



## **ADDENDUM NO. 2 TO ALL OFFERORS:**

Reference: Request for Proposal: **RFP# 9124MG**

Commodity: **Virginia Lottery Compensation Study FY24**

Dated: **October 27, 2023**

*All offerors are required to acknowledge all RFP addenda in their proposals.*

### **1<sup>st</sup> Round of Questions and Answers**

1. Q: Can you please provide a list of job titles?

A: Please see Attachment One to this document.

2. Q: Does the Virginia Lottery purchase any compensation survey data, especially in the gaming industry? If so, can you please provide the name(s) of the of survey?

A: Annual subscription to CompAnalyst

3. Q: Item B in the Statement of Needs states “Contractor shall have the ability to perform a market salary survey of benchmark comparisons.” Is the Lottery envisioning a true market survey or a custom salary survey?

A: True market salary

4. Q: Item G in the Statement of Needs states “Contractor shall have the ability to recommend software solutions to allow the Lottery to continue to analyze and update its compensations structure.” Does the Lottery currently subscribe to any related software solutions and if so, what solutions do you currently use?

A: The Lottery utilizes UKG for our cloud-based Human capital solutions.

5. Q: Would you be willing to provide a Word doc version of the RFP so we can use the templates provided for the tables, forms, etc.?

A: Due to audit reasons, the Lottery can only provide a password protected .pdf version.

6. Q: Item B. “Specific Proposal Requirements” under the “Proposal Preparation and Submission Requirements” section states “Offerors should organize proposal content by sections as requested below.” However, Item B.6. “Pricing” under the same section



states “Section 6. Pricing Please refer to ‘X. Pricing.’ Offerors must submit their pricing in their sealed proposal independently of the rest of their proposal.” Could you clarify the submission format requested for pricing? Should the pricing information outlined in “X. Pricing” be submitted as a separate PDF document from the rest of the proposal or just within its own section in the proposal document?

A: Pricing may be submitted in its own section of the proposal document.

7. Q: There are several pieces of supplemental information requested in the RFP that are not included in the outline provided in “Specific Proposal Requirements” section, such as references. Do you have a preference on where those are included in the proposal (e.g., within “Section 1: Signed Cover Page, Addenda, and Exceptions to T/Cs,” as separate appendices, etc.)?

A: Yes, these may be included in Section 1.



## Attachment One – Labor Category Listing

Default Jobs (HR)	
Accountant Manager	Games Marketing Coordinator
Accounting Associate II	Gaming Compliance Analyst
Accounting Control Manager	Gaming Integrity and Compliance Specialist
Advertising and Retail Communications Manager	Gaming Systems Analyst
Application Developer	Gaming Tax and Payables Manager
Area Manager	General Counsel
Associate Sales Representative	Graphic Designer I
Brand and Advertising Manager	Help Desk Associate - Hourly
Budget Analyst Sr.	Help Desk Associate III
Business Analyst	Human Resources Business Partner
Business Applications Manager	Human Resources Manager
Business Development Coordinator I	Information Security Analyst
Business Intelligence Developer	Infrastructure and Operations Manager
Business Operations Manager	Interactive Manager II
Business Systems Analyst	Internal Audit Manager
Cash Management Accountant	Internal Auditor II
Cash Management Accountant - Accounts Payable	Investigations Manager
Cash Management Analyst II	Investigative Analyst
Cash Management Retail Operations Accountant	Lead Application Developer
Casino Audit Manager	Legal Liaison
Casino Auditor	Licensing Associate II
Casino Compliance Manager	Licensing Financial Investigator
Casino Compliance Representative	Licensing Financial Investigator Lead
Casino Compliance Supervisor	Licensing Investigator
Change Control Analyst II	Licensing Manager
Change Control Manager	Lottery Investigator II
Communications Manager	Lottery Investigator III
Communications Specialist - Internal Communications	Lottery Investigator Part-Time
Communications Specialist - Customer Relationship	Manager Business Analysis & Quality Assurance
Communications Specialist - Community Outreach	Manager of Casino Operations
Compliance Manager	Manager of Enforcement Investigations and Support Services
Computer Operations Associate III	Manager of Gaming Compliance and Investigations
Computer Operations Manager	Manager of Gaming Compliance Information Technology Services
Contract Administration & Facilities Mgmt Mgr	Market Research Analyst
Controller	Marketing Project Manager
Copywriter	Media Production Manager
UI/UX Designer	Media Production Specialist
Creative Engineer II	Microsoft 365 Developer
Creative Engineer III	Network Center Engineer I
Creative Services Manager	Network Center Engineer II
CRM and Loyalty Manager	Network Center Engineer III
Customer Relations Manager	Network Center Manager
Customer Relations Specialist III	Network Security Specialist II
Customer Service Associate	Payroll Accountant II
Customer Service Manager	PMO Manager
Customer Service Manager - With Warehouse Responsibilities	Prize Zone Manager



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Customer Strategy Manager	Procurement Manager
Data Analyst	Project Manager
Data Scientist	Promotions Associate
Data Services Manager	Promotions Specialist
Database Architect	Quality Assurance Analyst III
Deputy Executive Director of Finance and Administration	Retail Games Manager
Deputy Executive Director of Gaming Compliance	Retail Operations Accounting Manager
Deputy Executive Director of ITS and Operations	Retail Sales Specialist
Deputy General Counsel	Retailer Compliance Coordinator
Digital Content Specialist	Retailer Compliance Representative
Digital Coordinator - CRM/Loyalty	Sales Analyst
Digital Coordinator - Digital Engagement	Sales Assistant - Hourly
Digital Coordinator - Brand and Advertising	Sales Merchandiser
Digital Games Manager	Sales Operations Specialist
Digital Product Owner	Sales Program Manager
Digital Product Owner	Sales Representative I
Digital Strategy Manager	Sales Representative II
Director of Marketing	Sales Systems Specialist
Director of Audit - Gaming Compliance	Sales Training Coordinator
Director of Security	Second Shift Computer Operations Manager
Director of Casino Audit and Compliance	Senior Auditor - Sports Betting
Director of Communications and Customer Relations	Senior Business Development Manager
Director of Gaming Licensing and Investigations	Senior IT Auditor
Director of Gaming Operations	Senior Technical Field Representative
Director of Information Security	Social Media Specialist
Director of ITS	Solutions Architect
Director of Sales	Sr. Communications Specialist
Draw Show Auditor - Hourly	Sr. Customer Service Center Manager
Draw Show Specialist - Hourly	Sr. Graphic Designer
Dynamics Solution Architect	Sr. Public Affairs Specialist
Economic Research Manager	Sr. Telecommunications Engineer
Enterprise Architect	Strategic Games Manager
Executive Associate III	Strategic Sourcing Specialist
Facilities Associate III	Systems Administrator II
Facilities Manager	Systems Engineer III
Facilities Services Associate	Technical Field Representative
Field Sales Manager	Telecommunications Engineer I
Finance Assistant	Telecommunications Engineer II
Financial Licensing Investigator	Telecommunications Engineer III
Financial Reporting Analyst	Third Shift Computer Operations Manager
Forecasting and Data Analyst	Warehouse Associate
Games Development Coordinator	Web Developer