Each ticket shall also bear a game identifier. All ticket identification numbers and letters shall, at the discretion of the DC Lottery, be Bar Coded and OCR-A readable.

22. *Omissions*. No more than two percent (2%) of the books or tickets are to be omitted. If a greater number of books are omitted, they must be made up with the appropriate prize structure within the two percent (2%) maximum. However, all top prizes shall be exact in accordance with the game's prize structure.

23. *Book Packaging*. Each book shall be shrink wrapped so that the book number is visible. The DC Lottery shall have the right to use pouch game packaging or other special packaging.

24. *Transportation*. Tickets shall be delivered Freight on Board ("FOB") destination, freight prepaid, to the DC Lottery's warehouse, or other locations designated by the DC Lottery which are specified in the executed working papers. Exclusive-use combination lock, cable seal and tamper seal truck(s) will be utilized from the successful Contractor's printing facility to the DC Lottery's warehouse. A numbered cargo tamper seal will be placed across the hinge side of each cargo door. Skids will be arranged on the truck so that the lowest numbered skid is in the "nose" of the truck and the highest numbered skid is in the rear. The Contractor's shipping department shall email key DC Lottery Security and Warehouse staff when the shipment departs. The email shall include a copy of the driver's government issued driver's license, driver's contact information (telephone number), cable seal number, combination lock code, tamper seal number and estimated time of arrival. When the truck/trailer arrives at the DC Lottery warehouse, the seal shall be broken in the presence of a DC Lottery representative. Deliveries are expected to arrive as early as 5:00 am and no later than 6:00 am on the designated delivery date.

(1) The Contractor, at its sole cost and expense, shall pay for all delivery, freight, insurance and other expenses in connection with delivery. If the DC Lottery requests delivery in any manner other than FOB destination, freight prepaid, or on a schedule other than that stated in the executed Working Papers, and such method costs more than the methods stated in the executed Working Papers, the DC Lottery will pay at cost for such documented changes (including necessary security and insurance). The DC Lottery's instant tickets shall not be comingled in transit with the products or goods of another entity.

(2) The Contractor shall perform the above-stated security measures at a minimum but are encouraged to provide any additional security measures that will aid in the successful and safe delivery of games.

(3) Tickets shall be delivered within a maximum of twenty-eight (28) working days from the date that the DC Lottery "signs-off" on the working papers, by signing and sending the approval page to the Contractor.

25. Shipping Manifest and Omissions List.

1. At the time of the delivery, the Contractor shall provide the DC Lottery with a list of books delivered and omitted from being delivered. Omitted books shall be listed by the DC Lottery as ineligible to win any prize and shall not be considered as valid tickets in the game. The DC Lottery shall not be billed for such omitted books of tickets, but only for the books of tickets actually delivered.

26. Instant Ticket/Book Reconstruction.

1. Upon request by the DC Lottery, the Contractor shall reconstruct individual instant tickets or entire books of instant tickets. The Executive Director of the DC Lottery will provide the Contractor a written list of employees authorized to request reconstructions. The Contractor shall reconstruct tickets only upon written request by an authorized DC Lottery employee and shall provide to the DC Lottery monthly a list of all instant tickets/books reconstructed during the prior month. This list shall include, at a minimum, the date of the request for reconstruction, the name of the individual requesting the reconstruction, and the book number and tickets reconstructed.
2. Reconstruction records shall be retained by the Contractor for three (3) years following the announced end of each game.

27. Accountants Review. The Contractor shall engage an independent Certified Public Accountant experienced in lottery operations and acceptable to the DC Lottery to review the procedures and controls employed by the Contractor during the production of each instant game. The Certified Public Accountant shall provide a report directly to the DC Lottery which shall state the tests performed on the Contractor's production procedures and the related findings. These tests shall include, but are not limited to, a review of the controls on the computer tapes or other methods of seeding used in producing high tier, low-end winners and losers in accordance with the final approved prize structure.

28. Validation Algorithm and Other Computer Information. The Contractor shall submit via secure file transfer protocol (FTP) a computer file containing all prizes for the game, including grand prize entry tickets and annuity type prizes, if any. Low-tier prizes shall be separate from mid-tier and high-tier prizes or as specified in the Working Papers. The information shall include validation number, play spots and prize code (prize amount) for the tickets actually produced and delivered.

