

# Commonwealth of Virginia



VIRGINIA LOTTERY

## Request for Sealed Proposals

Title: Retailer Incentive Gift Card Program

**Due Date: March 26, 2026**

### Contact Information:

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Request for Proposals (RFP) #: ..... 13180JM

RFP Issue Date: ..... February 23, 2026

Contract Term: ..... 12 Months from Date of Award

Proposal Due Date and Time: ..... March 26, 2026; 3:00 PM ET

The Virginia Lottery does not discriminate against faith-based organizations or against an Offeror because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law relating to discrimination in employment. The Virginia Lottery encourages firms to provide for the participation of small businesses and businesses owned by minorities and women through partnerships, joint ventures and subcontracting opportunities.

Complete Legal Name of Offeror's Firm: \_\_\_\_\_

I.	PURPOSE:.....	4
II.	BACKGROUND: .....	4
III.	STATEMENT OF NEEDS:.....	4
IV.	PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:.....	7
	A. GENERAL REQUIREMENTS:.....	7
	B. SPECIFIC PROPOSAL REQUIREMENTS:.....	10
V.	SPECIAL TERMS AND CONDITIONS:.....	14
	A. ADVERTISING:.....	14
	B. AUDIT:.....	14
	C. CANCAELLTION OF CONTRACT:.....	14
	D. DATA BREACH:.....	15
	E. DATA OWNERSHIP.....	16
	F. DATA USAGE .....	16
	G. DEMONSTRATION .....	16
	H. DISCOUNTS AND PROMPT PAYMENT:.....	17
	I. DISCOUNTS OR PROMOTIONAL DISCOUNT:.....	17
	J. EXCESSIVE DOWNTIME .....	17
	K. EXTRA CHARGES NOT ALLOWED.....	17
	L. FINAL INSPECTION.....	17
	M. FORCE MAJEURE: .....	17
	N. IDENTIFICATION AND DELIVERY OF PROPOSAL:.....	18
	O. INDEMNIFICATION: .....	18
	P. LIMITATION OF LIABILITY: .....	20
	Q. NOTICE OF MATERIAL LEGAL DISPUTE:.....	20
	R. PERFORMANCE, CONTRACTOR: .....	20
	S. PRIME CONTRACTOR RESPONSIBILITY .....	21
	T. PRODUCT AVAILABILITY:.....	22
	U. PRODUCT INFORMATION:.....	22
	V. PRODUCT SUBSTITUTION .....	22
	W. PROPOSAL ACCEPTANCE PERIOD.....	22
	X. QUANTITIES .....	22
	Y. REFERENCES:.....	22
	Z. RENEGOTIATION OF CONTRACT: .....	23
	AA. RENEWAL OF CONTRACT.....	23
	BB. SECURITY CLEARANCE .....	23

CC.	SMALL WOMEN- AND MINORITY-OWNED (SWaM-OWNED) BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE,.....	23
DD.	SUBCONTRACTS .....	24
EE.	WARRANTY.....	24
VI.	GENERAL TERMS AND CONDITIONS:.....	24
A.	ANTI-DISCRIMINATION:.....	24
B.	ADDENDA:.....	25
C.	ANNOUNCEMENT OF AWARD: .....	25
D.	ANTITRUST:.....	26
E.	APPLICABLE LAWS AND COURTS: .....	26
F.	ASSIGNMENT OF CONTRACT: .....	26
G.	AVAILABILITY OF FUNDS: .....	26
H.	PROPOSAL PRICE CURRENCY:.....	26
I.	CHANGES TO THE CONTRACT:.....	26
J.	CLARIFICATION OF TERMS:.....	27
K.	DEBARMENT STATUS: .....	27
L.	DEFAULT: .....	27
M.	DRUG-FREE WORKPLACE: .....	27
N.	ETHICS IN PUBLIC CONTRACTING: .....	28
O.	IMMIGRATION REFORM AND CONTROL ACT OF 1986:.....	28
P.	INFORMATION SECURITY REVIEW:.....	28
Q.	INSURANCE: .....	28
R.	NONDISCRIMINATION OF CONTRACTOR:.....	29
S.	PAYMENT:.....	29
T.	PERSONNEL SECURITY CLEARANCES:.....	31
U.	PRECEDENCE OF TERMS:.....	31
V.	QUALIFICATION OF OFFEROR:.....	32
W.	TAXES:.....	32
X.	TESTING AND INSPECTION: .....	32
Y.	TRANSPORTATION AND PACKAGING: .....	32
Z.	USE OF BRAND NAMES:.....	32
VII.	METHOD OF PAYMENT AND INVOICING: .....	33
VIII.	DISCOUNT FOR PROMPT PAYMENT: .....	33
IX.	PRICING:.....	33
X.	ADDENDA:.....	33
XI.	SIGNATURE AND OFFEROR PROFILE SHEET: .....	34
XII.	OFFERORS CHECKLIST: .....	35

**I. PURPOSE:**

The Virginia Lottery (“Lottery”), an independent agency of the Commonwealth of Virginia, is seeking proposals from qualified firms to establish a Contract through competitive negotiations for a Retailer Incentive Gift Card Program.

**II. BACKGROUND:**

The Virginia Lottery maintains a robust network of retailers who play a critical role in delivering Lottery products to customers across the Commonwealth of Virginia. To recognize and incentivize retailer performance, the Lottery has historically implemented programs that reward retailers through prepaid gift cards. These programs have proven effective in driving engagement and promoting sales growth. Currently, gift cards are ordered through a web-based platform, shipped inactive to designated Lottery Customer Service Centers (CSCs), and activated at issuance. Sales representatives collect and distribute the cards to retailers.

The program is designed to maintain efficient fulfillment, ensure accurate tracking, and provide dependable reporting capabilities. A secure, easy-to-use solution that supports timely delivery of incentives and minimizes administrative effort remains a priority.

**III. STATEMENT OF NEEDS:**

The Offeror shall have the ability to manage a retailer incentive gift card program in accordance with the following minimum specifications and requirements. Contractors are encouraged to partner, if necessary, to meet all the requirements. However, any resulting Contract will only be awarded to one (1) primary Contractor.

**A. PROGRAM REQUIREMENTS**

1. Offeror shall have the ability to provide the Lottery a customized, branded web portal requiring no integration by the Lottery.
2. Offeror shall have the ability to generate custom reports – e.g., inventory levels at each Customer Service Center, how many cards were issued, card values, issuance location, and date/time. The Lottery shall have the ability to customize report formats.
3. Offeror shall have the ability to provide a system that tracks gift card rewards and allows manual entry of gift card reward values determined by the Lottery.
4. Offeror shall have the ability to provide a web portal system to provide confirmation of card issuance to ensure cards are issued to the correct retailer.
5. Offeror shall have the ability to link with a banking entity for cards to be active and usable at time of issuance.
6. Offeror shall have the ability to provide site maintenance for the web portal system and provide a toll-free number and email for assistance calls.

