

REQUESTS FOR PROPOSALS

DPA# 22-LOTT-003

Codifying the Lottery's Existing Business Procedures

Bid Reference Number: DPA# 22-LOTT-003

RFP Issue Date: December 6, 2021

Questions Due: December 13, 2021 by 3:00 PM Eastern

Proposals Due: December 20, 2021 by 3:00 PM Eastern

State of New Jersey

Department of the Treasury

Division of State Lottery

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1.0 INFORMATION FOR BIDDERS

1.1 PURPOSE AND INTENT

The State of New Jersey, Department of the Treasury, Division of State Lottery ("Division of Lottery") is currently soliciting proposals with the intent to select a consultant to assist the Lottery in reviewing, updating and codifying its Standard Operating Procedures for internal business and operational functions.

In 2013, the State entered into a 15 year contract with Northstar New Jersey Lottery, LLC, pursuant to which Northstar agreed to perform certain core functions in the operation of the New Jersey Lottery. Under the contract, Northstar performs the sales and marketing functions of the New Jersey Lottery. Northstar also provides services such as new game and product development. In addition, the gaming system contract and instant ticket printing services contracts are provided to the New Jersey Lottery as subcontracts to the Northstar contract.

The Division of State Lottery has continued to perform several core functions of lottery operations following execution of the contract with Northstar. The Division of State Lottery remains responsible for the following operations: finance; validation of prizes and payment of prizes; security and licensing of retailers; conducting live drawings; and contract management of the Northstar contract. In addition, Division staff work closely with Northstar staff on various functions, such as new game development and promotions management.

The purpose of this RFP is to have all of the existing business processes and procedures of the Division of Lottery work groups reviewed, captured, and uniformly codified.

1.2 MINIMUM QUALIFICATIONS: SCREENING CRITERIA

The bidder must have a minimum of five (5) years of experience reviewing capturing, and codifying business processes.

The résumés of key members of the bidder's team are required to be submitted with the bidder's quote.

1.3 KEY EVENTS

1.3.1 Electronic Question and Answer Period

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New Jersey Lottery will electronically accept questions and inquiries from all potential bidders via email at mario.pirone@treas.nj.gov.

- The Bid Reference Number should be clearly referenced in the subject line.
- Questions regarding the Standard Terms & Conditions and exceptions to mandatory requirements should contain requested changes.

The cut-off date for electronic questions and inquiries relating to this RFP is indicated on the cover sheet.

1.3.2 **Deadline for Submission of Proposals**

In order to be considered for award, the proposal must be received by the Department of the Treasury on or before the due date and time as indicated on the cover sheet.

ANY PROPOSAL NOT RECEIVED BY THE DATE AND TIME INDICATED ON THE COVER SHEET WILL BE REJECTED.

Bidders using U.S. Postal Service regular or express mail services should allow additional time since the U.S. Postal Service does not deliver directly to Department of the Treasury.

1.3.3 **Bidder Responsibility**

The bidder assumes sole responsibility for the complete effort required in submitting a proposal in response to the RFP. It is the sole responsibility of the bidder to be knowledgeable as to all of the requirements of this RFP. No special consideration will be given after proposals are received because of a bidder's failure to be knowledgeable as to such requirements.

1.3.4 **Cost Liability**

The State assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a proposal in response to this RFP.

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2.0 SCOPE OF WORK

The consultant will be working with Division personnel to review, capture and uniformly codify Standard Operating Procedures (SOPs) for business functions within the Division of Lottery. This will be limited to all business processes relating to Claim Validations, Finance, Retailer Licensing, contract management and game rule development, and the execution of draw games. These are some of the core functions that the Division retained after Northstar New Jersey took over the sales, marketing, and game development functions in 2013. The 2013 transition to integrate Northstar into the Lottery created a significant re-organization across the Lottery.

