

## **PRE-PROPOSAL CONFERENCE SUMMARY**

### **TELEVISED DRAWINGS OF LOTTERY DRAW GAMES AND RELATED SERVICES RFP #2017-02**

**June 13, 2017**

At approximately 10:00 a.m., Mr. Robert Howells, Director of Procurement for the Maryland State Lottery and Gaming Control Agency (“MLGCA”), welcomed everyone to the Pre-Proposal Conference for the Televised Drawings of Lottery Draw Games and Related Services RFP #2017-02. He introduced MLGCA representatives that were in attendance: Carole Gentry, Director of Communications; Jill Baer, Director of Creative Services; Barbara Jones-Frederick, Senior Advertising Manager; and Marie Torosino, Executive Assistant and the recorder.

Mr. Howells asked that if anyone did not sign-in to please do so before leaving and reminded the attendees to sign-in or clip their business card to the Sign-In Sheet. If there were any Minority Business Enterprises (“MBE”), Veteran Owned Small Business Enterprises (“VSBE”), or Small Business Reserve (“SBR”) qualified firms present they were requested to indicate that on the Sign-In Sheet and he explained that prime vendors and potential MBE or VSBE subcontractors and SBR firms should take advantage of this opportunity to network.

Mr. Howells said that the Sign-In Sheet (useful for primes and subs to network), a Summary of the Pre-Proposal Conference, final answers to any questions asked at the Pre-Proposal Conference, and any Amendments to the RFP, if necessary, would be sent by e-mail to the attendees and to any other entities who were sent the RFP or who are known to have obtained a copy of the RFP. This information will also be published on e-Maryland Marketplace (the State’s electronic procurement system) and the MLGCA’s website ([mdlottery.com](http://mdlottery.com)).

A number of written questions were received prior to today’s meeting and they were answered in writing on June 6, 2017 (Q&A #1). He said that he will go through and review the sections of the RFP and if there are any other questions today, please feel free to ask. We ask for and want your feedback on this RFP. However, keep in mind that anything said here today is for general discussion purposes only and you will receive the responses in writing. Although we will attempt to answer these questions today, the responses given verbally today by State representatives are not binding upon the State, are for informational purposes only, and are subject to later written clarification. Should substantive issues be raised which cause changes to be made to the RFP, a written Amendment to the RFP will be issued. No changes to the RFP are effective unless contained in a written Amendment issued to all parties.

Mr. Howells noted that the State has developed a statewide standard RFP template that all State Agencies are required to use regardless of what service they are purchasing. Due to the one-size-fits-all design of this RFP template, there are references to things like federal funding, HIPPA, etc. which clearly have no applicability to this project and any items that do not apply to this RFP are so noted in each section. He also highlighted some of the other things that have changed in this RFP, such as the name change from “On-Line” to “Draw” Games, the addition of VSBE goal, the requirement for the contractor to provide the Drawing machines, and the fixed fee for service pricing model.

Mr. Howells then proceeded to review each Section of the RFP to address any other questions that potential offerors may have.

### **SECTION 1 - MINIMUM QUALIFICATIONS**

Mr. Howells reviewed Section 1 and there were no questions.

### **SECTION 3 - CONTRACTOR REQUIREMENTS/GENERAL**

Mr. Howells reviewed Section 3 and there were no questions.

### **SECTION 4 - PROCUREMENT INSTRUCTIONS**

Mr. Howells reviewed Section 4 and there were no questions.

### **SECTION 5. - PROPOSAL FORMAT**

Mr. Howells reviewed Section 5 and there were no questions.

### **SECTION 6 - EVALUATION AND SELECTION PROCESS**

Mr. Howells reviewed Section 6 and there were no questions.

### **SECTION 2 - CONTRACTOR REQUIREMENTS/SCOPE OF WORK**

Mr. Howells reviewed Section 2 and provided an opportunity for the MLGCA project representatives to comment on the Scope of Work.

There were no questions.

Mr. Howells then asked if there were any further questions about any sections of the RFP or this procurement in general.

**Question #1:** In the RFP, it states that you need to provide a list of any contracts that we have with the State. Is there a minimum amount of that contract? We have some small vendor agreements for special events that are for small amounts and would those one-day events be considered a contract?

**Answer:** We are talking about actual contracts, not small procurement purchases where a purchase order or credit card may be used.

**Question #2:** Does your fiscal year start on July 1?

**Answer:** Yes, the State Fiscal Year is from July 1 to June 30.

**Question #3:** Is the budget approved for 2017/2018? Do you have in that budget as public record what you budgeted for line items to fulfill this RFP?

**Answer:** The budget has been approved and it is public information. We do not have our final allocations for 2017/2018, and will respond in writing to your question regarding the line items.

**Question #4:** What is the MLGCA storing in 1,000 square feet beyond the Drawing machines?

**Answer:** Currently, there are six actively used drawing machines, some old drawing machines, and ball sets stored in the vault. Some of the machines are backup machines and some are just old machines. Vault space needs to be dedicated for the MLGCA's equipment.

**Question #5:** Who owns the current Drawing machines?

**Answer:** The current Drawing machines are all owned by the MLGCA.

**Question #6:** Who will own the Drawing machines in the new contract?

**Answer:** The Contractor awarded the contract shall be required to provide and maintain the Drawing machines.

**Question #7:** So the contractor would buy the machines and not lease them?

**Answer:** The contractor must provide and maintain the Drawing machines. The MLGCA has no preference for the contractor to buy or lease the Drawing machines.

**Question #8:** Do you plan to use the current machines that are stored at the current location?

**Answer:** They would serve as backup machines to the Drawing machines to be provided by the contractor.

**Question #9:** Are you looking for new machines?

**Answer:** Yes. If a machine breaks down, the MLGCA would have the old ones to use in an emergency. Very old ones that have accumulated over time will probably be discarded. The vault space needs to be dedicated for the MLGCA's usage and provide adequate room for MLGCA staff to move around. The size of approximately 1,000 square feet was addressed in a written question previously submitted.

There were no further questions.

In conclusion, Mr. Howells stated that a Summary of the Pre-Proposal Conference and the Sign-in Sheet will be sent to all parties as soon as possible. He also reminded the attendees that the MLGCA will accept additional questions after the Conference, up until such time as it becomes impractical to research and distribute the answers to all parties.

Mr. Howells thanked everyone for attending today. The Pre-Proposal Conference concluded at 10:58 a.m.

Summary prepared by:

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