7. Offeror shall have the ability to provide a web portal that shall support approximately 100 authorized Virginia Lottery employees with role-based permissions and be usable on iPad devices for sales representative. Retailers will not have portal access.

**B. GIFT CARDS**

1. Offeror shall have the ability to provide Visa and Mastercard gift cards and shall be Virginia Lottery branded and not reloadable. Once funds are depleted, the card can be disposed of.
2. Offeror shall have the ability to ship cards in an inactive (non-value) state, enabling sales representatives to activate them at the time of issuance. Cards shall be fully active and ready for use upon issuance.
3. Offeror shall have the ability to allow sales representatives to issue cards instantly in denominations ranging from \$10 to \$500.
4. Offeror shall have the ability to replace defective cards and lost or stolen cards.
5. Merchant-specific gift cards (e.g., retail store or brand cards) are not part of this program and shall not be provided under this contract.

**C. QUANTITY**

1. Historically, cards have been purchased in quantities ranging from 1,000 to 5,000 at various times throughout the year; quantities may be lower or higher.
2. The Lottery shall determine the levels of quantity to be maintained at each Customer Service Center.
3. Offeror shall have the ability to provide an estimated annual issuance of gift cards that could approach 20,000.

**D. DELIVERY**

1. Offeror shall have the ability for cards to be shipped to each individual Lottery Customer Service Center and/or Headquarters at addresses designated by the Lottery (e.g., Richmond HQ and Virginia Lottery Customer Service Locations).

**Addresses are as follows:**

Richmond (Prize Zone West) – 1620 East Parham Rd, Richmond, VA  
23228

Farmville – 1524 South Main Street, Farmville, VA 23901

Roanoke – 1287 Towne Square Blvd., Roanoke, VA 24012

Woodbridge – 14550 Potomac Mills Road, Woodbridge, VA 22192

Harrisonburg – 1790-26 East Market Street, Harrisonburg, VA 22801

Hampton – 2306-08 West Mercury Blvd., Hampton, VA 23666

Abingdon – 408 East Main Street, Abingdon, VA 24210

Richmond (Headquarters) – 600 East Main Street, Richmond, VA 23219

2. Offeror shall have the ability to pre-package cards in individual envelopes with usage instructions and group them into quantities of 1,000.
3. Offeror shall have the ability to provide visibility and alerts to maintain Customer Service Center inventory levels.

**E. IMPLEMENTATION AND TRAINING**

1. The Offeror shall have the ability to provide comprehensive digital training modules for all sales representatives, including interactive instruction and full system walkthroughs and may be delivered virtually and/or in person.
2. Offeror shall have the ability to supply all training materials, guides, and documentation necessary for successful adoption, and shall manage and complete all implementation activities to ensure the system is fully operational and ready for use.

**F. CUSTOMER SERVICE**

1. Offeror shall have the ability to provide toll-free phone and email support for approximately 100 authorized Lottery users, including assistance with order confirmations, portal navigation, card-issuance issues, and replacement processing.
2. Offeror shall have the ability to provide all services under the resulting contract shall meet or exceed the agreed upon Service Level Agreements (SLAs), which apply to support services, portal availability, response time, issue resolution, delivery responsiveness, and overall system performance.

**G. COMPLIANCE AND SECURITY**

1. Offeror shall have the ability to adhere to all relevant security practices for the portal (encryption, firewalls) and support the Lottery's information protection policies.

2. Offer shall have the ability to support annual security reviews and provide documentation of compliance.

#### **IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

##### **A. GENERAL REQUIREMENTS:**

##### **1. RFP Response:**

- a. The cover page of this solicitation indicates proposals will be accepted as sealed. Proposals will be received for this procurement, preferably via electronic submission through the eVA vendor portal. Submissions can also be hand delivery to the Contract Officer indicated on the cover page. Submission in both formats is not required.

##### Digital Submission through eVA:

To be considered for selection, Offerors must submit a complete response to this Request for Proposals (RFP). Submissions shall include the following:

- i. One (1) original electronic proposal; and
- ii. One (1) electronic proposal with proprietary or confidential information redacted, as applicable and detailed in Section B.1(ii).

All digital submissions must be submitted electronically through eVA at: [www.eva.virginia.gov](http://www.eva.virginia.gov)

If an Offeror requires assistance with submitting an electronic response, the Offeror must contact eVA Customer Care at: [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov)

##### Paper Copy Submission:

To be considered for selection, Offerors must submit a complete response to this Request for Proposals (RFP). Submissions shall include the following:

- i. One (1) copies of the proposal must be submitted to the Lottery. Of the five (5) copies, one (1) copy shall have all proprietary information removed, as detailed in Section B.1(ii); and
- ii. One (1) USB drive containing two electronic files: one (1) original copy of the proposal and one (1) copy of the proposal with proprietary information removed, as detailed in Section B.1(ii).

**IF PROPOSAL IS MAILED:** Offeror must mail proposal to the Virginia Lottery, Attention: Jennifer Mabie, 22nd Floor Purchasing Office, 600 East Main Street, Richmond, Virginia

23219. The proposal must be enclosed in an envelope or package and identified as follows:

Name of Offeror:

Due Date and Time:

Offeror's complete address:

RFP No. 13180JM

RFP Title: Retailer Incentive Gift Card Program

If a proposal is not identified as outlined above, the Offeror takes the risk that the proposal may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope.

**IF PROPOSAL IS HAND DELIVERED (INCLUDING COURIER):** Proposal must be delivered to 600 East Main Street, Richmond, Virginia 239. Due to increased building security, an Offeror must only deliver a proposal to the Security Guard Station located on the Main Street entrance of the Lottery Headquarters, Main Street Centre (address above). However, the Security Guard is not responsible for identifying the date and time a proposal is received; only a Virginia Lottery employee can make that determination. The Security Guard will contact an appropriate Lottery employee for proposal receipt, and this process could take 30 minutes or longer.

- b. Late proposal will not be accepted.
- c. The Lottery does not conduct public openings.
- d. No other distribution of the proposal shall be made by the Offeror.
- e. Offeror is requested to respond to each section/subsection in the order in which it appears in the RFP.
- f. Offerors shall also submit any additional information required within this solicitation or as requested by the Lottery for evaluation purposes.

## **2. Proposal Preparation:**

- a. Proposals shall be signed by an authorized representative of the Offeror.
- b. Failure to submit all information requested may result in the Evaluation Team giving a lower evaluation score of the proposal.

