HOOSIER LOTTERY

PRINTING SERVICES AND
PROMOTIONAL ITEMS

REQUEST FOR PROPOSAL

Date Posted:
January 2, 2018
I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is issued by IGT Indiana (Lottery) on behalf of the State Lottery Commission of Indiana (Commission) to contract with vendors that can provide a variety of printing services and promotional items for the purpose of establishing a network of vendors for the Lottery.

Bidders may choose to only bid on goods or services which they provide. There is no requirement to bid on all print and promotional items to have a valid response.

An evaluation team will review submissions based on the criteria outlined in this document. From this solicitation, the Lottery hopes to contract with various vendors to provide the services outlined within this RFP. Subcontracts awarded will be for a period of three (3) years; a Subcontract is not a guarantee of future orders and/or volume. However, some 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, or the Integrated Services Agreement (ISA) between IGT Indiana and the State Lottery Commission. A copy of the ISA and related documents can be found here: https://hoosierlottery.com/about-us/bids/public-records. 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 and promotional items 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 services and promotional items vendors. Approved vendors desiring to do business with the Lottery will be required to sign an agreement with the Lottery.

B. Proposal Submission and Timeline

<table>
<thead>
<tr>
<th>Week of January 2, 2018</th>
<th>RFP document posted</th>
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</thead>
<tbody>
<tr>
<td>January 16, 2018 by 12 Noon EST</td>
<td>Questions due from Bidders</td>
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<tr>
<td>January 30, 2018 by 12 Noon EST</td>
<td>Proposals due from Bidders</td>
</tr>
<tr>
<td>By February 12, 2018</td>
<td>Apparent successful Bidders named</td>
</tr>
</tbody>
</table>
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 Tuesday, January 16, 2018. Submit questions to jmccleland@hoosierlottery.com with “HL Printing Services and Promotional Items 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 Tuesday January 30, 2018:

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, banners, and promotional items.

Quality: Proofs required.

Order Turnaround: Majority of work is required in 7-10 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.

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

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

Invoicing: Net 30 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(s).
4. Must be able to enter into a legally binding agreement with the Lottery.

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 and promotional items 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 and Promotional Item Worksheets:

   Two worksheets will be posted with the RFP during the week of January 2, 2018. Worksheet #1 is for Printing Services; Worksheet #2 is for Promotional Items. These are to be completed and submitted with the technical proposal. Bidders may choose to submit one or both of the worksheets. There is no requirement to provide answers to both worksheets if the Bidder does not
provide the types of services. For both Worksheets, Bidders may choose to only bid on certain items. Bidders are not required to bid on every single item, Bidders can choose what items, from one or both worksheets that they wish to bid on.

C. Other Requirements

1. Bidders are encouraged to submit proposals for some or all of the Lottery’s printing and promotional items needs. The Lottery reserves the right to select separate vendors for each category.

2. 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.

3. 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.

4. While print quantities can vary slightly from year to year, the Lottery shall expect to receive the price of the highest estimated quantity as depicted in Worksheet 1.

D. Print 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 McCleland at jmccleland@hoosierlottery.com by Monday December 21, 2015. 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 six (6) 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 and Promotional Item Worksheets

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. A copy of the Integrated Services Agreement can be found at: https://www.hoosierlottery.com/about-us/bids/public-records.
VIII. OWNERSHIP OF PROPOSALS
Proposals and any other materials submitted by a Bidder in response to this RFP will become the exclusive property of the Lottery upon receipt and will not be returned.

IX. PUBLIC RECORDS AND CONFIDENTIALITY OF PROPOSAL
Because IGT Indiana is conducting this RFP on behalf of the Commission, Bidders should assume that a submitted proposal will be a public record under the Indiana Access to Public Records Act (Ind. Code 5-14-3) (“APRA”). If a bidder believes that some or all of its proposal is confidential or otherwise not subject to disclosure under APRA, it may label it as such. Labeling does not guarantee protection of labeled information.

Bidders are encouraged to familiarize themselves with APRA prior to submitting a proposal.

X. PROPOSAL COSTS
The Lottery is not liable for any costs incurred by Bidders as a result of responding to this RFP.

XI. INCORPORATION OF DOCUMENTS
The RFP, the revisions (amendments/addenda) and/or supplements to the RFP, and the proposal shall be incorporated by reference into the Subcontract. In the event of any inconsistency, disagreement, or conflict, the conflict shall be resolved by first giving preference to the specific Subcontract of the parties, then the RFP including its revisions (amendments/addenda) and/or supplements, and then the proposal.

XII. INDEMNIFICATION
Bidders shall indemnify and hold harmless the Hoosier Lottery and its officers, agents, and employees from and against any and all liability including claims, demands, losses, costs, and expenses of every kind and description (including death), or damages to persons or property arising out of, or in connection with, or occurring during the course of the Subcontract where such liability is founded upon or grows out of the acts or omissions of the Bidder, its officers, employees, agents, or independent contractors or subcontractors (or subcontractors or independent contractors thereof).
## Schedule 1
### Definition of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Bidder</td>
<td>Means an entity that submits a proposal in response to the RFP</td>
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<tr>
<td>Digital Printing</td>
<td>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.</td>
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<tr>
<td>Litho</td>
<td>Offset printing or web offset printing is a commonly used printing technique in which the inked image is transferred (or &quot;offset&quot;) from a plate to a rubber blanket, then to the printing surface.</td>
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<tr>
<td>Screen Printing</td>
<td>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.</td>
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