29. Over/Under Allowance. The DC Lottery will not accept over/under amounts in excess of plus/minus two (2%) percent of tickets from the amount specified in the working papers.

30. Ticket Compatibility. All instant tickets produced shall be compatible with DC Lottery's current Photon and Winstation terminals, as well as any other online gaming system vendor's terminal that DC Lottery may utilize in the course of this contract including any extensions. All instant tickets shall be compatible with all current ticket dispensing systems (e.g. Counter units, Intralot WinStations) and future ticket dispensing systems utilized by the DC Lottery during the term of the Contract.

31. Required Standard Ticket Features. The Contractor shall provide the following Standard Ticket Features for all instant tickets, which shall be included in the Contract price:

(1) Ten (10) point or heavier virgin card stock white coated on one (1) side, fully recyclable;

(2) Non-flood coat varnish with an option for a UV High Gloss Coat;

(3) 4-Color Process not including black & white;

(4) 2-color ticket back;

(5) Multiple Scratch-Off areas, when required by design;

(6) Multiple Full Bleed, when required by design;

(7) Unusual Shaped scratch-off areas, when required by design;

(8) Custom imaging symbols, when required by design;

(9) Different pack sizes (ticket quantities) for each price point;

32. Optional Ticket Features. The DC Lottery may request customized instant ticket games that include optional ticket features specified in Section B of the Contract. The Contractor shall provide, only upon written authorization from the DC Lottery, the optional ticket features for instant ticket games.

33. Second Chance Drawing Validation File. If required, Second Chance entry Validation Files shall be configured using a single standard text formatted file. Entry numbers listed on the file shall be hashed using the MD5 one-way hashing algorithm. Each entry number shall consist of a ten (10 digit) digital front validation number (located under the secure coating within the play area) unique to each ticket delivered.

## C.10 INVENTORY CONTROL

1. The Contractor shall maintain logs of game ticket stock inventory between all points of production and the delivery to the DC Lottery. Logs of all destroyed game ticket stock and game tickets shall also be maintained. The Contractor shall collect the above data in a timely manner.

## C.11 QUALITY CONTROL

1. The Contractor shall employ quality control procedures to ensure that all game tickets delivered meet all specifications and requirements of the Contract.

2. The DC Lottery may randomly select up to ten (10) games to be tested annually and the Contractor shall be responsible for reimbursing the DC Lottery for all costs associated with

testing of the games. The Contractor's internal ticket testing facility shall be acceptable for the tests if the Contractor provides the test reports to the DC Lottery.

3. The purpose of the testing and physical observation of selected tickets production will be to determine if the ticket meets the following three (3) primary quality and security criteria:

   (1) Durability. Is construction of the ticket secure enough for the ticket to endure reasonable environmental rigors and still be readily marketable?

   (2) Ability to be compromised. Is construction of the ticket secure enough for the ticket to withstand attempts to determine if the ticket is a winning or a non-winning ticket without removing a readily noticeable amount of the coatings on the play area of the ticket within a reasonable time frame, by methods and materials available to the lottery retailers?

   (3) Alterability. Is construction of the ticket secure enough for the ticket to withstand attempts to alter the play data, prize amounts, or bar code and produce a redeemable winning ticket from a non-winning ticket, and/or increase the prize amount on the ticket by methods and materials available to the public?

4. Failure of any ticket to pass any of the tests shall be cause for additional testing. The objective of the additional testing shall be to:

   (1) Determine the repeatability and practicality of the method and;

   (2) Determine the range of ticket production pools in which the problem is repeated.

5. The DC Lottery reserves the right to cancel an order with the Contractor at any time if the DC Lottery's tests show any representative sample of production tickets to be practically compromised or vulnerable to compromise. Tickets shall not bear any words, symbols, numbers or marks of any kind that in any way would permit a person to determine the location of a winning ticket.

6. The Contractor shall be responsible for payment of the prize amount of any apparent winning ticket from misprints, omit packs or quality control packs presented to the DC Lottery by a player, except in the event of theft, fraud or wrongdoing.

## C.12 END OF PRODUCTION PRIZE STRUCTURE

1. After all tickets have been produced, the Contractor shall promptly provide the DC Lottery with an "end of production" prize structure which accurately states the total number of tickets delivered and the actual number of winners. Additionally, multiple tiers of the same prize value shall be consolidated on a separate report.