- c. An explanation describing how you will accomplish each requirement must be included in your proposal. The phrase "fully comply" without an explanation is unacceptable. If a requirement is not being provided, state "Not Provided." Proposals, which are substantially incomplete or lack key information, may be rejected by the Lottery.
- d. Ownership of all data, materials and documentation originated and prepared for the Lottery pursuant to the RFP shall belong exclusively to the Lottery and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of §2.2-4342 of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as **highlighting or underlining** and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line-item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

**3. Oral Presentation:**

- a. Offerors who submit a proposal in response to this RFP may be required to give an oral presentation to the Evaluation Team. This provides an opportunity for the Offeror to clarify or elaborate on the proposal.

**4. Proposal Timeline:**

- a. All questions should be submitted in writing. No questions will be answered via telephone.

Pre-Proposal Conference	Not Applicable
First Round of Questions Due	March 5, 2026
Estimated Date of 1 <sup>st</sup> Addendum Issued to Answer Questions	March 12, 2026
Second Round of Questions Due	March 17, 2026
Estimated Date of 2 <sup>nd</sup> Addendum Issued to Answer Questions	March 19, 2026
<b>RFP Due Date</b>	<b>March 26, 2026</b>
Tentative Award	End of May 2026

Issue dates of Addenda are dependent on the number of questions received.

The Lottery does not guarantee a response to any questions received after March 5, 2026.

Single Point of Contact

Submit all inquiries concerning this RFP in writing via email, Subject **“Questions on RFP #13180JM”**

SPOC: Jenn Mabie  
Email: JMabie@valottery.com

To ensure timely and adequate consideration of proposals, Offerors shall limit all contact concerning this RFP, whether written or verbal, to the designated SPOC for the duration of the RFP process.

**B. SPECIFIC PROPOSAL REQUIREMENTS:**

Proposals shall be as thorough and detailed as possible so that the Lottery may properly evaluate Offeror’s capabilities to provide the required services. In addition to any other requirements for Proposals, Offerors are required to submit the following items as a complete proposal:

**SECTION 1: SIGNED COVER PAGE, ADDENDA, AND/OR EXCEPTIONS TO TERMS AND CONDITIONS**

Includes information required by the Lottery in reference to Offeror’s business information and RFP requirements not related to the scope of work and pricing. This section also allows the Offeror to designate any proprietary information in the proposal. Please note marking the entire proposal as proprietary and/or the pricing submitted within the proposal as proprietary will not be accepted by the Lottery and risks proposal rejection. This section must include the following information at a minimum:

- i. A fully completed and signed Signature and Offeror Profile Sheet.
- ii. A fully completed Proprietary Information table which indicates the page number(s) containing proprietary information:

**Proprietary Information Table:**

Section/Title	Page Numbers	Reason(s) for Withholding it from Disclosure

- iii. The acknowledgement of any addenda released in reference to this RFP.
- iv. Desired exceptions to any Special Terms and Conditions within the RFP. An Offeror's request to remove or modify a Special Term and Condition within the RFP does not guarantee the Lottery's acceptance of the Special Term and Condition exemption or any modification of a Term of Condition. \*\*NOTE: The Lottery will not sign any Offeror's documents, MSAs, or any other type of agreement(s). The Lottery's General Terms and Conditions shall not be negotiated.

## **SECTION 2: METHODOLOGY 25 POINTS**

### **1. Implementation & Operations**

The Offeror shall:

- a. Describe the implementation process, including phases, milestones, and timelines.
- b. Describe the card-order process, including timelines, minimum order quantities (if any), funding process, controls to prevent unauthorized loads, return/exchange procedures, and estimated order turn-around times.
- c. Describe the card-issuance process, including shipment of inactive cards, activation at issuance, card denomination options, handling of lost or replacement cards, and procedures for packaged cards.
- d. Provide samples of packaged cards. Electronic images of the cards are acceptable.
- e. Describe the proposed funding and banking process for the cards.

### **2. System Capabilities**

The Offeror shall:

- a. State whether the system can use scanners to capture card information.
- b. Describe system performance expectations, card-management capabilities, responsiveness, issue-resolution processes, and service-level agreements offered.
- c. Describe how card "load" is billed, card expiration policies, and any value changes after 12 months.
- d. What procedures are in place to ensure Lottery employees only issue cards to verified retailers.
- e. How are on the spot rewards handled.

### **3. Training & Support**

The Offeror shall:

- a. Describe the proposed training approach and the training materials provided. Is training offered in person and/or virtual.
- b. Offerors shall submit representative samples of training materials for evaluation purposes. Preferred samples include electronic training modules and/or representative Power Point-based walkthroughs. Submission of a full set of training materials is not required at the time of RFP submission.

4. Value-Added Features

The Offeror shall:

- a. Describe any additional value-added features available to the Lottery.

**SECTION 3: CAPABILITY, 20 POINTS**

The Offeror shall:

- a. Describe the capability to deliver a secure, customizable portal that supports user access, reporting functions, program tracking, and real-time card activation, and that is easy for users to navigate. The Offeror shall also provide representative images or examples illustrating the end-user dashboard.
- b. Describe the capability to generate dashboard and program reports and provide examples of the types of reports available.
- c. Describe the capability to produce, package, and ship non-value gift cards that support secure activation at the time of issuance.

**SECTION 4: EXPERIENCE 30 POINTS**

The Offeror shall:

- a. Provide three (3) case studies that closely align with the scope of work in this RFP. Each case study shall include a description of the project, the Offeror's role, project dates, and the contract value. If the exact value cannot be disclosed, the Offeror shall provide a reasonable value range.
- b. Describe key outcomes, challenges encountered, and mitigation strategies used for each case study, and explain why the project is relevant to the size and scope of this solicitation.

**SECTION 5: PRICE 15 POINTS**

The Offeror shall:

a. Provide comprehensive pricing in accordance with Section IX (Page 33) of this RFP. All pricing must be clear, complete, and presented in the format specified to ensure consistent evaluation among Offerors. Offerors shall include, at a minimum, the following price elements for the Retailer Gift Card Incentive Program:

- Portal Development Cost
- Monthly Portal Hosting Fee
- Card cost/each
- Shipping cost
- Processing cost

**SECTION 6: SMALL, WOMEN-OWNED, AND MINORITY-OWNED BUSINESSES (SWaM) 10 POINTS**

1. Offeror shall provide a detailed description of participation of minority-owned, woman-owned, and small businesses in the performance of this Contract through subcontracting programs. Please complete the SWaM table below. Please note: the Lottery only recognizes business certified by the Virginia Department of Small Business and Supplier Diversity (SBSD) as SWaM. Offerors may add additional lines as required:

Small Business Name and Certificate Number	Planned Involvement	Planned Contract Dollars
Certificate #:		\$
Certificate #:		\$
<b>Total Planned Contract Dollars</b>		\$

Offerors may find a list of registered SWaM companies by contacting SBSBD or visiting <https://www.sbsd.virginia.gov/certification-division/swam/>.

