



# STATE OF ARKANSAS

OFFICE OF STATE PROCUREMENT

1509 West 7th Street, Room 300

Little Rock, Arkansas 72201-4222

## **TECHNICAL PROPOSAL PACKET**

**REVISED 7/7/2015**

**SP-15-0097**

### **CAUTION TO VENDOR**

Vendor's failure to submit required items and/or information as specified in the *Bid Solicitation Document* **shall** result in disqualification.



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## PROPOSAL SIGNATURE PAGE

Type or Print the following information.

RESPONDENT'S INFORMATION			
Company:			
Address:			
City:	State:	Zip Code:	
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input type="checkbox"/> Government/ Nonprofit
Minority Designation: <i>See Minority Business Policy</i>	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Female-Owned Business	<input type="checkbox"/> African American <input type="checkbox"/> American Indian	<input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Service Disabled Veteran
	AR Minority Certification #:	_____	Service Disabled Veteran Certification #: _____

VENDOR CONTACT INFORMATION		
<i>Provide contact information to be used for bid solicitation related matters.</i>		
Contact Person:	Title:	
Phone:	Alternate Phone:	
Email:		

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.
<p><i>Note: If a redacted copy of the submission documents is not provided with vendor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), shall be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See bid solicitation for additional information.</i></p>

**An official authorized to bind the vendor to a resultant contract must sign below.**

The signature below signifies agreement that either of the following **shall** cause the vendor's proposal to be disqualified:

- Additional terms or conditions submitted in their proposal, whether submitted intentionally or inadvertently.
- Any exception that conflicts with a Requirement of this *Bid Solicitation*.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
*Use Ink Only.*

Printed/Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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## **SECTION 1 - VENDOR AGREEMENT AND COMPLIANCE**

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

**Authorized Signature:** \_\_\_\_\_  
*Use Ink Only.*

**Printed/Typed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## **SECTION 2 - VENDOR AGREEMENT AND COMPLIANCE**

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

**Authorized Signature:** \_\_\_\_\_  
*Use Ink Only.*

**Printed/Typed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **SECTIONS 3, 4, 5 - VENDOR AGREEMENT AND COMPLIANCE**

- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

Authorized Signature: \_\_\_\_\_

*Use Ink Only.*

Printed/Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_



## INFORMATION FOR EVALUATION

- Provide a response to each item/question in this section. Vendor may expand the space under each item/question to provide a complete response.
- **Do not** include additional information if not pertinent to the itemized request.

<p><b>E.1 <u>BUSINESS ORGANIZATION</u></b></p> <p>Provide the full name and address of Vendor’s organization and, if applicable, any branch office or other subordinate element that will perform or assist in the performance of the work hereunder.</p> <p>Describe whether firm operates as an individual, partnership, corporation, joint venture, or other specified form of business organization as well as any information required by 3.9.A. through 3.9G.</p>	5
<p><b>E.2 <u>FINANCIAL VIABILITY</u></b></p>	
<p>A. Provide information demonstrating the Vendor’s financial viability, integrity and stability, including, but not limited to, annual reports and client lists for the past three (3) years.</p>	5
<p>B. Provide the most recent financial statement, the most recent audit report of the Vendor’s operations, and a disclosure of the Vendor’s internal financial controls and procedures for financial reporting as required in 3.9.M.</p>	5
<p><b>E.3 <u>VENDOR DISCLOSURES</u></b></p> <p>Provide details on the following disclosures for the Vendor and all subcontractors:</p> <ul style="list-style-type: none"> <li>• All the states and jurisdictions in which the Vendor does business and the nature of the business for each state or jurisdiction as required in 3.9.H.</li> <li>• All the states and jurisdictions in which the Vendor has contracts to supply gaming goods or services, including without limitation lottery goods and services, and the nature of the goods or services involved for each state or jurisdiction as required in 3.9.I.</li> <li>• All the states and jurisdictions in which the Vendor has applied for, has sought renewal of, has received, has been denied, has pending, or has had revoked a lottery or gaming license of any kind or had fines or penalties assessed to the Vendor’s license, contract, or operation and the disposition of each instance in each state or jurisdiction. Disclose any lottery or gaming license or contract has been revoked or has not been renewed or any lottery or gaming license or application has been either denied or is pending and has remained pending for more than six (6) months, all of the facts and circumstances underlying the failure to receive a license as required in 3.9.J.</li> </ul>	5