2.1 SPECIFIC REQUIREMENTS

- A. Review, capture and uniformly codify all current business processes into formal SOPs.
- B. Provide detailed business process re-engineering recommendations for SOPs not within Lottery industry standards. This should include a broad outline of any projects needed to implement these recommendations
- C. Analyze the Division's existing SOPs and business processes in comparison to current lottery industry standards, identify processes that require an SOP and documentation, and create the SOP as needed.
- D. Provide templates and recommendations for SOPs that will be needed in future years as existing processes are modified and updated.

2.2 REPORTS

Upon the request of the Division of State Lottery, the contractor shall submit monthly progress reports and deliver ad hoc reports as directed by Lottery. The reports must include work scheduled and work completed.

2.3 PAYMENT SCHEDULE

Detailed invoices may be submitted monthly for actual hours worked.

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3.0 PROPOSAL PREPARATION AND SUBMISSION

3.1 PROPOSAL PREPARATION – GENERAL

- 3.1.1 In order to be considered, a proposal must arrive at the Department of the Treasury in accordance with the instructions on the RFP cover page. Bidders are cautioned to allow adequate delivery time to ensure time delivery of proposals. Late proposals shall be ineligible for consideration.
- 3.1.2 The bidder is advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the RFP's cover page, in preparing and submitting its proposal.
- 3.1.3 All proposals must be typed or written in ink and signed by the bidder. Electronic signatures are not acceptable.

3.2 PRICING

On the attached "Agency Request for Proposal" form (PB-120), the bidder must provide hourly consulting rates. The total dollar amount for this bid **must not exceed \$200,000.00**, including travel expenses, to be considered.

Travel expenses incurred by the bidder will require pre-approval from Division of State Lottery and will only be reimbursed up to the State of New Jersey reimbursement rate as required by New Jersey Statute and Circular Letter(s).

By submitting a proposal, the bidder certifies that the price(s) and amount of its proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.

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3.3 PROPOSAL SUBMISSION

The bidder must submit the original signed "Agency Request for Proposal" form (PB-120) along with all other required documents to the address provided below.

3.3.1 Delivery Address for Proposals

State of New Jersey
Department of the Treasury
Division of Administration – Fiscal & Resources
Attn: Mario Pirone
P.O. Box 211
50 West State Street, 8th Floor
Trenton, NJ 08625

3.3.2 Emailed or Faxed Proposal Submission

The bidder may fax or email the signed "Agency Request for Proposal" form (PB-120) along with other documents to **FAX#609-633-9090** or email mario.pirone@treas.nj.gov on or before the bid due date listed on the RFP cover sheet.

It is the **bidder's responsibility** to confirm Department of the Treasury's receipt of faxed or emailed proposals.

The bidder must also mail and/or deliver the documents containing the original signatures to the address listed above.

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4.0 CONTRACT AWARD

3.3 DOCUMENTS REQUIRED BEFORE CONTRACT AWARD

- 3.3.1 State of New Jersey Standard Terms and Conditions
- 3.3.2 Ownership Disclosure Form
- 3.3.3 Disclosure of Investigations and Other Actions Involving Bidder
- 3.3.4 Disclosure of Investment Activities in Iran Form
- 3.3.5 Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions
- 3.3.6 Chapter 271 Vendor Certification and Political Disclosure Form
- 3.3.7 MacBride Principals Form
- 3.3.8 Proof of Business Registration
- 3.3.9 Certificate of Insurance / ACORD – must contain limits outlined within State of New Jersey Standard Terms and Conditions
- 3.3.10 Source Disclosure Form
- 3.3.11 Affirmative Action Compliance

The "Information Sheet and Checklist for Waivers and Delegated Purchasing Authority (DPA) Transaction" form is attached for the bidder's reference. This form can be found at <https://www.nj.gov/treasury/purchase/forms.shtml> under the heading "Vendor DPA and Waiver Forms". While on this website, bidders can click on the form name listed on the checklist to access the form.

Hard copies of the state required forms are attached to the RFP.

The "Organ and Tissue Donation Statute" memorandum has been included for informational purposes.