## C.13 ATTAINMENT OF PRIZE STRUCTURE

1. The only variance between the "end of production" prize structure and the final approved prize structure to be tolerated shall be that which occurs in the omitted books. If the number of voided books alters higher tier prizes, the DC Lottery may require the reprint of all voided books at no additional cost to the DC Lottery. All prizes of $1000 or more shall be exact to the approved prize structure. Prizes of $999 or less shall be within a 2.0% variation.

## C.14 VALIDATION ASSISTANCE

1. The Contractor shall assist the DC Lottery in the analysis and validation of questionable tickets in a timely manner.

## C.15 COMPUTER SYSTEMS SOFTWARE AND ACCOUNTING

1. The Contractor's accounting methods shall be kept in accordance with Generally Accepted Auditing Standards (GAAS) and in accordance with Generally Accepted Accounting Principles (GAAP).

## C.16 SECURITY

1. *Plant Security*. The printing plant or other facility where tickets are manufactured shall be equipped with a plant security system to be reviewed and approved by the DC Lottery annually. The system shall ensure that game tickets and materials are protected from theft, alteration and destruction, not only during manufacturing process, but also while in storage on the Contractor premises. Stringent security measures must be in place to prevent unauthorized entry at the production site, as well as meeting all applicable federal, state and local fire and safety regulations. The DC Lottery may conduct an annual on-site certification audit of the security plan to determine its effectiveness. The Contractor shall reimburse the DC Lottery and the Department for the cost of each annual security certification audit during the Contract. At a minimum, a physical security plan must:

    1) Prevent unauthorized persons from accessing production facilities;
    2) Upon demand, make available a record of all entries and exits from production facilities as well any/all third-party audits;
    3) Include access control, surveillance system, and intrusion detection system that will sound an alarm at a manned location on and off premises at each site;
    4) Operate a closed-circuit television system to monitor and record all activities at entrance/exits, computer rooms, and other high security/sensitive areas;
    5) Provide a secured area within the facility for storage of completed or voided tickets prior to their final disposition; and
    6) Provide a security plan for the shipping of tickets from production facility to the DC Lottery's warehouse or other location specified in the executed Working Papers.

2. All costs incurred as a result of implementing security measures shall be the Contractor's sole responsibility. The DC Lottery reserves the right to require additional security measures it deems necessary.

3. *Attendance at Printing Plant During Game Production.* In addition to all security measures, the DC Lottery, in its sole discretion, may send representatives to the Contractor's printing plant. The Contractor shall cooperate with the DC Lottery to allow and coordinate previously agreed upon access to the printing plant. The DC Lottery shall determine the length of such visit(s). The cost for such visits shall be paid for by DC Lottery.

4. *Security Breach.* The Contractor must immediately (no longer than one (1) hour), report verbally to the DC Lottery's Executive Director any breach of its security, especially regarding theft or disappearance of paper stock, tickets, waste, printing plates, game play and Validation tapes, software files, etc., with written details to follow promptly but in no event longer than three (3) Business Days. The DC Lottery will provide appropriate instructions for expediting communication in such occurrences. The DC Lottery shall be the sole judge of the adequacy of the steps taken and shall have the right to specify other steps to be taken.

   (1) The DC Lottery reserves the right to require at any time such further and additional security measures as it deems necessary and/or appropriate to ensure the integrity of the operation of the DC Lottery.

   (2) The DC Lottery reserves the right, at any time and without prior notice, to expand its background investigation, to inspect and otherwise evaluate all phases of performance specified in the Contract and the premises in which such work is performed.

## C.17 BUSINESS RECOVERY PLAN

1. The Contractor shall have an up to date Business Recovery Plan which shall be documented, maintained and periodically tested to ensure minimal interruption to service provided to the DC Lottery in case of an emergency or disaster at the Contractor's facility. This plan shall be reviewed and approved by the DC Lottery.

## C.18 PROBLEM TRACING

1. The Contractor shall build into its system of game construction a means to be able to trace the extent of any problems, including but not limited to printing problems, which may be discovered while a game is in operation.

## C.19 NONCONFORMING TICKETS

1. Nonconforming tickets (any ticket which deviates from any specifications) may be rejected by the DC Lottery. If the number of such tickets rejected is more than one percent (1%) of the ordered quantity of tickets, the Contractor shall replace such tickets at no additional costs to

the DC Lottery, as soon as is reasonably possible, given the availability of material and production times. If the quantity of tickets rejected is less than the above percent for such game, the Contractor need not replace nonconforming tickets. This remedy shall be in addition to any other remedy provided for in this Contract or any other remedy provided by law.