**EVALUATION AND AWARD CRITERIA:**

**A. EVALUATION CRITERIA:**

The Virginia Lottery seeks to Contract for the goods and services described herein with the responding Offeror who submits the best proposal as modified through negotiations. The written proposals, and any subsequent negotiated offers, will be evaluated and judged by the Virginia Lottery based on the following criteria:

Evaluation Criteria	Scoring Points Available
Methodology	25
Capability	20
Experience	30
Price	15
SWaM	10
Total Points Available	100

**B. AWARD OF CONTRACT:**

Two or more Offerors deemed to be fully qualified and best suited among those submitting proposals will be identified on the basis of the evaluation factors stated herein. Negotiations may be conducted with the Offerors so selected. After negotiations have been conducted with each Offeror so selected, the Lottery may select the Offeror(s) who, in its opinion, has made the best proposal, and award the Contract to that Offeror(s). The Lottery may cancel this RFP or reject proposals at any time prior to the award and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should it be determined in writing that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a Contract may be negotiated and awarded to that Offeror.

**V. SPECIAL TERMS AND CONDITIONS:**

**A. ADVERTISING:**

In the event a Contract is awarded for supplies, equipment, and/or services resulting from this solicitation, no indication of such sales and/or services to the Lottery shall be used in product literature or advertising without the Lottery Executive Director's prior written approval. The Contractor shall not state in any of its advertising or product literature that the Lottery has purchased or uses its products and/or services.

**B. AUDIT:**

The Contractor shall retain all books, records, and other documents relative to this Contract for five (5) years after final payment, or until audited by the Lottery and/or the Commonwealth of Virginia, whichever is sooner. The Lottery, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period and at no cost to the Lottery nor the Commonwealth of Virginia.

**C. CANCELLATION OF CONTRACT:**

The Lottery reserves the right to cancel and terminate any resulting Contract, in part or in whole, without penalty, with sixty (60) days written notice to the Contractor. In the event the initial Contract period is for more than 12 months, the resulting Contract may be terminated by either party, without penalty, after the initial 12 months of the Contract period with sixty (60) days written

notice to the other party. Any Contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

**D. DATA BREACH:**

Contractor shall fully cooperate with Lottery and all required law enforcement personnel for assistance in the handling and reporting of security incidents. In the event of any error of mission, negligence, misconduct, or breach that compromises or is suspected to compromise the security, confidentiality, or integrity of Virginia Lottery data or the physical, technical, administrative, or organizational safeguards put in place by Contractor that relate to the protection of the security, confidentiality, or integrity of Virginia Lottery data, Contractor must, as applicable:

- (a) notify the Lottery as soon as practicable but no later than twenty-four (24) hours of becoming aware of such occurrence (in particular, notification to the Lottery's Director of Information Security via telephone call and email to the Lottery's Director of Information Security, Deputy General Counsel, and Director of Security);
- (b) cooperate with the Lottery in investigating the occurrence, including making available all relevant records, logs, files, data reporting, and other materials required to comply with applicable law or as otherwise required by the Lottery;
- (c) in the case of personally-identifiable information ("PII"), at the Lottery's sole election,
  - i. notify the affected individuals who comprise the PII as soon as practicable but no later than is required to comply with applicable law, or, in the absence of any legally required notification period, within five (5) calendar days of the occurrence; or
  - ii. reimburse the Lottery for any costs in notifying the affected individuals;
- (d) provide third-party credit and identity monitoring services to each of the affected individuals who comprise the PII for the period required to comply with applicable law, or, in the absence of any legally required monitoring services, for no less than twenty-four (24) months following the date of notification to such individuals;
- (e) perform or take any other actions required to comply with applicable law as a result of the occurrence;
- (f) indemnify, defend, and hold harmless the Virginia Lottery and the Commonwealth of Virginia for any and all claims, including reasonable attorneys' fees, costs, and expenses incidental thereto, which may be suffered by, accrued against, charged to, or recoverable from the Lottery in connection with the occurrence;
- (g) be responsible for recreating lost Virginia Lottery data in the manner and on the schedule set by the Lottery without charge to the Lottery; and

- (h) provide the Lottery a detailed plan within ten (10) calendar days of the occurrence describing the measures Contractor will undertake to prevent a future occurrence.

\*Notification to affected individuals, as described above, at a minimum: name and contact information of Contractor's representative; a description of the nature of the loss; a list of the types of data involved; the known or approximate date of the loss; how such loss may affect the affected individual; what steps Contractor has taken to protect the affected individual; what steps the affected individual can take to protect himself/herself; contact information for major credit reporting agencies; and, information regarding the credit and identity monitoring services to be provided by the Contractor.

**E. DATA OWNERSHIP**

The Lottery shall own and have full and complete access to all data collected on its behalf at all times, through the term of this Agreement. The Lottery shall have the ability to import or export its data in piecemeal or in its entirety at the Lottery's discretion at no charge to the Lottery. This includes the ability for the Lottery to import or export Data to/from other Contractors. This can, if specified within this Agreement, be carried out by providing application programmable interface or other such efficient electronic tools. Upon expiration or termination of this Agreement, the Lottery shall have full access to all pertinent data for a period of 60 calendar days. This period will be covered at no charge. This can, if specified within this Agreement, be carried out by providing application programmable interface or other such efficient electronic tools. During this period, the Contractor shall not take any action to erase and/or withhold any data, except as directed by the Lottery.

**F. DATA USAGE**

The Contractor shall not copy or transfer Lottery data unless authorized by the Lottery. In such an event the data shall be copied and/or transferred in accordance with the provisions of this Section. Contractor shall not access any Data for any purpose other than fulfilling the service. Contractor is prohibited from Data Mining, cross tabulating, monitoring Authorized User's Data usage and/or access, or performing any other Data analytics other than those required within this Contract. At no time shall any Data or processes (e.g., workflow, applications, etc.), which either are owned or used by the Lottery, be copied, disclosed, or retained by the Contractor or any party related to the Contractor unless explicitly specified by the Lottery. Contractor is allowed to perform industry standard back-ups of Data. Documentation of back-up must be provided to the Authorized User upon request. Contractor must comply with any and all security requirements within this Contract.

**G. DEMONSTRATIONS:**

By submitting a proposal, the Offeror certifies that the specified equipment is in productive use and capable of demonstration in the proposed configuration. The Lottery reserves the right to require Offerors to demonstrate the functionality of proposed equipment to its satisfaction prior to making an award decision. Such demonstration is intended to show that an Offeror's

products will perform in a completely satisfactory manner and that they will meet or exceed the performance specifications contained in the solicitation. Failure by an Offeror to promptly comply with a request for demonstration could result in its proposal being rejected. Failure to reject shall not relieve the Contractor of its obligation to fully comply with all requirements of the Contract.

