VIDEO LOTTERY TERMINALS AND RELATED SERVICES MASTER CONTRACT (#2009-12)

REQUEST FOR QUOTATION (RFQ)

KEY INFORMATION SUMMARY

RFQ Number:	**2009-12-026PPE (Shuffle Master, Inc.)**
Facility/Delivery Location:	**Anne Arundel County** **PPE Casino Resorts Maryland, LLC** **Maryland Live! Casino** **7002 Arundel Mills Circle** **Hanover, MD 21076**
Issue Date:	**August 3, 2011**
Due Date and Time:	**September 8, 2011 @ 12:00 noon (Local Time)** **(Note: Contractors may submit RFQ Responses to Lottery at any time prior to Due Date specified)**
Issuing Agency:	**Maryland State Lottery Commission** **by and through the Maryland State Lottery Agency**
Send Proposals and Questions to Procurement Officer:	**Robert W. Howells, Director of Procurement** **Maryland State Lottery Agency** **Montgomery Park Business Center** **1800 Washington Boulevard-Suite 330** **Baltimore, MD 21230** **Phone: 410-230-8789** **Fax: 410-230-8727** **e-mail: rhowells@msla.state.md.us**
Contract Manager:	**Jeff Patchen, Director VLT Operations** **Maryland State Lottery Agency** **Montgomery Park Business Center** **1800 Washington Boulevard-Suite 330** **Baltimore, MD 21230** **Phone: 410-230-8947** **Fax: 410-230-8727** **e-mail: jpatchen@msla.state.md.us**
Period of Performance:	**Estimated Date to issue Notice to Proceed - December 9, 2011**

MBE Goal:	**25%**
Fidelity Bond **Performance Bond**	**$20,000** **$50,000**
Central System: **Player Tracking System:**	**GTECH** **TBD**
VLTs Required **Quantity (Total)** **32**	 **Model/Type/Denomination** **See Attachment 3 – VLT Order-Price Proposal**
Key Dates **BIN Files Delivered to Commission (Required)** **Testing Certification Letters Delivered to Commission (Required)** **Delivery of VLTs To Facility (Required)** **Operational Date (Target)**	 **Not Later Than March 1, 2012** **Not Later Than March 1, 2012** **Not Later Than March 1, 2012** **To Be Determined**

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SECTION 1 - ADMINISTRATIVE INFORMATION

1.1 PURPOSE

The Maryland State Lottery Commission ("Commission") is issuing this Request for Quotation ("RFQ") to Master Contractors under the Video Lottery Terminals and Related Services Master Contract #2009-12 ("Master Contract") to obtain the Video Lottery Terminals and related services defined in Section 2 - Scope of Work.

The Master Contractor is required to provide VLTs under the lease and purchase Methods of Acquisition, as well as the installation, implementation, and ongoing support and maintenance for the term of the contract of these VLTs at the specified Facility. Master Contractors capable of providing the required VLTs and services are invited to submit a response to this RFQ.

1.2 MASTER CONTRACT

In addition to the requirements of this RFQ, Master Contractors are subject to all terms and conditions contained in the Master Contract. This RFQ incorporates all of the terms and conditions of the Master Contract and shall not amend, conflict with or supercede the Master Contract, unless specifically stated herein. All terms defined in Section 1.4 of the Master Contract have the same meanings in this RFQ.

1.3 RESPONSIBILITY FOR REQUEST FOR QUOTATION AND NOTICE TO PROCEED

The Procurement Officer has the sole responsibility for the management of the RFQ process, issuing of a Notice to Proceed ("NTP"), resolution of scope issues, and authorizing any changes.

The Contract Manager has the primary responsibility for the day-to-day management of the work performed under the NTP; administration functions, including issuing written directions; ensuring compliance with the terms and conditions of the Master Contract; and, in conjunction with the selected Master Contractor, achieving on budget/on time/on target completion of the Scope of Work.

1.4 QUESTIONS

The Procurement Officer will accept written questions from Master Contractors prior to the Due Date and Time. E-mail is the preferred method of written communication.

1.5 SUBMISSION OF RESPONSE TO RFQ

The submission of responses to this RFQ shall be in accordance with Section 3.

All responses must be received by the Procurement Officer at the address and no later than the Due Date and Time specified in the Key Information Summary. Requests for

extension of the Due Date and Time will not be granted. Responses shall be sent by e-mail. Master Contractors should allow sufficient delivery time to ensure timely receipt by the Procurement Officer. The time will be local time as determined by the Commission's e-mail system time stamp.

All written materials must be in English.

1.6 ORAL PRESENTATIONS

Master Contractors may be required to make an oral presentation to the Commission and its staff in order to clarify their responses. Significant representations made by a Master Contractor during the oral presentation shall be submitted in writing and will become binding upon the Master Contractor.