## C.20 SAMPLE TICKETS

1. The Contractor shall provide twenty (20) books of actual-sized sample tickets to the DC Lottery for each game. These samples shall be non-winning tickets and shall bear the words "SAMPLE" on the back. There shall be no additional compensation to the Contractor for these sample tickets. The specified samples shall be delivered along with the initial ticket shipment for each game.

## C.21 ITVM CARDS

1. The Contractor shall produce and deliver ITVM cards for each Instant ticket game ordered. The ITVM cards shall be printed on 10pt C2S Cover stock and trimmed to a final size of 4" x 4". ITVM cards are four color process on the front; blank on the back. Final ITVM artwork shall be approved by the DC Lottery and shall be incorporated into the Working Papers for the instant game.

2. At the request of the DC Lottery, the Contractor shall provide 1,400 ITVM game cards per game ordered, packaged separately from the packs of tickets.

## C.22 WORKING PAPERS

1. The Contractor shall prepare game working papers that include the details regarding each game's specifications. The working papers must be presented to DC Lottery no more than ten (10) working days from the Lottery's approval of the prize structure and final game design, including artwork. Revisions to any working papers (including drafts) shall be made within five (5) working days of the date the changes were submitted to the Contractor by DC Lottery. DC Lottery may grant an extension for exceptional circumstances.

2. The Contractor shall provide one (1) electronic version and one (1) hard copy to be overnighted of the working papers. Working papers, at a minimum, shall include the following:

   (1) Detailed ticket description and artwork, including black/white and color version of ticket covered and uncovered (100%) with indication of "press side", and ticket back (100%) including placement of Bar Code and UPC code on ticket;

   (2) Detailed game specifications including prize structure and programming parameters;

(3) Complete set of game rules once the game is executed;

(4) Production, packaging and shipping information;

(5) Production timeline to include:

(a) Working papers signed date;

(b) approximate printing date;

(c) approximate delivery date to distribution warehouse; and

(d) game launch date.

(6) Deliverables schedule including:

(a) 100% black and white stats and disk containing symbols;

(b) disk color draw downs and color composites that are provided for color approvals during the pre-manufacturing phase;

(c) validation tapes; and

(d) book tapes.

3. All Working papers shall be approved by DC Lottery prior to ticket production.

## C.23 CUSTOMER SPECIFICATIONS

1. The Contractor shall prepare and provide a complete set of customer specifications that will govern all tickets produced for the DC Lottery. The customer specifications shall be updated and approved annually.

## C.24 MATERIAL, SUPPLIES AND EQUIPMENT

1. All material, supplies and equipment offered and furnished shall be new or certified as new, except as otherwise agreed to in writing by the DC Lottery.

## SECTION D

## PACKAGING AND MARKING

### D.1 PACKAGING

All reports and deliverables that are in "hard copy" and physically transported through the U.S. mail or private courier services are to be securely packaged using the Contractor's best practices.

### D.2 MARKING

D.2.1 Unless otherwise specified herein, all reports and deliverables delivered under this contract must be plainly marked, stating the Contractor's name, contract number and addressed to the recipient, including the name of the office or floor, and the recipient's office telephone number as noted in the contract.

D.2.2 In case of carload lots, the Contractor shall tag the car, stating Contractor's name and contract number. Any failure to comply with these instructions will place the material at the Contractor's risk.

D.2.3 Deliveries by rail, water, truck or otherwise, must be within the working hours and in ample time to allow for unloading and if necessary, the storing of the materials or supplies before closing time. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the contact person identified in the contract at the delivery point.

## SECTION E

## INSPECTION, ACCEPTANCE AND WARRANTY OF SERVICES

### E.1 INSPECTION

E.1.1 All supplies and services provided by the Contractor under this contract shall be subject to inspection by the Contracting Officer's Technical Representative ("COTR") identified in Section G.1 (b).

E.1.2 Inspection of Supplies

(a) Definition. "Supplies," as used in this clause, includes, but is not limited to raw materials, components, intermediate assemblies, end products, and lots of supplies.