**H. DISCOUNTS, PROMPT PAYMENT:**

Discounts for prompt payment will not be calculated in determining net low proposal. Discounts for prompt payment will be shown on the purchase order/Contract and taken if invoices are processed and payment made within the stipulated time frame. If discounts are not offered, payment shall be made thirty (30) days after receipt of an accurate invoice by the Virginia Lottery's Accounts Payable Department. Offeror shall indicate discount (if applicable) with the "Pricing section" near the end of this solicitation.

**I. DISCOUNTS, OR PROMOTIONAL DISCOUNTS:**

The Contractor shall extend any special or promotional sale prices or discounts immediately to the Lottery during the term of the Contract. Such notice shall also advise the duration of the specific sale or discount price.

**J. EXCESSIVE DOWNTIME:**

Equipment or software furnished under the Contract shall be capable of continuous operation. Should the equipment or software become inoperable for a period of more than 24 hours, the Contractor agrees to pro-rate maintenance charges to account for each full day of inoperability. The period of inoperability shall commence upon initial notification. In the event the equipment or software remains inoperable for more than 24 hours consecutive calendar days, the Contractor shall promptly replace the equipment or software at no charge upon request of the Lottery. Such replacement shall be with new, unused product(s) of comparable quality, and must be installed and operational within 3 days following the request for replacement.

**K. EXTRA CHARGES NOT ALLOWED:**

The price indicated shall be for a retailer incentive gift card program in accordance with all minimum specifications and requirements. Extra charges will not be allowed.

**L. FINAL INSPECTION:**

At the conclusion of the work, the contractor shall demonstrate to the Lottery's representative(s) that the work is fully operational and in compliance with Contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor's sole expense prior to final acceptance of the work.

**M. FORCE MAJEURE:**

The Contractor shall not be in default by reason of any failure in performance of this Contract in accordance with its terms (including any failure by the

Contractor to make progress in the prosecution of the work here under which endangers such performance) if such failure arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor.

**N. IDENTIFICATION AND DELIVERY OF PROPOSAL:**

The cover page of this solicitation will indicate whether proposals will be accepted as sealed or unsealed. If this solicitation indicates “sealed” proposals will be received for this procurement, all proposals received must be enclosed in an envelope or package and identified as follows:

**IF PROPOSAL IS MAILED:** Offeror must mail proposal to the Virginia Lottery, Attention: Jennifer Mabie, 22nd Floor Purchasing Office, 600 East Main Street, Richmond, Virginia 23219. The proposal must be enclosed in an envelope or package and identified as follows:

Name of Offeror:

Due Date and Time:

Offeror’s complete address:

RFP No. 13180JM

RFP Title: Retailer Gift Card Incentive Program

If a proposal is not identified as outlined above, the Offeror takes the risk that the proposal may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope.

**IF PROPOSAL IS HAND DELIVERED (INCLUDING COURIER):** Proposal must be delivered to 600 East Main Street, Richmond, Virginia 23219. Due to increased building security, an Offeror must only deliver a proposal to the Security Guard Station located on the **Main Street entrance** of the Lottery Headquarters, Main Street Centre (address above). **However, the Security Guard is not responsible for identifying the date and time a proposal is received; only a Virginia Lottery employee can make that determination.** The Security Guard will contact an appropriate Lottery employee for proposal receipt, and this process could take 30 minutes or longer.

Late proposal will not be accepted.

Note: The Lottery does not conduct public openings.

**O. INDEMNIFICATION:**

Contractor agrees to indemnify and hold harmless the Commonwealth of Virginia, the Lottery, their Board Members, officers, directors, agents and employees (collectively, “Commonwealth’s Indemnified Parties”) from and against any and all losses, damages, claims, demands, proceedings, suits and

actions, including any related liabilities, obligations, losses, damages, assessments, fines, penalties (whether criminal or civil), judgments, settlements, expenses (including attorneys' and accountants' fees and disbursements) and costs (each, a "Claim" and collectively, "Claims"), incurred by, borne by or asserted against any of Commonwealth's Indemnified Parties to the extent such Claims in any way relate to, arise out of or result from: (i) any intentional or willful conduct or negligence of any employee, agent, or subcontractor of the Contractor, (ii) any act or omission of any employee, agent, or subcontractor of the Contractor, (iii) breach of any representation, warranty or covenant of the Contractor contained herein, (iv) any defect in the Contractor/subcontractor-provided products and/or services, or (v) any actual or alleged infringement or misappropriation of any third party's intellectual property rights by any of the Contractor/subcontractor-provided products and/or services. Selection and approval of counsel and approval of any settlement shall be accomplished in accordance with all applicable laws, rules and regulations. For state agencies, the applicable laws include §§ 2.2-510 and 2.2-514 of the Code of Virginia. In all cases involving the Commonwealth or state agencies, the selection and approval of counsel and approval of any settlement shall be satisfactory to the Commonwealth.

In the event that a Claim is commenced against any of Commonwealth's Indemnified Parties alleging that use of the Contractor/subcontractor-provided products and/or services, including any components thereof, or that the Contractor's/subcontractor's performance or delivery of any product and/or service under this Contract infringes any third party's intellectual property rights and the Contractor is of the opinion that the allegations in such Claim in whole or in part are not covered by this indemnification provision, Contractor shall immediately notify the Lottery in writing, via certified mail, specifying to what extent the Contractor believes it is obligated to defend and indemnify under the terms and conditions of this Contract. The Contractor shall in such event protect the interests of the Commonwealth's Indemnified Parties and secure a continuance to permit the Lottery to appear and defend their interests in cooperation with the Contractor as is appropriate, including any jurisdictional defenses the Lottery may have.

In the event of a Claim pursuant to any actual or alleged infringement or misappropriation of any third party's intellectual property rights by any of the Contractor/subcontractor-provided Deliverables, Products, Software, Services, Solution, including Solution Components, Application and Licensed Services, as applicable, or Contractor's/subcontractor's performance, and in addition to all other obligations of the Contractor in this Section, the Contractor shall at its expense, either (a) procure for all Authorized Users the right to continue use of such infringing Deliverables, Products, Software, Services, Solution, including Solution Components, Application and Licensed Services, as applicable, or any component thereof; or (b) replace or modify such infringing Deliverables, Products, Software, Services, Solution, including Solution Components, Application and Licensed Services, as applicable, or any component thereof, with non-infringing Deliverables, Products, Software, Services, Solution or Solution Component(s), Application and Licensed

Services, as applicable, satisfactory to the Lottery. And in addition, the Contractor shall provide the Lottery with a comparable temporary replacement product and/or service or reimburse the Lottery for the reasonable costs incurred by the Lottery in obtaining an alternative product and/or service, in the event the Lottery cannot use the affected Deliverable, Product, Software, Services, Solution or Solution Component(s), Application and Licensed Services, as applicable, or any component thereof. If the Contractor cannot accomplish any of the foregoing within a reasonable time and at commercially reasonable rates, then the Contractor shall accept the return of the infringing Deliverables, Products, Software, Services, Solution, Solution Component, Application and Licensed Services, as applicable, or any component thereof, along with any other components rendered unusable by the Lottery as a result of the infringing component, and refund the price paid to the Contractor for such components.

