



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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April 17, 2015

TO: All Potential Bidders

FROM: Bonnie Lindstrom, RFP 15-200 Coordinator
OFM Contract Services

SUBJECT: Amendment No. 2 -- OFM Answers to Bidders' Questions
Compliance Auditing and Verification Drawing for the Washington State Lottery
RFP No. 15-200

The following OFM Answers to Bidders' Questions Numbers 1 through 3 are issued as Amendment No. 2 to the Request for Proposals (RFP) dated March 31, 2015.

OFM Answers to Bidders' Questions

Note: These OFM Answers to Bidders' Questions may only explain or clarify some aspect that is already addressed in the RFP. But some of the answers may also supplement or change what was previously stated in the RFP or in an exhibit.

Therefore it is important that bidders review all questions and answers, and not just those which they may have submitted.

OFM RFP #15-200
Bidder Questions and Answers

Question 1: I have a question pertaining to the compliance auditing and verification drawing for Washington's Lottery. What is the onsite requirement for the drawing verifications? Is this a requirement whereas the contractor should be available daily to observe and certify the daily drawings? Could you please clarify?

Answer:

Yes, one of the onsite requirements is that the contractor be available daily to observe and certify the daily drawings as follows:

- Draw game drawings occur daily. These drawings will take place at the Lottery Headquarters in Olympia.
 - The contractor is to be present / onsite:
 - From approximately 7:00 p.m. to 9:00 p.m. (2 hours) on Tuesday, Thursday, Friday, and Sunday, and
 - From approximately 6:30 p.m. to 9 p.m. (2.5 Hours) on Monday, Wednesday, and Saturday
 - This time begins at the time the Contractor is requested by WL to be on the premises of the drawing location, until all required work in conjunction with the drawing is completed.
 - The CPA must be present from the time the vault is opened until the vault is closed each evening. The CPA maintains custody of the key and unlocks the vault and relocks it at the conclusion of the drawing.
 - If the Contractor should be required to be present more than thirty minutes past the expected time, he/she will be reimbursed based on the specified hourly rate for drawing overtime. Drawing overtime should occur only rarely and for such reasons as lockdown procedures due to out of balance incidents, power outages, equipment failure, excessive fouls or equipment certification/recertification.
 - These standard work times may be adjusted by the WL on 30- days notice to the Contractor, which could involve moving the daily drawing time.
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Additional onsite requirements are as follows:

- The WL may conduct supplemental drawings in conjunction with promotions and may request contractor attend to verify drawings.
- Prior to their first drawings and periodically throughout the year, the Contractor will be required to participate in a number of training sessions.
- The Contractor is also requested to attend meetings that are set up with the Drawing team, by the WL coordinator.
- The Contractor shall be present when any software and or hardware changes are made to the computerized drawing equipment.

- The Contractor may occasionally be requested to perform additional services away from the normal on-line drawing location.

Question 2: 1, Page 21, section Deliverables b. 2) states the start time is 6:30 for all drawings. The current start time for Tues, Thurs, Fri and Sun is 7pm. Is the start time changing to 6:30 for all drawings?

Answer: No, the start time is not changing. We have amended the RFP to reflect the current times as follows: “The Contractor is currently required to be present from approximately 7:00 p.m. to 9:00 p.m. each day of the week, except Monday, Wednesday, and Saturday. Time on these days is 6:30 p.m. to 9 p.m.”

Question 3: Is a list of firms that downloaded the RFP available?

Answer: Pending.