKendall@hoosierlottery.com or bids@hoosierlottery.com but the six hard copies must be mailed or hand-delivered to Hoosier Lottery headquarters at 1302 N. Meridian Street, Indianapolis, IN 46202.
6. There are a lot of different options on each item. Will you be sending a list of exactly what you are looking for are we to interpret what you want?
 - a. The items listed are intentionally broad; specific items needed will vary based on Lottery business needs. We are looking for vendors that can understand our needs and present item recommendations. We are always looking for fresh, new items to add to our promotional item inventory.
7. What logo will be used for these items?
 - a. Branding will depend on product and imprint size allowed. At minimum, the Hoosier Lottery logo and Responsible Gaming logo or messaging will be included on each item. To see these logos, please visit www.hoosierlottery.com
8. Are these items for employees or give-away items?
 - a. Majority of items will be used as promotional prizes/ giveaway items at our events.

9. What size umbrella would you like quoted? A golf umbrella?
 - a. No specific size preference. Open to different styles and types.
10. Would you like the umbrella to be wind resistant?
 - a. No preference.
11. Do you prefer a brand for the umbrella?
 - a. No brand preference.
12. What size/oz tumbler would you prefer?
 - a. No preference.
13. Do you have specific items/brand you are wanting for the Tumbler, Drawstring Bag, Thermal Tote, Umbrella, Scratcher and Total Bag? If so, could you email a photo or should I stop by and pick-up a sample?
 - a. The Worksheet outlines the categories of items we typically purchase. We are not looking for a specific item/brand for any of the items listed.
14. Do you have a specific size of umbrella?
 - a. No specific size preference. Open to different styles and types.
15. Total Bag, you have as "clear; canvas" could you explain or show a photo?
 - a. We are interested in various styles of tote bags including both clear stadium-approved bags and traditional canvas tote bags.
16. Do you have a specific ball cap brand you would like? You listed 2 imprint locations, if the first if front, where would you like the 2nd location?
 - a. No brand preference. The potential 2nd location would be for our Responsible Gaming logo (back or side) if the hat style allows.
17. Would you like the clothing priced out for screen print, DTG, DTF and Embroidery?
 - a. Yes, we are interested in the different capabilities and print processes offered.
18. Do you have a DST file that you will be supplying?
 - a. N/A- unsure what that is.
19. Do you have specific brands of Tees and Polos?
 - a. No brand preference.
20. Can brands be combined to meet event time frame?
 - a. Potentially depending on the item.

21. How firm is the 7-10 day turn? Unfortunately, our supply chain is not back 100% and some shirts are still coming from out West which is a 4 day ship giving us 3 - 6 days to print a larger quantity. Just wondered.
- a. Our flexibility will be dependent on the item and/or order purpose. We ask that specific turnaround times are disclosed during product order discussions.
22. How many vendors have you asked to participate on this RFP?
- a. N/A. We have notified our incumbent vendors that the RFP has been posted but have not specifically invited anyone to participate.
23. How many vendors do you plan to include in your pool?
- a. We will select as many vendors as we believe have presented proposals showing ability to meet the needs of the business. At present, we use approximately 10 vendors to meet most of our promotional items needs.
24. Can you please provide more information and details on what you are looking for Placing Orders: electronic quoting and ordering.
- a. We require a formal quote prior to placing the order by email. The quote should outline all details of the order including but not limited to, cost per item, quantity, additional fees/setup charges, estimated shipping cost, and total order cost.
25. Is this storefront/ecommerce solution or ordering portal?
- a. No
26. What is the current annual outside print spend?
- a. Annual spend varies but we target between \$250,000 and \$500,000 for promotional items
27. Is there a goal to expand your vendor base?
- a. Not necessarily, but we are not opposed to expanding the vendor base. The Lottery's primary goal in issuing this RFP is to identify reliable, cost-effective, high-quality promotional items vendors. This RFP will establish a pool of promotional items vendors. Approved vendors desiring to do business with the Lottery will be required to sign an agreement with the Lottery. The Lottery will then make selections from the pool based on its needs for specific orders of promotional items. A vendor being selected and contracting with the Lottery at the conclusion of this RFP does not guarantee any work, only that the vendor is in the pool for future selections.
28. How many vendors have you asked to participate on this RFP?
- a. See question #22.
29. Can you please provide more information and details on what you are looking for Placing Orders: electronic quoting and ordering.
- a. See question #24.

30. When will we receive a response back to these questions to ensure we have plenty of time to complete the proposal?
- a. We are turning around these questions as quickly as possible following the closure of the question period.
31. Can we submit our proposal via email? Or must we mail (6) physical copies and (1) digital copy?
- For the (1) digital copy, what form does that need to be in and who do we send that to?
 - If you will accept the full proposal in a digital format, who do we email that to?
 - a. See question #5.
32. The 2022 Promotional Items List Response Worksheet 2 of 2.xlsx is attached to the RFP. Is page 1 of 2 missing?
- a. No. Worksheet 1 was not included in this RFP.
 - a. On this worksheet is pricing required or is it a yes or no response for each column?
 - Pricing is not required.
 - b. How do we answer the Screen Print, DTG or Embroidered column?
 - State the specific print capabilities your company can offer.
 - c. How do we answer the US or Overseas column?
 - State if you source items from the US, Overseas, or both.
 - d. If pricing is required on the Bid Worksheet, can you provide item numbers/brands, exact imprint colors and locations, exact quantities to ensure all submissions are comparable/competitive in price?
 - Pricing is not required.
 - e. If pricing is required on the Bid Worksheet, do we need to include shipping costs?
 - Pricing is not required.
33. Section D. Print Samples says a list of items with detailed specifications will be provided in the worksheet. To request physical samples of any item on the list, send an email to Kirby Kendall. Please elaborate on this. Are we required to mail printed generic samples to Kirby by the bid due date? If so, what item(s) are we required to mail? Do these samples go inside of the proposal envelop? Or can we mail separately? If mailed separately, how would you like the envelop to be labeled?
- a. It is not a requirement to include physical samples with your proposal.
34. In the RFP there was no mention of digital needs, do you have a need of an online system where employees can order one off apparel or promotional products?
- a. No
35. The worksheets lists several products a various quantities, will the quantities listed be ordered at one time or is the total the quantity ordered in various quantities throughout the year?
- a. Typically, we will place one order per item per year. We do not typically place multiple orders of the same item throughout the same year. Purchase decisions are dependent on our current inventory and upcoming needs. Order timing and quantity will vary.
36. There was no mention of a minority owned business designation. Is the committee considering this type of designation in the ranking scores?

- a. Yes, the final scoring rubric will include points for State of Indiana - certified MBE or WBE. We will award fewer points (but more than zero) for minority or women owned respondents who are not certified.
37. Will including additional relevant information in the submission that we think the Committee should consider negatively affect their decision?
- a. No