**P. LIMITATION OF LIABILITY:**

To the maximum extent permitted by applicable law, the Contractor will not be liable under this Contract for an indirect, incidental, special or consequential damages, or damages from loss of profits, revenue, data or use of the supplies, equipment and/or services delivered under this Contract. This limitation of liability will not apply, however, to liability arising from: (a) personal injury or death; (b) defect or deficiency caused by willful misconduct or negligence on the part of the Contractor/subcontractor; or (c) circumstances where the Contract expressly provides a right to damages, indemnification and/or reimbursement.

**Q. NOTICE OF MATERIAL LEGAL DISPUTE:**

Contractor shall notify the Lottery of its involvement in any legal dispute that is or may become material to this Contract. Contractor shall provide the Lottery with pertinent, non-privileged details upon request.

**R. PERFORMANCE, CONTRACTOR:**

Contractors providing goods and/or services to the Lottery are required to perform in accordance with the terms and conditions of their contract. When contractual requirements are not met, the following actions may be taken (at the Lottery's option):

1. Contractor Complaint Form:

If a Contractor fails to perform in accordance with the terms and conditions of the contract, the Lottery will prepare a Contractor Complaint Form. This form will be sent to the Contractor for a corrective action plan.

2. Default:

If the Contractor is non-responsive to the complaint form or does not satisfy the corrective action plan provided in the complaint form or provides an unsatisfactory corrective plan as determined by the Lottery, the Contractor may, at the Lottery's discretion, be placed in default and notified via Contractor Complaint Form.

3. Ineligible for Award:  
Once placed in default, the Contractor will be ineligible to do business with the Lottery for purchases exceeding \$5,000 for a period of **three years**.

4. Re-procurement of Goods and/or Services:  
In addition to a Contractor's ineligibility for award of contracts over \$5,000, the Lottery may procure the goods and/or services from other sources and hold the Contractor responsible for the price difference of the original contract amount and the amount of the new contract. The Lottery will follow competitive principles as outline herein for the re-procurement.

The Contractor will remain in default until the re-procurement costs have been paid to the Lottery. The Contractor is still subject to the three year ineligibility based on the default regardless as to when the re-procurement cost is paid.

5. Number of Complaints:
- a) For Term Contracts: If the Contractor has received three or more complaints within the initial contract period as documented by Contractor Complaint Forms, the Contractor may, at the Lottery's discretion, be ineligible to submit a bid/proposal if the goods/services are re-solicited at expiration of contract. Ineligibility shall apply even though a satisfactory resolution to all complaints occurred.
  - b) For a Renewal Period: If the Contractor has received three or more complaints within a renewal period as documented by Contractor Complaint Forms, the Contractor may, at the Lottery's discretion, be ineligible to submit a bid/proposal if the goods/services are re-solicited at expiration of contract. Ineligibility shall apply even though a satisfactory resolution to all complaints occurred.
  - c) For Spot Purchases: If the Contractor has received three or more complaints within a period of one year as documented by Contractor Complaint Forms, the Contractor may, at the Lottery's discretion, be ineligible to do business with the Lottery for purchases exceeding \$5,000 for a period of one year after the issuance of the third Contractor Complaint Form. Ineligibility shall apply even though a satisfactory resolution to all complaints occurred.

**S. PRIME CONTRACTOR RESPONSIBILITIES:**

The Contractor shall be responsible for completely supervising and directing the work under this Contract and all subcontractors that it may utilize, using its best skill and attention. Subcontractors that perform work under this

Contract shall be responsible to the prime Contractor. The Contractor agrees that it is as fully responsible for the acts and omissions of its subcontractors and of persons employed by them as it is for the acts and omissions of its own employees.

**T. PRODUCT AVAILABILITY/SUBSTITUTION:**

Substitution of a product, brand or manufacturer after the award of Contract is expressly prohibited unless approved in writing by the Contract Officer. The Lottery may, at its discretion, require the Contractor to provide a substitute item of equivalent or better quality subject to the approval of the Contract Officer, for a price no greater than the Contract price, if the product for which the Contract was awarded becomes unavailable to the Contractor.

**U. PRODUCT INFORMATION:**

The Offeror shall clearly and specifically identify the product being offered and enclose complete and detailed descriptive literature, catalog cuts and specifications with the proposal to enable the Lottery to determine if the product offered meets the requirements of the solicitation. Failure to do so may cause the proposal to be considered nonresponsive.

**V. PRODUCT SUBSTITUTION:**

During the term of any Contract resulting from this solicitation, the Contractor is not authorized to substitute any item for that product and/or software identified in the solicitation without the prior written consent of the Contracting Officer whose name appears on the front of this solicitation, or his/her designee.

**W. PROPOSAL ACCEPTANCE PERIOD:**

Any proposal in response to this solicitation shall be valid for 180 days. At the end of the 180 day period, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.

**X. QUANTITIES:**

Quantities set forth in this solicitation are estimates only, and the Contractor shall supply at Contract prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

**Y. REFERENCES:**

Offerors shall provide a list of at least three (3) references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person, telephone number and email address.

Organization:	
Contact Person:	
Address:	
Telephone:	
Email:	

Organization:	
Contact Person:	
Address:	
Telephone:	
Email:	

Organization:	
Contact Person:	
Address:	
Telephone:	
Email:	

**Z. RENEGOTIATION OF CONTRACT**

The Lottery reserves the right, at any time during the Contract term or any renewals of the term, to renegotiate with the Contractor a reduction in the compensation paid to the Contractor that is less than the compensation initially agreed to by the Contractor and the Lottery at the time of Contract execution. The Lottery may initiate such negotiations whenever the Lottery determines that it is in the Lottery's best fiscal interests to do so. Notwithstanding any other provision of this Contract to the contrary, the Lottery may terminate this Contract immediately and without penalty if the Lottery is unable to renegotiate the compensation with the Contractor to an amount which the Lottery determines to be appropriate.

**AA. RENEWAL OF CONTRACT:**

This Contract may be renewed by the Lottery upon written agreement of both parties for (4) four successive (1) one-year periods, under the terms of the current Contract, and at a reasonable time (approximately 90 days) prior to the expiration.

**BB. SECURITY CLEARANCE – CAPITOL POLICE:**

All Contractor/subcontractor personnel, entering the Main Street Center Building are required to obtain security clearance prior to their arrival at the work site. For information on the clearance process, call the Capitol Police at (804) 786-2567. Failure to obtain the necessary security clearance will result in access to the facility being denied.

