



Working on Behalf of the:



**DIGITAL JACKPOT SIGNS**

**REQUEST FOR PROPOSAL**

**AUGUST 11, 2023**

## I. GENERAL INFORMATION

### A. Purpose

This Request for Proposal (“RFP”) is issued by IGT Indiana, LLC (“Lottery”) on behalf of the State Lottery Commission of Indiana (“Commission”) to contract with a vendor that can provide five hundred (500) large digital jackpot signs to be used in Hoosier Lottery retailers throughout the State of Indiana.

Lottery plans to contract with one vendor to supply goods as outlined in this RFP. A winning Bidder should expect to enter into a contract with the Lottery that details the terms of the Lottery’s purchase of the needed signs and includes certain required terms and conditions based on Lottery contractual and regulatory requirements. The contract will have a Term of approximately three years and may include optional extension years.

### B. Definitions and Abbreviations

Capitalized terms and abbreviations used in this RFP shall have the meanings ascribed to them in the Integrated Services Agreement (“ISA”) between IGT Indiana and the State Lottery Commission. A copy of the ISA and related documents can be found here: <https://hoosierlottery.com/who-we-are/bids/>. Other special terms and abbreviations may be used in this RFP, but they are localized and defined where they appear rather than in the ISA.

## II. BIDDING AND CONTRACT ADMINISTRATION

### A. Goals

Lottery's goal in issuing this RFP is to identify a high quality, reliable, compatible, cost-effective digital jackpot sign that will be placed in Hoosier Lottery retail locations.

### B. Proposal Submission and Timeline

August 11, 2023 RFP document posted  
September 8, 2023 Questions due from Bidders  
October 2, 2023 Proposals due from Bidders  
October 20, 2023 Apparent successful Bidder named

### C. Contacts

If additional information is necessary to enable a prospective Bidder to better interpret the information contained in the RFP, written questions will be accepted until Noon ET on Friday, September 22, 2023. Submit questions to [jmccleland@hoosierlottery.com](mailto:jmccleland@hoosierlottery.com) with "HL DJS RFP Questions" in the subject line.

Prospective vendors submitting proposals in response to this RFP (“Bidders”) are advised that the questions and responses by the Lottery may be shared with all interested Bidders at the same time to ensure that all Bidders have access to the same information.

Proposals must arrive at the following address before 5:00 pm ET on Monday October 2, 2023:  
Jayne McCleland  
IGT Indiana, LLC  
1302 N. Meridian St.  
Indianapolis, Indiana

### III. REQUIREMENTS FOR BIDDERS

#### A. Proposal

Bidder must provide a proposal that includes, at a minimum, what is described below. The proposal should demonstrate that the Bidder can meet or exceed the Lottery's expectations for digital jackpot signs.

**For all options provided, Bidders should indicate whether or not their device/protocol has been cleared and approved by IGT Global Solutions Corporation.**

1. Digital jackpot sign specifications: Provide images or illustrations of your digital jackpot signs and a full list of specifications. Signs will be primarily in Hoosier Lottery retailers' windows facing outside. Multiple options and variations of sign layouts can be submitted for consideration. Please provide options, specifications and pricing for two different sign options:

**OPTION 1:**

Your proposed sign must display jackpot amounts for the following four games:

- Powerball
- Mega Millions
- Hoosier Lotto
- Ca\$h 5

Artwork for these games and other relevant information can be found on the Lottery's website at: <https://hoosierlottery.com/games/draw/>

**OPTION 2:**

Your proposed sign must display jackpot amounts for the following three games:

- Powerball
- Mega Millions
- Hoosier Lotto

Artwork for these games and other relevant information can be found on the Lottery's website at: <https://hoosierlottery.com/games/draw/>

2. Fulfillment: Provide a statement addressing how quickly your company would be able to deliver 500 digital jackpot signs to the Lottery for use. Include any concessions you are willing to make if you are not able to meet the delivery schedule set forth in your statement.
3. General Information:
  - Founding Date. When did your company open?
  - Current Ownership. Who are the current owners of your company?
  - Parent Company/Affiliation. Provide a listing of all companies/agencies that are owned or affiliated with your parent company.

- Address of Indiana office location, if applicable, and number of Indiana-based employees.
- History and current mission of your company.
- Unique features of your company, and any distinctions between you and your competitors.
- Strategic partners, if any.
- Minority- or women-owned business certifications, if any.

