


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT		1. Solicitation Number CFOPD-21-R-010		Page of Pages	
				1	1 plus Attachment
2. Amendment/Modification Number Amendment No. 1	3. Effective Date See Box 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption Lottery Promotions and Events Support Services		
6. Issued by: Code		7. Administered by (If other than line 6)			
Office of the Chief Financial Officer Office of Contracts 1100 4 th Street SW Suite E610 Washington, DC 20024					
8. Name and Address of Contractor (No. street, city, county, state and zip code) ALL POTENTIAL OFFERORS Code Facility		X	9A. Amendment of Solicitation No. CFOPD-21-R-010		
			9B. Dated (See Item 11) June 16, 2021		
			10A. Modification of Contract/Order No.		
			10B. Dated (See Item 13)		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning a <u>1</u> written copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to (Specify Authority):					
B. The above numbered contract/order is modified to reflect the administrative changes.					
C. This supplemental agreement is entered into pursuant to authority of:					
D. Other (Specify type of modification and authority) Administrative					
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return 1 copy to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) The above referenced solicitation to provide Lottery Promotions and Events Support Services is hereby amended to reflect responses to inquiries received (Attachment A). ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED					
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.					
15A. Name and Title of Signer (Type or print)		16A. Name of Contracting Officer			
		Anthony A. Stover or Drakus Wiggins			
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia		16C. Date Signed	
(Signature of person authorized to sign)				July 1, 2021	
		(Signature of Contracting Officer)			

Amendment 1 – Attachment A

CFOPD-21-R-010 – Lottery Promotions and Events Support Services

Set forth below are the District's responses to Offeror questions:

Question 1. Could you please clarify whether companies from Outside USA can apply for this? (like, from India or Canada)

Response 1. **The solicitation is designated only for Certified Business Enterprise (CBE) offerors. Only Businesses that are Certified by DC Department of Small and Local Business Development (DSLBD) at the time of submittal can participate.**

Question 2. Could you please clarify whether vendors need to come to the US for meetings?

Response 2. **Please refer to response to question number one.**

Question 3. Can vendors perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Response 3. **Please refer to response to question number one.**

Question 4. Can vendors submit the proposals via email?

Response 4. **Offerors shall ONLY submit proposals as indicated in Section L.12 of the solicitation.**

Question 5. Can a small business that has its principle office outside of the District of Columbia be eligible to be award the contract?

Response 5. **Please refer to response to question number one.**

Question 6. If yes, and a small business from outside the District of Columbia is eligible, what documentation are we required to provide to certify we are a small business / disadvantaged business?

Response 6. **Please refer to the response of question number one.**

Question 7. If our agency will meet the requirements for a CBE after being awarded the contract, should that be outlined or noted in our proposal?

Response 7. **The solicitation requires that offerors must be certified at the time of submittal of their proposal.**

Question 8. Is there an incumbent agency for this contract? If yes, how long had they been contracted?

Response 8. **No.**

Question 9. Will staff be expected to drive the Lottery truck (or other DC Lottery vehicles) to and from events?

Response 9. No, DC Lottery staff will drive all government vehicles.

Question 10. Is there an established place where all program materials and vehicles are stored, or should that be included in the price?

Response 10. The Lottery handles storage of materials and the truck, pricing should not be included for this.

Question 11. Should cost be included for maintenance of fleet vehicles?

Response 11. No, all vehicles are maintained by the Office of Lottery and Gaming (Lottery)

Question 12. Is the contractor expected to help source events? Manage the calendar/ schedule? Scout sponsorship or special event opportunities? Or are all events contracted and scheduled through the DC Lottery?

Response 12. No, the Lottery's events team schedules and sources events. The Contractor can provide recommendations.

Question 13. Can you please provide a list of all of the items and assets that DC lottery already owns and utilizes for events?

Response 13. The Lottery's event team has a plethora of items used to conduct events including prize wheels, money machines, drums, branded tables, chairs, rope and station, rugs, and other materials. Other event materials are rented as needed.

Question 14. Should cost be included for upgrading, rebranding or creating new program assets or replacing existing items? (uniforms, signage, display pieces, truck, etc)

Response 14. No.

Question 15. In past events the DC Lottery had branded premium items or giveaway incentives at events. Should Contractor include pricing and options for similar items in the proposal?

Response 15. No.

Question 16. Are any overnight / out of town events expected that would need a hotel budget? or is fuel the only travel line item that is expected?

Response 16. No.

Question 17. Can the event planning meetings be attended virtually or is in person attendance preferred?

Response 17. Meetings may be either in person or virtually.

Question 18. Should security be factored into the budget if staff will be handling cash transactions?

Response 18. No, the Lottery manages and provides all security.

Question 19. Would you like the pricing section to only use the provided graphs or should we expand and provide more details?

Response 19. Please provide pricing as per the pricing Schedule provided under Section B.

Question 20. What is the yearly budget or estimated budget for the Contract?

Response 20. Not germane to the solicitation.

Question 21. What date will the Contract be awarded? Will there be finalists? And should the finalists be expected to pitch in person?

Response 21. The District hopes to make an award prior to the end of the year. There is no expectation for in person demonstrations. The award will be made in accordance with Section M.1.4 of the solicitation.

Question 22. If awarded the contract when do you expect work will begin?

Response 22. Work is expected to begin as shortly after the contract is awarded but not prior to notification from the COTR.

Question 23. If we have ideas and creative concepts to enhance the program should those be included and priced separately?

Response 23. No.

Question 24. Will agencies be notified when the amendment or response to questions are posted?

Response 24. The solicitation states that amendments will be posted on the Gateway.