(b) The Contractor shall be responsible for the materials or supplies covered by this contract until they are delivered at the designated point, but the Contractor shall bear all risk on rejected materials or supplies after notification of rejection. Upon the Contractor's failure to cure within ten (10) days after date of notification, the District may return the rejected materials or supplies to the Contractor at the Contractor' s risk and expense.

(c) The Contractor shall provide and maintain an inspection system acceptable to the District covering supplies under this contract and shall tender to the District for acceptance only supplies that have been inspected in accordance with the inspection system and have been found by the Contractor to be in conformity with contract requirements. As part of the system, the Contractor shall prepare records evidencing all inspections made under the system and the outcome. These records shall be kept complete and made available to the District during contract performance and for as long afterwards as the contract requires. The District may perform reviews and evaluations as reasonably necessary to ascertain compliance with this paragraph. These reviews and evaluations shall be conducted in a manner that will not unduly delay the contract work. The right of review, whether exercised or not, does not relieve the Contractor of the obligations under this contract.

(d) The District has the right to inspect and test all supplies called for by the contract, to the extent practicable, at all places and times, including the period of manufacture, and in any event before acceptance. The District will perform inspections and tests in a manner that will not unduly delay the work. The District assumes no contractual obligation to perform any inspection and test for the benefit of the Contractor unless specifically set forth elsewhere in the contract.

(e) If the District performs inspection or test on the premises of the Contractor or subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, without additional charge, all reasonable facilities and assistance for the safe and convenient performance of these duties. Except as otherwise provided in the contract, the District will bear the expense of District inspections or tests made at other than Contractor' s or subcontractor' s premises; provided, that in case of rejection, the District will not be liable for any reduction in the value of inspection or test samples.

(1) When supplies are not ready at the time specified by the Contractor for

inspection or test, the Contracting Officer may charge to the Contractor the additional cost of inspection or test.

(2) Contracting Officer may also charge the Contractor for any additional cost of inspection or test when prior rejection makes re-inspection or retest.

(f) The District has the right either to reject or to require correction of nonconforming supplies. Supplies are nonconforming when they are defective in material or workmanship or otherwise not in conformity with contract requirements. The District may reject nonconforming supplies with or without disposition instructions.

(g) The Contractor shall remove supplies rejected or required to be corrected. However, the Contracting Officer may require or permit correction in place, promptly after notice, by and at the expense of the Contractor. The Contractor shall not tender for acceptance corrected or rejected supplies without disclosing the former rejection or requirement for correction, and when required, shall disclose the corrective action taken.

(h) If the Contractor fails to remove, replace, or correct rejected supplies that are required to be replaced or corrected within ten (10) days, the District may either (1) by contract or otherwise, remove, replace or correct the supplies and charge the cost to the Contractor or (2) terminate the contract for default. Unless the Contractor corrects or replaces the supplies within the delivery schedule, the Contracting Officer may require their delivery and make an equitable price reduction. Failure to agree to a price reduction shall be a dispute.

(i) If this contract provides for the performance of District quality assurance at source, and if requested by the District, the Contractor shall furnish advance notification of the time (i) when Contractor inspection or tests will be performed in accordance with the terms and conditions of the contract, and (ii) when the supplies will be ready for District inspection.

(j) The District request shall specify the period and method of the advance notification and the District representative to whom it shall be furnished. Requests shall not require more than 2 business days of advance notification if the District representative is in residence in the Contractor' s plant, nor more than 7 business days in other instances.

(k) The District will accept or reject supplies as promptly as practicable after delivery, unless otherwise provided in the contract. District failure to inspect and accept or reject the supplies shall not relieve the Contractor from responsibility, nor impose liability upon the District, for non-conforming supplies.

(l) Inspections and tests by the District do not relieve the Contractor of responsibility for defects or other failures to meet contract requirements discovered before acceptance. Acceptance shall be conclusive, except for latent defects, fraud, gross mistakes amounting to fraud, or as otherwise provided in the contract.

