



TEXAS LOTTERY COMMISSION
REQUEST FOR PROPOSALS FOR
DOCUMENT MANAGEMENT SERVICES

#362-2022-0002

RESPONSES TO PROPOSERS'
QUESTIONS

AND

RFP AMENDMENT

October 18, 2021

**REQUEST FOR PROPOSALS
FOR
DOCUMENT MANAGEMENT SERVICES
RESPONSES TO PROPOSERS'
QUESTIONS**

Note to All Prospective Proposers:

The following responses include questions raised and answers provided during the pre-proposal conference held on September 30, 2021, and questions submitted in writing by the RFP deadline.

In its answers to the following questions, the Texas Lottery has attempted to provide both accurate and thorough responses. Some answers may clarify or modify the RFP, and every Prospective Proposer is on notice of each answer's content. Answers that modify the RFP are so noted. Answers apply only to the facts as presented in each specific question.

Proposers shall review all sections of the RFP along with this document to ensure a complete understanding of the requirements. Any exceptions to the RFP shall be noted in the proposal, as required under Section 2.7 of the RFP.

Please note: Any questions regarding the HUB Subcontracting Plan (HSP) are in a separate document that will be updated throughout the procurement process.

**PRE-PROPOSAL CONFERENCE QUESTIONS AND RESPONSES –
September 30, 2021**

1. Is there any specific format for submitting Proposer's Cost proposal?

RESPONSE: Yes. A Proposer must submit the cost proposal in the format prescribed in Attachment H of the RFP. Essentially, a Proposer must fill in the form and that will serve as the Cost Proposal.

WRITTEN QUESTIONS RECEIVED BY OCTOBER 12, 2021 @ 4 P.M.

2. What is the budget for this project?

RESPONSE: The Texas Lottery declines to respond.

3. Whether companies from Outside USA can apply for this?

RESPONSE: The process is open to all vendors that can provide the goods and services.

4. Whether we need to come over there for meetings?

RESPONSE: Yes, also please see the response to Question 5.

5. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)?

RESPONSE: No. These tasks are performed on-site.

6. Can we submit the proposals via email?

RESPONSE: Yes. Please refer to RFP Section 2.5.

7. Copy Services and Scanning and Imaging Services are two very different businesses. Will the Lottery be considering responses for just Scanning and Imaging Services?

RESPONSE: Proposers must respond to the entire RFP; partial responses will not be accepted.

8. Due to circumstances surrounding COVID-19, will an electronic only submission be allowed?

RESPONSE: Please see the response to Question 6.

9. Due to circumstances surrounding COVID-19, will electronically signed forms be allowed?

RESPONSE: Yes, but the forms must be electronically signed by an authorized signatory.

10. 2.5 Submission of Proposal

2.5.1 Part 5, HSP, requests one (1) original and 2 (two) copies of the HSP documentation to be submitted. Confirm if these are to be submitted separate from the original/copies of the proposal response.

RESPONSE: Proposers shall provide one (1) signed original and two (2) copies of all required HSP documents, this can either be submitted separate or included with the original proposal response. For electronic submissions, please follow the instructions in Section 2.5.

11. 2.6 Response Format & Contents

- a. As indicated in Item d., confirm that the cost proposal shall be submitted in a separately sealed envelope.
- b. Does this require 1 (one) original and 3 (three) copies included in the sealed envelope?

RESPONSE: Yes, the cost proposal must be submitted in a separate, sealed envelope, attached to the original Proposal only.

No, only the original signed cost proposal is required.
For electronic submissions, please follow the instructions in Section 2.5.

12. 2.10 Proposer's Cost Proposal

2.10.1- Are proposers to submit only 1 copy of the Cost Proposal with the original binder plus electronic version and NOT for the RFP copies?

RESPONSE: Please see the response to Question 11. Additionally, the Cost Proposal shall be excluded from the USB drive and the copies.
For electronic submissions, please follow the instructions in Section 2.5.

13. 2.15 Proposal Evaluation

2.15.5 – Will the committee have access to the pricing proposal? At what point (ie. After the proposer is deemed responsive etc.)?

RESPONSE: Cost is not reviewed until the technical proposal is reviewed and technical scoring is completed. Proposers are encouraged to watch the Pre-Proposal conference video for further explanation.

AMENDMENT TO THE RFP

The following has been adopted by Amendment to the RFP, as permitted by Section 2.12 of the RFP. The following section has been added.

Amendment No. 1

3.53.16 Under §161.0085 of the Health and Safety Code, a state agency may not enter into a contract payable with state funds with a business in this state that requires a customer to provide any documentation certifying the customer's COVID-19 vaccination or post-transmission recovery on entry to, to gain access to, or to receive services. By signing and submitting a Proposal, the Proposer certifies that it does not require a customer to provide any documentation certifying a customer's COVID-19 vaccination or post-transmission recovery upon entry to, to gain access to, or to receive services and will not require such during the term of the Contract.