

REQUEST FOR PROPOSALS

ADDENDUM #1

ISSUED: 08/09/16

**RFP NUMBER: CSP903117
INDEX NUMBER: LOT008**

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

THIS SOLICITATION CONTAINS AN EMBEDDED MINORITY SET-ASIDE COMPONENT

COOPERATIVE SERVICES FOR THE OHIO LOTTERY COMMISSION:
Instant Ticket Warehousing, Distribution and TelSell Services

Attached are page(s) 1 and 8 to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to extend the opening date to September 23, 2016 and adjust the calendar of events accordingly.

PROPOSAL DUE DATE:	September 23, 2016
OPENING LOCATION:	Department of Administrative Services General Services Bid Desk 4200 Surface Road Columbus, Ohio 43228-1395

REQUEST FOR PROPOSAL

RFP NUMBER: CSP903117
 INDEX NUMBER: LOT008
 UNSPSC CATEGORY: 78131800, 80140000, 1411800

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Lottery Commission, is requesting Proposals for:

THIS SOLICITATION CONTAINS AN EMBEDDED MINORITY SET-ASIDE COMPONENT

COOPERATIVE SERVICES FOR THE OHIO LOTTERY COMMISSION:
 Instant Ticket Warehousing, Distribution and TelSell Services

OBJECTIVE: The Ohio Lottery is seeking a qualified vendor with experience in providing statewide support and partnership for the Instant Ticket Warehousing, Distribution, and TelSell Services Program.

RFP ISSUED: August 3, 2016
 INQUIRY PERIOD BEGINS: August 3, 2016
 INQUIRY PERIOD ENDS: September 2, 2016 at 8:00 AM
 PROPOSAL DUE DATE: *September 23, 2016 by 1:00 PM

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

Submit Sealed Proposals to:

Department of Administrative Services
 Office of Procurement Services
 Attn: Bid Desk
 4200 Surface Road
 Columbus, OH 43228-1395

Note: Please review the [Proposal Instructions](#) on our Web site.

The Offeror must submit this cover page (signed) with its Technical Proposal.

*Indicates revised open date.

<p>Offeror Name and Address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>E-Mail Address: _____</p> <p>Phone Number: () _____ - _____ Ext. _____</p>	<p>Name/Title:</p> <p>_____</p> <p>_____</p> <p>Signature: _____</p> <p>By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.</p>
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NOTE: The following Events and Dates are subject to change:

	Date
RFP Publication	July 29, 2016
Inquiry Period	July 29 – August 19, 2016 @ 8 AM - Columbus, OH Time
Deadline for Proposal Submission	*September 23, 2016 @ 1 PM – Columbus, OH Time
Evaluation Period (Review, Site Visits, Scoring)	September 23 – October 28, 2016
DAS and OLC review and approval of Awarded Contractor	January 1, 2017
Contract Executed	January 1, 2017
Projected Contract Conversion Date	January 2017 – June 30, 2017

There are references in this RFP to the Proposal due date. Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due. Proposals received after 1:00 P.M. on the due date will not be evaluated.

1.3.10 Minority Business Enterprise Program (MBE).

The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This RFP contains a sheltered solicitation requirement which encourages Offeror to seek and set aside a portion of the Work to be exclusively performed by Ohio certified MBE businesses. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at:

<http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGEcertification/tabid/134/default.aspx>

To search for Ohio MBE Certified Providers, utilize the following search routine published on the DAS Equal Opportunity Division website:

1. Select "Locate MBE Certified Providers" as the EOD Search Area selection;
2. Select "MBE Certified Providers" link;
3. On the subsequent screen select "All Procurement Types" as a search criterion;
4. Select "Search"; and
5. A list of Ohio MBE Certified Service Providers will be displayed.

In seeking solicitations from Ohio certified MBE subcontractors, the Offeror must:

1. Utilize a competitive process to which only Ohio certified MBEs may respond;
2. Have established criteria by which prospective Ohio MBEs will be evaluated including business ability and specific experience related to the Work requirements; and
3. Require the Ohio certified MBE maintain a valid certification throughout the term of the Contract, including any renewals.

After award of the RFP, the Contractor must submit a quarterly report(s) and/or form to the agency representative or designee, and a copy to the DAS Procurement Analyst, documenting the work performed by and payments made to the MBE subcontractor(s). This RFP provides details on the report(s) and/or form and the timing on filing.

MBE Subcontractor Plan

Pre-award identification of Ohio certified MBE subcontractor and Contractor selected percentage: Offeror's Proposal must include an Ohio certified MBE subcontractor plan (Plan). The Plan must (a) state the specific percentage of the cost of the Work that it will set aside for Ohio certified MBE subcontractors only; (b) include a description of a competitive process used for the selection of Ohio certified MBE subcontractors to which only Ohio certified MBEs responded; and (c) identification of proposed portions of the Work to be performed by Ohio certified MBE subcontractors. The TelSell portion of the project may not be subcontracted.

*Indicates revised open date.