

**Request for Information
(RFI)**

Lottery Play Center

**Issue Date:
June 26, 2017**

**Responses Due:
August 18, 2017**



Over \$1.7 billion to education

I. ISSUING OFFICE

This Request for Information ("RFI") is being issued by the New Hampshire Lottery Commission ("Lottery"). The sole point of contact for the State regarding questions and all other matters relative to this RFI is:

Carmela Nolin, Procurement Officer
New Hampshire Lottery Commission
14 Integra Drive
Concord, NH 03301
Telephone: (603) 271-3391
Fax: (603) 271-1160
E-mail Address: carmela.nolin@lottery.nh.gov

II. PURPOSE

The Lottery is conducting an industry-wide search for a manufacturer of Lottery Play Centers. The Lottery is specifically interested in receiving information as outlined herein and would like to invite you to participate in this search for equipment by submitting information to the Lottery regarding your company and its services in the form of a written response to this Request for Information (RFI).

This RFI process is a preliminary step through which the Lottery is seeking to gather information which:

- Will be utilized to assess the suitability and quality of existing Play Centers offered by vendors to replace and/or supplement existing Play Centers already used by Lottery retailers in New Hampshire.
- May be utilized to develop the requirements for preparation of a Request for Bid (RFB) to issue a purchase order for Play Centers, which may be issued sometime in FY 2018.

This RFI does not obligate the Lottery to procure any goods or services from any respondent. Responses to this RFI do not constitute bids or proposals and are not legally binding on the respondent. Submission of a response to this RFI, or failure to submit a response, will not preclude any potential contractor from submitting a proposal in response to an RFB that may be issued subsequent to this RFI. Any such RFB will be published to the general marketplace and open to all potentially qualified contractors on a competitive procurement basis in accordance with State procurement law and regulations.

III. SUBMISSION OF RESPONSE

Please submit your response by e-mail or mail not later than **4:00 p.m. (Eastern Standard Time) on August 18, 2017** to the Lottery's Procurement Officer specified in Section I above. While not required in this RFI, samples of available products can be sent directly to the Lottery at:

New Hampshire Lottery Headquarters
Attn: Travis Emerson
14 Integra Drive
Concord, NH 03301

IV. LOTTERY BACKGROUND

The Lottery's mission is to generate revenue to support public education, grades kindergarten through grade 12. With annual contributions to the Educational Trust Fund now averaging more than \$75 million, the Lottery is an important source of revenue for New Hampshire.

Since its inception in 1964, being the oldest legal lottery, the Lottery has evolved into a mature business with an established brick and mortar retailer network of more than 1,250 locations. Annual sales from this network exceeded \$300 million in fiscal 2016. More than 70% of total ticket sales are generated from the scratch ticket product while the other 30% is made up of revenue from the online game category. New Hampshire Lottery games include:

- Tri-State Pick 3
- Tri-State Pick 4
- Tri-State Gimme 5
- Tri-State Megabucks
- NH Powerball
- NH Mega Millions
- NH Hot Lotto
- Fast Play
- Lucky For Life
- Scratch Tickets

V. AREAS OF INTEREST

The Lottery mostly uses two different Play Centers in active retailers that are primarily constructed of a lightweight, semi-durable, plastic material. Currently, the Lottery is looking for a Play Center that can withstand the day-to-day rigors of being placed in a retail environment, can provide multiple options for promotional signage and messaging, and can be more of a long term solution. The Play Center must meet base expectations. The Lottery is considering two different types of Play Centers: a standalone unit and a countertop unit. The desired criteria are as follows:

Standalone Unit:

- Unit should have the ability to be assembled into a high profile unit or low profile unit.
 - The Lottery is open to having replaceable tops, or another solution that is currently being used in the marketplace.
- Should be constructed of metal, heavy duty plastic, or fiber board construction for ease of cleaning and durability purposes.
- Any installed logo artwork shall be capable of replacement for future marketing updates.
- Top of main unit will have easily cleanable writing surface for customer use, preferably made of Lucite type material for ease of cleaning and placement of marketing materials underneath Lucite-type material.
- Bottom unit will have sturdy door behind which will have a cavity for storage. Internal shelf will be adjustable in height and capable of holding 25 lbs. of supplies.
- Door should have slot to dispose of used play slips. Inside of door should have attached trash receptacle.

- Side of bottom unit will have hook to attach clipboard for people with physical disabilities to access.
- Units should have replaceable pen for customer use.
- Play slip holders on unit should be able to accept up to 4"W slips. Ideally the Lottery would like 10 play slip holders, however other configurations will be considered as well.
- Unit must be ADA compliant.
- Warranty should be a minimum of two (2) years and include any defects in workmanship and materials. The actual warranty for each product must be stated in the technical proposal.

Countertop Unit:

- Should be constructed of metal, heavy duty plastic, or fiber board construction for ease of cleaning and durability purposes.
- Any installed logo artwork shall be capable of replacement for future marketing updates.
- Top of main unit will have easily cleanable writing surface for customer use, preferably made of Lucite type material for ease of cleaning and placement of marketing materials underneath Lucite-type material.
- Units should have replaceable pen for customer use.
- Play slip holders on unit should be able to accept up to 4"W slips. Ideally the Lottery would like 10 play slip holders, however other configurations will be considered as well.
- Unit must be ADA compliant.
- Warranty should be a minimum of two (2) years and include any defects in workmanship and materials. The actual warranty for each product must be stated in the technical proposal.

VI. RESPONSE PROCEDURE

Respondents must submit information that addresses the technical areas outlined in Section VI and Section VII above as well as:

- Company background including years in business, number of employees, and current clients;
- Company representative for follow-up contact including name, title, address, phone number, e-mail;
- Respondents are welcome to partner with additional vendor(s) in order to provide information covering the scope of work outlined in the RFI.

VII. GENERAL TERMS

1. Ownership of Material - All materials submitted in response to this RFI become the property of the New Hampshire Lottery Commission upon receipt and will not be returned to the respondent.

2. Incurred Expense and Economy of Preparation - The Lottery will not be responsible for any costs incurred by a respondent in preparing and submitting a response, providing a sample, or in performing any other activities relative to this RFI. Responses should be prepared simply and economically, providing a straightforward, concise presentation.

3. Public Information Act Notice – A respondent should give specific attention to and clearly identify those portions of its response that it deems to be confidential, proprietary commercial information or trade secrets, and provide justification of why such materials, upon request, should not be disclosed by the State pursuant to the RSA Chapter 91-A governing access to public records in the State of New Hampshire.

VIII. TIMEFRAME

Issuance of RFI	June 26, 2017
RFI Responses	August 18, 2017 by 4 PM Eastern Standard Time

Responses may be sent by email to:

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New Hampshire Lottery Commission
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