**CC. SMALL, WOMEN- AND MINORITY-OWNED (SWaM-OWNED) BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**

It is the goal of the Lottery that 50% of purchases are made from SWAM-owned businesses. This includes discretionary spending in prime contracts and subcontracts. Unless the Offeror is registered as a DMBE-certified small business and where it is practicable for any portion of the awarded Contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such subcontracting opportunities to DMBE-certified SWAM-owned businesses. No Offeror or subcontractor shall be considered a SWAM-owned

Business unless certified as such by the Department of Minority Business Enterprise (DMBE) by the due date for receipt of proposals. If SWAM-owned business subcontractors are used, the prime Contractor agrees to report the use of SWAM-owned business subcontractors by providing the purchasing office, at a minimum, the following information on a monthly basis or as directed by the Lottery: name of SWAM-owned business with the DMBE certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.

Will there be any subcontracting to SWAM Business for the performance of this contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please provide the SWAM Business Name and DMBE certification Number:	

**DD. SUBCONTRACTS:**

No portion of the work shall be subcontracted without prior written consent of the Lottery. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the Lottery the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the Contract.

**EE. WARRANTY:**

All materials and equipment shall be fully guaranteed against defects in material and workmanship following date of delivery. Should any defect be noted by the Lottery, the Lottery will notify the Contractor of such defect or non-conformance. Notification will state either (1) that the Contractor shall replace or correct, or (2) the Lottery does not require replacement or correction, but an equitable adjustment to the Contract price will be negotiated. If the Contractor is required to correct or replace, it shall be at no cost to the Lottery and shall be subject to all provisions of this clause to the same extent as materials initially delivered. If the Contractor fails or refuses to replace or correct the deficiency, the Lottery may have the materials corrected or replaced with similar items and charge the Contractor the costs incurred by the Lottery or obtain an equitable adjustment in the Contract price.

**VI. GENERAL TERMS AND CONDITIONS:**

**A. ANTI-DISCRIMINATION:**

Contractor certifies to the Lottery and the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or

disbursements made pursuant to the Contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that Contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the Lottery.

In every Contract over \$10,000, the provisions in 1. and 2. below apply:

During the performance of this Contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**B. ADDENDA:**

Any changes or supplemental instructions to this Request for Proposals shall be in the form of written addenda. Each Offeror is responsible for determining that all addenda issued have been received and shall acknowledge receipt of all addenda in the space provided within the Pricing Schedule or by returning a copy of each signed addendum. Failure to do so may result in rejection of the proposal. All addenda so issued shall become part of the RFP and any resulting Contract documents.

**C. ANNOUNCEMENT OF AWARD:**

Upon the award or the announcement of the decision to award a Contract over \$50,000, as a result of this solicitation, Lottery will publicly post such notice on the DGS/DPS eVA web site ([www.eva.virginia.gov](http://www.eva.virginia.gov)).

**D. ANTITRUST:**

By entering into a Contract, the Contractor conveys, sells, assigns, and transfers to the Lottery and the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods and/or services purchased or acquired by the Lottery under said Contract.

**E. APPLICABLE LAWS AND COURTS:**

This solicitation and any resulting Contract shall be governed in all respects by the laws of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the courts of the Commonwealth, in particular, Richmond, Virginia. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations including Virginia Lottery Law § 58.1-4000 et seq. and the Virginia Lottery Purchasing Manual.

**F. ASSIGNMENT OF CONTRACT:**

A Contract shall not be assignable by the Contractor in whole or in part without the written consent of the Lottery.

**G. AVAILABILITY OF FUNDS:**

It is understood and agreed between the parties herein that the Lottery shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this Contract.

**H. PROPOSAL PRICE CURRENCY:**

Unless stated otherwise in the solicitation, Offerors shall state proposal prices in US dollars.

**I. CHANGES TO THE CONTRACT:**

Changes can be made to the Contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the Contract. An increase or decrease in the price of the Contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the Contract.
2. The Lottery may order changes within the general scope of the Contract at any time by written notice to the Contractor. Changes within the scope of the Contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Lottery a credit for any savings. Said compensation shall be determined by one of the following methods:

By mutual agreement between the parties in writing; or

By agreeing upon a unit price or using a unit price set forth in the Contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the Lottery's right to audit the Contractor's records and/or to determine the correct number of units independently; or

By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the Contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Lottery with all vouchers and records of expenses incurred and savings realized. The Lottery shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Lottery within thirty (30) days from the date of receipt of the written order from the Lottery. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the Contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this Contract or, if there is none, in accordance with the disputes provisions of the Lottery's Purchasing Manual. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this Contract shall excuse the Contractor from promptly complying with the changes ordered by the Lottery or with the performance of the Contract generally.

**J. CLARIFICATION OF TERMS:**

If any prospective Offeror has questions about the specifications or other solicitation documents, the prospective Offeror should contact the Contract Officer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the Lottery.

**K. DEBARMENT STATUS:**

By submitting their proposal, Offerors certify that they are not currently debarred by the Lottery and/or Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

**L. DEFAULT:**

In case of failure to deliver goods or services in accordance with the Contract terms and conditions, the Lottery, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Lottery may have.

**M. DRUG-FREE WORKPLACE:**

During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous

places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific Contract awarded to a Contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

**N. ETHICS IN PUBLIC CONTRACTING:**

By submitting their proposal, Offerors certify that their proposal are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

**O. IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

By entering into a written Contract with the Lottery, the Contractor certifies that it has not, and shall not during the performance of the Contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

**P. INFORMATION SECURITY REVIEW:**

Should the Contractor's obligations involve creating, collecting, or storing Lottery information, which is deemed sensitive by the Lottery, said Contractor shall participate in an annual information security review conducted by the Lottery Information Security Administrator to ensure that information protection policies and practices of the Contractor are sufficient for the Lottery information being created, collected and/or stored.

**Q. INSURANCE:**

By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the Contract, it will have the following insurance coverage at the time the Contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The Offeror further certifies that the Contractor and any

subcontractors will maintain this insurance coverage during the entire term of the Contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

Minimum Insurance Coverages and Limits Required for Most Contracts:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Lottery of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the Contract shall be in noncompliance with the Contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Lottery and the Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the Contract.

**R. NONDISCRIMINATION OF CONTRACTOR:**

A Offeror or Contractor shall not be discriminated against in the solicitation or award of this Contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the Offeror employs ex-offenders unless the Lottery has made a written determination that employing ex-offenders on the specific Contract is not in its best interest. If the award of this Contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this Contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the Lottery shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

**S. PAYMENT:**

1. To Prime Contractor:
  - a) Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/Contract. All invoices shall show the Lottery Contract number and/or purchase order number; social security number (for individual contractors) or the federal employer

identification number (for proprietorships, partnerships, and corporations).