#### B. Cost Proposal

Bidders must provide a cost quote for 500 four-game digital jackpot signs, including any extra costs or fees, whether required or optional. If there are other costs or fees included in the cost proposal, please itemize the base cost and other costs and fees.

### IV. EVALUATION OF PROPOSALS

#### A. Submission of Proposals

Bidder must submit an RFP response in the following manner:

Main package must bear the Bidder's name and contain a cover letter from a member of Bidder's staff authorized to legally and contractually make this submission. Main package must also include the following:

- "Proposal Response" showing the Bidder's name and containing three (3) hard copies, and at least one (1) digital copy, of the Proposal and Cost Proposal.

#### B. Late Proposals

Any Proposal received by the Lottery after the deadline for submission of proposals will be rejected.

#### C. Evaluation Committee

The Lottery will appoint an Evaluation Committee to act as an evaluation team. The Evaluation Committee will be responsible for evaluating proposals for compliance with RFP requirements. Evaluation Committee personnel will use the evaluation criteria stated in this RFP. The Evaluation Committee will be made of qualified subject matter experts to ensure the best outcome for the Lottery.

#### D. Evaluation Procedure

##### 1. Letters of Clarification

During assessment of proposals the Evaluation Committee may have questions of clarification concerning specific elements of each submission. The Evaluation Committee may ask Bidders for clarification. Bidders are requested to submit responses to these questions within 48 hours. Depending on the nature of the inquiry the information may be shared with other Bidders and will be incorporated into the final Subcontract with the Subcontractor if relevant.

##### 2. Review and Scoring (Maximum Award: 100 Total Points)

The Evaluation Committee will review proposals from each Bidder, evaluate and score the submission according to the maximum points allocated on the following criteria:

##### Categories Points

Proposal – Specifications 50 points

Proposal – Fulfillment 15 points

Proposal – General Information 5 points  
Cost Proposal -25 points  
MBE/WBE -5 points

The total scores will be ranked by the Evaluation Committee to determine the apparent winning Bidder.

#### V. NEWS RELEASES

Bidders shall not issue any written or oral statement or other written or oral communication to any press or other media representative with regard to the Lottery, the Commission, or this RFP, unless such communication is specifically approved in advance by the Lottery.

#### VI. DISCLAIMER

By issuing this RFP the Lottery does not guarantee that a contract will be awarded. Furthermore, any Subcontractor must meet all requirements set forth in the Integrated Services Agreement between the Commission and the Lottery. A copy of the Integrated Services Agreement can be found at: <https://hoosierlottery.com/who-we-are/bids/>.

#### VII. OWNERSHIP OF PROPOSALS

Proposals and any other materials submitted by a Bidder in response to this RFP will become the exclusive property of the Lottery upon receipt and will not be returned.

#### VIII. PUBLIC RECORDS AND CONFIDENTIALITY OF PROPOSAL

Because IGT Indiana is conducting this RFP on behalf of the Commission, Bidders should assume that a submitted proposal will be a public record under the Indiana Access to Public Records Act (Ind. Code 5-14-3) ("APRA"). If a Bidder believes that some or all of its proposal is confidential or otherwise not subject to disclosure under APRA, it may label it as such. Labeling does not guarantee protection of labeled information. Bidders are encouraged to familiarize themselves with APRA prior to submitting a proposal.

#### IX. PROPOSAL COSTS

The Lottery is not liable for costs incurred by Bidders because of responding to this RFP.

#### X. INCORPORATION OF DOCUMENTS

The RFP, the revisions (amendments/addenda) and/or supplements to the RFP, and the proposal shall be incorporated by reference into the Subcontract. In the event of any inconsistency, disagreement, or conflict, the conflict shall be resolved by first giving preference to the specific Subcontract of the parties, then the RFP including its revisions (amendments/addenda) and/or supplements, and then the proposal.

#### XI. INDEMNIFICATION

Bidders shall indemnify and hold harmless the Hoosier Lottery and its officers, agents, and employees from and against any and all liability including claims, demands, losses, costs, and expenses of every kind and description (including death), or damages to persons or property arising out of, or in connection with, or occurring during the course of the Subcontract where such liability is

founded upon or grows out of the acts or omissions of the Bidder, its officers, employees, agents, or independent contractors or subcontractors (or subcontractors or independent contractors thereof)