

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: September 27, 2010

RFP NUMBER: CSP900411
INDEX NUMBER: LOT005

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Lottery Commission, is requesting proposals for:

State of Ohio VLT Gaming Economic Assessment and Review

Reason for Addendum. To indicate a correction to the reference to Attachment 7 (Offeror Performance Form) on page 25 of the RFP. Please remove pages 25 – 27 in the RFP and replace with the attached pages.

PROPOSAL DUE DATE: October 8, 2010 by 1:00 p.m.

Proposals received after the due date and time will not be evaluated.

OPENING LOCATION: Department of Administrative Services
Office of Procurement Services
4200 Surface Rd.
Columbus, OH 43228-1395

The Work Plan shall include detail sufficient to give the State an understanding of the Offeror's knowledge and approach, and be consistent with the requirements as stated in Attachment One, Part One of this RFP. Specifically, Offerors must:

- a. Provide a Work Plan that definitively describes the processes and methodologies involved with performing Project requirements. Describe the approach used for each Project requirement. Include a Project time line, which includes all Deliverables, and plan delineating Project specifics to include time commitment and responsibility of each staff member. The timeline shall be delivered as a Gantt chart, where appropriate, showing all major tasks and delineating each phase of the Project. The timeline should clearly demonstrate how the work will be fully completed and the respective turn-around times.
- b. Describe the methodology proposed to prepare and present comprehensive reports accurately and within the required timeframes.
- c. Describe the methodology proposed to prepare and present periodic invoices within DAS guidelines.
- d. Provide a positive commitment to the availability of the Offeror's time on-site, when it is mutually agreed that on-site meetings will accomplish more than teleconferences or other means of communication.
- e. Address potential problem areas, recommended solutions to the problem areas, and any assumptions used in developing those solutions.

The State seeks insightful responses that describe proven state-of-the-art methods. Recommended solutions should demonstrate that the Offeror would be prepared to quickly undertake and successfully complete the required tasks. The Offeror's Work Plan shall clearly and specifically identify key personnel assignments and the number of hours by individual for each task and agree with the individuals identified in the Offeror Profile and Staffing Plan sections.

7. Support Requirements. The Offeror must describe the support it wants from the State other than what the State has offered in this RFP. Specifically, the Offeror should address the following:
 - a. Nature and extent of State support required in terms of staff roles, percentage of time available, etc.;
 - b. Assistance from State staff and the experience/qualification level required; and
 - c. Other support requirements.

The State may not be able or willing to provide the additional support the Offeror lists in this part of its Proposal. The Offeror must therefore indicate whether its request for additional support is a requirement for its performance. If any part of the list is a requirement, the State may reject the Offeror's Proposal if the State is unwilling or unable to meet the requirements.

8. Conflict of Interest Statement. Each Proposal must include a statement indicating whether the Offeror or any people that may work on the Project through the Offeror have a possible conflict of interest (e.g., employed by the State of Ohio, etc.) and, if so, the nature of that conflict. The State has the right to reject a Proposal in which a conflict is disclosed or cancel the Contract if any interest is later discovered that could give the appearance of a conflict.
9. Assumptions. The Offeror must provide a comprehensive listing of any and all of the assumptions that were made in preparing the Proposal. If any assumption is unacceptable to the State, it may be cause for rejection of the Proposal. No assumptions shall be included regarding negotiation, terms and conditions, and requirements.
10. Proof of Insurance. In this section, the Offeror must provide the certificate of insurance required by the General Terms & Conditions, Attachment Three, Part Two. The policy may be written on an occurrence or claims made basis.
11. Payment Address. The Offeror must give the address to which payments to the Offeror will be sent.

Offerors must provide verification of registration with the Ohio Secretary of State. Information pertaining to this requirement can be found at the following URL address:

<http://www.sos.state.oh.us/SOS/businessServices/StatutoryAgents.aspx>

12. Contract Performance. The Offeror must complete Attachment 7, Offeror Performance Form. *

* To indicate a correction to the reference to Attachment 7 effective September 27, 2010.