(m) If acceptance is not conclusive for any of the reasons in subparagraph (l) hereof, the District, in addition to any other rights and remedies provided by law, or under provisions of this contract, shall have the right to require the Contractor (1) at no increase in contract price, to correct or replace the defective or nonconforming supplies at the original point of delivery or at the Contractor' s plant at the Contracting Officer's election, and in accordance with a reasonable delivery schedule as may be agreed upon between the Contractor and the Contracting Officer; provided, that the Contracting Officer may require a reduction in contract price if the Contractor fails to meet such delivery schedule, or (2) within a reasonable time after receipt by the Contractor of notice of defects or noncompliance, to repay such portion of the contract as is equitable

under the circumstances if the Contracting Officer elects not to require correction or replacement. When supplies are returned to the Contractor, the Contractor shall bear the transportation cost from the original point of delivery to the Contractor' s plant and return to the original point when that point is not the Contractor' s plant. If the Contractor fails to perform or act as required in (1) or (2) above and does not cure such failure within a period of 10 days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure, the District will have the right to return the rejected materials at Contractor' s risk and expense or contract or otherwise to replace or correct such supplies and charge to the Contractor the cost occasioned the District thereby.

E.1.3 Inspection of Services

(a) Definition. "Services" as used in this clause includes services performed, workmanship, and material furnished or utilized in the performance of services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the District covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the District during contract performance and for as long afterwards as the contract requires.

(c) The District has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The District will perform inspections and tests in a manner that will not unduly delay the work.

(d) If the District performs inspections or tests on the premises of the Contractor or subcontractor, the Contractor shall furnish, without additional charge, all reasonable facilities and assistance for the safety and convenient performance of these duties.

(e) If any of the services do not conform to the contract requirements, the District may require the Contractor to perform these services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by performance, the District may require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and reduce the contract price to reflect value of services performed. If the Contractor fails to promptly perform the services again or take the necessary action to ensure future performance in conformity to contract requirements, the District may (1) by contract or otherwise, perform the services and charge the Contractor any cost incurred by the District that is directly related to the performance of such services, or (2) terminate the contract for default.

## E.2 ACCEPTANCE

Acceptance of all products and services provided under this contract shall be performed by the COTR. Acceptance means approval by the COTR of specific services as partial or complete performance of the contract.

## E.3 WARRANTY OF SERVICES

E.3.1 The time period for this warranty provision is the life of the contract plus all active options and extensions.

E.3.2 Warranty Provision:

(a) Notwithstanding inspection and acceptance by the District or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The Contracting Officer shall give written notice of any defect or nonconformance to the Contractor within 30 days from the date of discovery. This notice shall state either:

(1) That the Contractor shall correct or re-perform any defective or nonconforming services; or

(2) That the District does not require correction or reperformance.

(b) If the Contractor is required to correct or reperform, it shall be at no cost to the District, and any services corrected or reperformed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or reperform, the Contracting Officer may, by contract or otherwise, correct or replace with similar services and charge to the Contractor the cost occasioned to the District thereby, or make an equitable adjustment in the contract price.

(c) If the District does not require correction or reperformance, the Contracting Officer shall make an equitable adjustment in the contract price.

# SECTION F

# PERIOD OF PERFORMANCE AND DELIVERABLES

## F.1 TERM OF CONTRACT

The base period term of the contract shall be from the Contract Effective Date through November 30, 2025.

## F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 The District may extend the term of this contract for a period of four (4), one (1) year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor preliminary written notice of its intent to extend before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option.

F.2.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

F.2.3 The price for the option period shall be as specified in the Section B of the contract.

## F.3 DELIVERABLES

F.3.1 The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the COTR identified in Section G in accordance with Section C.

F.3.2 The Contractor shall submit to the District, as a deliverable, the report described in Section I.31 that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor shall not be paid pursuant to Section G.6.

## SECTION G

## CONTRACT ADMINISTRATION

### G.1 CONTRACT ADMINISTRATORS

**(a) Contracting Officer**

i. The Contracting Officer (or "CO") for this contract is:

Drakus Wiggins
Contracting Officer
Office of the Chief Financial Officer
1100 4th St. SW Suite E620
Washington, DC 20024
Telephone: (202) 442-7121
Fax: 202-442-6454
E-mail address: drakus.wiggins@dc.gov

ii. The Contracting Officer is the only official authorized to legally bind the District and make changes to the requirements, terms and conditions of this contract. Only the Contracting Officer can increase, decrease, extend or terminate this contract. All other changes are unauthorized.

iii. The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.

iv. In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

**(b) Contracting Officer Technical Representative (COTR)**

i. The COTR for this contract is:

Stephen Cooke
Lottery Product Manager
Office of Lottery & Gaming (OLG)
2235 Shannon Place SE Washington, DC 20020
(202) 645-8983
stephen.cooke@dc.gov

ii. The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. The COTR has the responsibility of ensuring the work conforms to the