<ul style="list-style-type: none"> <li>• All finding or plea, conviction, or adjudication of guilt in a state, federal, foreign, or international court or tribunal for a criminal offense other than a traffic violation committed by vendor or a person identified under Arkansas Code Annotated § 23-115-501 (b)(1) as required in 3.9.K.</li> <li>• All Vendor’s bankruptcy, insolvency, reorganization, or corporate or individual purchase or takeover of another corporation, including without limitation the assumption of bonded indebtedness as required in 3.9.L.</li> <li>• All civil or criminal litigation or indictments which the vendor is involved and any joint ventures, strategic partners, prime contractor team members, and subcontractors involved as required in 3.10.</li> <li>• Information on all conflict of interest with the products and goals of OAL that could result from other projects in which the Vendor is involved as required in 3.11.</li> <li>• A list from Vendor and subcontractor(s) of all clients that were lost between January 2013 and the present and the reason for the loss as required in 3.11.</li> <li>• All contract disputes involving an amount of thirty-five thousand dollars (\$35,000.00) or more the Vendor, and/or its subcontractor(s), has been involved in within the past two (2) years. Indicate if the dispute(s) has been successfully resolved as required in 3.11.</li> </ul>	
<p><b>E.4 <u>EXPERIENCE OF THE VENDOR’S ORGANIZATION</u></b></p>	
<p>A. Provide <del>four</del> <b>one (1)</b> Letter of Recommendation from the last two (2) contracts awarded that contain a similar scope of work as defined in this bid solicitation. These should:</p> <ul style="list-style-type: none"> <li>• Be on official letterhead of the party submitting recommendation.</li> <li>• Be from entities with recent (within the last five (5) years) contract experience with the respondent.</li> <li>• Be from individuals who can directly attest to the respondent’s qualification relevant to this bid submission.</li> <li>• Be limited to organizational recommendations, not personal recommendations.</li> <li>• Be dated no more than six (6) months prior to the proposal submission date.</li> <li>• At minimum, contain the current contact information for reference, including: <ul style="list-style-type: none"> <li>- Name</li> <li>- Phone number</li> <li>- Email address</li> <li>- Mailing address</li> </ul> </li> </ul>	<p>5</p>
<p>B. Vendor should provide a detailed description of its organization, including employee capacity to undertake and successfully carry out the proposed services.</p>	<p>5</p>
<p>C. Vendor should provide proof of any credentials of its firm and description of past projects that illustrate such record.</p>	<p>5</p>

D. Vendor should provide resumes of the managing individuals it would assign to this project. The resumes should describe any relevant education, knowledge, training, and experience.	5
E. Vendors should provide its quality assurance program and a detailed description of how the quality assurance program will be applied to this project.	5
F. Vendor should provide proof it has a demonstrated track record of success in increasing Lottery revenue and profit in a jurisdiction in which Vendor was contracted to work within last 5 years. Proof may be in a financial chart form showing sales increase or in another form Proof should include the lottery name, years of increase, and amount of increase.	5
G. Vendor should provide proof that demonstrates knowledge and understanding of Lottery player reaction to changes in wagering opportunities within a jurisdiction or surrounding jurisdiction within last 5 years. Proof may be in chart, graph, narrative or other form.	5
H. Provide a list containing the names of each individual who will work under a resulting contract and his or her role in the project.	5
<b>E.5 PROJECT MANAGEMENT (PM) AND STAFFING</b>	
A. Provide name, and title of the full-time dedicated staff Project Manager and other responsible individuals who will work under a resulting contract.	5
B. Identify the role and anticipated percentage of time allocated of each individual in the proposed work effort.	5
<b>E.6 WORK PLAN AND TIMELINE</b>	
A. Describe in detail the work plan and methods you will use to evaluate OAL and to recommend actionable plans.	5
B. Describe how much time and assistance required from the OAL to complete your analysis and recommendations.	5
C. Provide a typical project schedule and proposed timeline for completion of this project.	
1. Provide a detailed description of each major event, task, or decision point in your work plan, as well as the time estimated (in terms of person hours and elapsed days) to complete each major component.	5
2. Provide a detailed work plan/time line developed with a business planning tool such as Microsoft Project, which should be submitted as a MS Project file or portable document file (pdf) on flash drive. Provide time estimates including allowance for Lottery review and revisions to the Business Plan.	5
3. This work plan should provide a brief discussion of the subject matter, including important considerations, alternatives or methodologies, as applicable, which clearly demonstrate your understanding of the work effort required if awarded a contract through this bid solicitation process.	5
<b>E.7 ADDITIONAL INFORMATION AND COMMENTS</b>	5
The Vendor should provide any additional related information and/or services that are believed	

to set them apart from their competitors. This may be submitted as an attachment and should be no longer than 2 pages.	
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