13. W-9 Form and Vendor Information Form. The Offeror must complete Federal Form W-9, Request for Taxpayer Identification Number and Certification form and the Vendor Information Form (OBM-5657) in their entirety. At least one (1) original of each form (signed in blue ink) must be submitted in the "original" copy of the Proposal. All other copies of the Proposal may contain duplicates of these completed forms. If a subsidiary company is involved, Offerors must have an original W-9 and OBM-5657 for both the parent and subsidiary companies. These documents and directions can be found on the OBM Web site under the heading "Vendor Forms" at the following URL address:

<http://www.ohiosharedservices.ohio.gov/Vendors.aspx>

The form requires either a Standard Industrial Classification (SIC) code or a North American Industry Classification System (NAICS) code. These codes can be found at: http://www.osha.gov/pls/imis/sic_manual.html for the SIC codes or <http://www.census.gov/eos/www/naics/> for the NAICS codes. Offeror shall follow instructions to determine the proper code.

14. Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization (DMA). The Offeror being awarded this Contract must be registered with the Ohio Business Gateway (OBG) at <http://obg.ohio.gov> to file for DMA pre-certification; if you are not already registered you must:

- a. Register with the Ohio Business Gateway (OBG) at:

<http://obg.ohio.gov>

- b. Review the Terrorist Exclusion List at:

http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf

- c. Complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form at:

<http://www.publicsafety.ohio.gov/links/HLS0038.pdf>

Submit a hardcopy of this completed form with your RFP response. You must then return to the OBG and complete the form for online submission under "Electronic Filing." It is important that you submit the DMA form online at OBG and in hardcopy with the Proposal.

Failure to complete the certification may result in the Offeror being deemed not responsive and/or may invalidate any Contract award. If not submitted with the proposal response, the Offeror will have seven (7) calendar days, after notification, to submit the form.

15. Standard Affirmation and Disclosure Form - Executive Order 2010-09S Requirements. The Contractor affirms to have read and understands Executive Order 2010-09S issued by Ohio Governor Ted Strickland and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States. Offeror's shall submit a hardcopy of the DAS Standard Affirmation and Disclosure Form (Attachment Nine) as tab 17 of the Technical Proposal.

The Executive Order is available at the following Web site:

<http://www.governor.ohio.gov/Default.aspx?tabid=1495>

The Contractor also affirms, understands, and agrees to immediately notify the State of any change or shift in the location(s) of services performed by the Contractor or its subcontractors under this Contract, and no services shall be changed or shifted to a location(s) that are outside of the United States.

16. AFFIRMATIVE ACTION. Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be completed using:

<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>.

Approved Affirmative Action Plans can be found by going to the Equal Opportunity Department's Web site:

<http://eodreporting.oit.ohio.gov/searchAffirmativeAction.aspx>

Copies of approved Affirmative Action plans shall be supplied by the Offeror as part of its Proposal or inclusion of an attestation to the fact that the Offeror has completed the process and is pending approval by the EOD office.

17. COST SUMMARY FORM. The Cost Summary Form (Attachment Eleven) must be submitted with the Offeror's Proposal. The Offeror's total cost for the entire Project must be represented as the firm fixed price, for a not-to-exceed fiscal year cost. Offerors shall provide a comprehensive cost analysis; this cost must include all ancillary costs. All costs for furnishing the services must be included in the Cost Proposals as requested. No mention of or reference to, the Cost Proposals may be made in responses to the general, technical, performance, or support requirements of this RFP.

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for 120 days, starting on the due date for proposals. The awarded contractor must hold the accepted prices and/or costs for the entire contract period. No price change shall be effective without prior written consent from DAS, OPS.

NOTE: Offeror's should ensure Cost Proposals are submitted separately from the Technical Proposals, as indicated the Proposal Submittal paragraph of this RFP (see Attachment Three). This information should not be included in the Technical Proposal.

The State shall not be liable for any costs the Offeror does not identify in its Proposal.

The Consultant shall propose a pricing estimate for the entire project including research, report development, inclusive of travel expenses. Offeror's should attest to the total value as well as indicate what percentage of the total they have allocated towards travel. Travel must not be indicated as a separate line item.

The Consultant should also propose an hourly service rate for additional research services that may be requested to supplement the deliverables. The State welcomes and encourages input with regard to potential additional consulting needs required subsequent to the completion of this report.