- b) Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c) All goods or services provided under this Contract or purchase order, that are to be paid for with Lottery funds, shall be billed by the Contractor at the Contract price.
- d) The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e) Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Lottery shall promptly notify the Contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A Contractor may not institute legal action unless a settlement cannot be reached within 30 days of notification. The provisions of this section do not relieve the Lottery of its prompt payment obligations with respect to those charges which are not in dispute.

2. To Subcontractors:

- a) A Contractor awarded a Contract under this solicitation is hereby obligated:
  - i. To pay the subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Lottery for the proportionate share of the payment received for work performed by the subcontractor(s) under the Contract; or

- ii. To notify the Lottery and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
- b) The Contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the Contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from the Lottery, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier Contractor performing under the primary Contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Lottery.
- c.) The Lottery encourages contractors and subcontractors to accept electronic and credit card payments.

**T. PERSONNEL SECURITY CLEARANCES:**

The Lottery requires that all Board members, officers and employees working directly on a Contract with the Lottery for such goods or services shall be subject to a criminal background search to be conducted by the chief security officer of the Lottery. Additionally, Lottery Regulation 5-20-410 extends this to include any parent or Subsidiary Corporation of the vendor providing Lottery online or instant ticket goods or services, and any shareholder of 5% or more of the vendor, its parent or Subsidiary Corporation.

No person who has been convicted of a felony, bookmaking or other form of illegal gambling, or of a crime involving moral turpitude, shall be employed on Contracts with vendors described in this section.

No Board member, officer, or employee of a vendor to the Lottery of online or instant ticket goods or services working directly on a Contract for such goods or services, or any person residing in the same household of such Board member, officer or employee, shall purchase a lottery ticket or share, or receive a prize paid on a ticket purchased by or transferred to such person.

**U. PRECEDENCE OF TERMS:**

The following General Terms and Conditions, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF LOTTERY DOCUMENT, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

**V. QUALIFICATION OF OFFEROR:**

The Lottery may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services/ furnish the goods and the Offeror shall furnish to the Lottery all such information and data for this purpose as may be requested. The Lottery reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The Lottery further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the Lottery that such Offeror is properly qualified to carry out the obligations of the Contract and to provide the services and/or furnish the goods contemplated therein.

**W. TAXES:**

Sales to the Lottery are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this Contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

**X. TESTING AND INSPECTION:**

The Lottery reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

**Y. TRANSPORTATION AND PACKAGING:**

By submitting their proposal, all Offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

**Z. USE OF BRAND NAMES:**

Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict Offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the Lottery, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Lottery to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Failure to furnish adequate data for evaluation purposes may result in a lower score of Offeror's proposal. Unless the Offeror clearly indicates in its proposal that the product offered is an equivalent product, such proposal will be considered to offer the brand name product referenced in the solicitation.

**VII. METHOD OF PAYMENT AND INVOICING:**

Payment for the cards shall be made upon delivery of each card order. Card "load" may be billed separately depending on Offeror's card process.

Invoices shall be rendered directly to:

Virginia Lottery  
Attention: Accounts Payable  
600 East Main Street  
Richmond, VA 23219  
or, preferably email invoices to [VLAP@valottery.com](mailto:VLAP@valottery.com).

Invoice must contain the following information:

- Virginia Lottery's Contract number;
- description of the goods and services;
- date goods and services were provided;
- invoice total;
- Contractor's Federal Identification Number or Federal Employer's Number.

If this information is not contained in the invoice, the invoice may be returned to the Contractor.

**VIII. DISCOUNT FOR PROMPT PAYMENT:**

Discount for prompt payment at: \_\_\_\_%/Net \_\_\_\_ days (see Discount for Prompt Payment requirement herein). This Discount will not be calculated in determining low bid amount(s).

**IX. PRICING:**

The Offeror agrees to furnish the goods/services as specified herein, and in compliance with the terms and conditions of this Request for Proposal at the following price(s):

Portal Development: \$ \_\_\_\_\_  
Monthly Portal Hosting Fee: \$ \_\_\_\_\_/mo. x 12 mo. = \$ \_\_\_\_\_  
Card cost: \$ \_\_\_\_\_ ea.  
Shipping cost: \$ \_\_\_\_\_  
Processing cost: \$ \_\_\_\_\_

**Other Fees, if Applicable:**

Any optional services offered and the price \$ \_\_\_\_\_

**X. ADDENDA:**

Offeror hereby acknowledges receipt of and incorporation of all requirements of any addenda issued for this Request for Proposals:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

**XI. SIGNATURE AND OFFEROR PROFILE SHEET:**

**All proposals must be signed below in order to be considered.**

All prices shall be F.O.B. to the delivery address(s) as specified herein. Freight, delivery costs, and incidental charges shall be included in the proposal price(s).

In compliance with this Request for Proposal #13180JM and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or services proposal herein.

<b>Complete Legal Name of Firm</b>	
<b>Address</b>	
<b>Remit To Address</b>	
<b>Authorized Signature</b>	
<b>Print Name</b>	
<b>Title</b>	<b>FIN #</b>
<b>Email</b>	<b>Telephone</b>
<b>Offeror Profile: Offeror shall indicate whether they are <i>certified</i> with the Virginia Department of Small Business and Supplier Diversity as a (check all that apply)</b>	
<input type="checkbox"/> Small Business <input type="checkbox"/> Minority-Owned Business <input type="checkbox"/> Woman-Owned Business	
Certification Number: <input type="text"/> Expiration Date: <input type="text"/>	
Definitions and information on how to become certified may be obtained at <a href="http://www.sbsd.virginia.gov">www.sbsd.virginia.gov</a>	

<b>Contact person regarding this Proposal</b>	
Check here to use above contact <input type="checkbox"/> or provide name below:	
Name:	
<b>Email</b>	<b>Phone</b>

**XII. OFFERORS CHECKLIST:**

The intent of the checklist is to assist the Offeror in providing a responsive proposal. It may not include all the requirements necessary to submit a responsive proposal. It is the responsibility of the Offeror to read the entire solicitation.

<input type="checkbox"/>	Offeror has clear understanding of goods/services requested
<input type="checkbox"/>	Offeror understands and agrees to all Special and General Terms & Conditions
<input type="checkbox"/>	Any tables/boxes within the Special Terms and Conditions must be completed by the Offeror (Offeror must write in these tables/boxes).
<input type="checkbox"/>	Offeror understands when proposal is due
<input type="checkbox"/>	Offeror understands where to mail or deliver proposal
<input type="checkbox"/>	Offeror understands that once a proposal is opened it is a binding document
<input type="checkbox"/>	Offeror signed and provided all information requested on RFP Signature Page
<input type="checkbox"/>	Offeror understands that contact with the Contract Specialist is encouraged if any questions arise prior to submitting a proposal
<input type="checkbox"/>	