1.7 PUBLIC INFORMATION ACT NOTICE

A Master Contractor should give specific attention to the clear identification of those portions of its response that it deems to be confidential, proprietary commercial information or trade secrets, and provide justification of why such materials, upon request, should not be disclosed by the State pursuant to the Access to Public Records Act ("PIA"), Title 10, Subtitle 6, State Government Article, Annotated Code of Maryland. A blanket statement that its entire response is confidential, proprietary commercial information or a trade secret is unacceptable. Responses shall be open to public inspection only after a NTP is issued, to the extent permitted by the PIA. Upon request for this information from a third party, the Procurement Officer is required to make an independent determination whether the information may be disclosed. (See COMAR 21.05.08.01)

1.8 MINORITY BUSINESS ENTERPRISE (MBE)

A minimum certified Minority Business Enterprise ("MBE") participation goal as stated in the Key Information Summary has been established for this RFQ. Master Contractors have previously submitted the "Offeror's Acknowledgement of RFQ/NTP MBE Requirements" affidavit.

The Commission has identified the work areas below which may be as much as 100% subcontractable to certified MBEs. A Master Contractor may consider these identified work areas, as well as any others it may identify, for MBE participation.

1) VLT installation
2) VLT maintenance, conversions, relocation
3) Transportation/Freight Management
4) Security
5) Office/Warehouse requirements
6) Vehicle service
7) Software
8) Insurance/bonding
9) Financing
10) Consulting
11) Distributorships

A Master Contractor responding to a RFQ containing an MBE goal shall complete, sign, and submit the required MBE documentation (Form D-1/D-2 - Certified MBE Utilization and Fair Solicitation Affidavit) with its response to the RFQ. Failure of the Master

Contractor to complete, sign, and submit all required MBE documentation at the time it submits its response to the RFQ will result in the rejection of the Master Contractor's RFQ response.

MBE instructions and forms are provided in Attachment 1.

Notice: Questions or concerns regarding the MBE requirements of this RFQ must be raised before the opening of responses to the RFQ.

1.9 BOND REQUIREMENTS

1.9.1 FIDELITY BOND

The Master Contractor shall submit to the Procurement Officer, within ten (10) business days after receipt of a Notice to Proceed ("NTP"), a Fidelity Bond in the amount specified in the Key Information Summary. The Fidelity Bond shall be maintained throughout the term of the NTP and be in compliance with all requirements stated in the Master Contract Section 4.44.3.

1.9.2 PERFORMANCE BOND

The Master Contractor shall submit to the Procurement Officer, within ten (10) business days after receipt of a Notice to Proceed ("NTP"), a Performance Bond in the amount specified in the Key Information Summary. The Performance Bond shall be maintained throughout the term of the NTP and be in compliance with all requirements stated in the Master Contract Section 4.44.4.

1.10 DURATION OF OFFER

Responses to this RFQ are irrevocable for ninety (90) days following the Due Date and Time or of Best and Final Offers ("BAFO"), if requested. This period may be extended only by written mutual agreement between the Master Contractor and Commission.

SECTION 2 – SCOPE OF WORK

2.1 GENERAL REQUIREMENTS

The Commission is issuing this RFQ to obtain the Video Lottery Terminals and related services as specified below. The Master Contractor is required to provide VLTs under the lease and purchase Methods of Acquisition, as well as the installation, implementation, and ongoing support and maintenance for the term of the contract of these VLTs at the specified Facility.

2.2 VLTS REQUIRED

2.2.1 The Master Contractor shall provide the quantities, models and types of VLTs stated in the Key Information Summary in accordance with this RFQ and the specifications contained in:

(1) The Master Contract;
(2) COMAR 14.01.15 Video Lottery Technical Standards, which contains VLT machine standards and testing standards (also available on Lottery's website www.mdlottery.com); and
(3) Attachment 3 – VLT Order-Price Proposal.

2.2.2 The Master Contractor shall:

(1) Equip each VLT with:
- The GTECH Connection Kit (fiber communication board and fiber jumper);
- All necessary hardware and software to comply with the requirement to be "TITO enabled"; and
- All necessary chips and software for configuration and operation based on the specific RFQ requirements.

(2) Provide Concatenated binary files ("BIN Files") to the Commission at the address below a minimum of four (4) weeks prior to the required delivery of VLTs (See Key Information Summary for required Delivery Date and Attachment 2 – Naming Convention/BIN Files):

Maryland State Lottery Commission
Attn: Jeff Patchen
Montgomery Park Business Center
1800 Washington Boulevard – Suite 330
Baltimore, MD 21230

(3) Provide keys to the VLTs main processing unit in accordance with RFP Section 5.2.1.3 – Security Lock to the Commission at the Facility address specified on the Key Information Summary. All VLTs shall be keyed the same.

2.2.3 For the purpose of clarity for this RFQ, the requirement of the RFP in Section 5.9.4 – Performance Replacement that "VLTs that have been purchased shall be subject to these provisions for a term of up to two years…" is clarified and revised to be "VLTs that have been purchased shall be subject to these provisions for a term of one (1) year from the first day of operational sales for a newly installed VLT or upgraded VLT.

2.3 VLT MAINTENANCE AND SUPPORT

The Master Contractor shall be responsible for all maintenance and associated costs for its VLTs and shall implement and manage all maintenance in accordance with the Master Contract Section 5.6.3 and the Maintenance Plan submitted with its proposal and approved by the Commission.

2.4 DELIVERY AND INSTALLATION

The Master Contractor, in accordance with the information specified in the Key Information Summary, shall:

- Deliver VLTs to the specified Facility address (or other location as specified by the Commission) in compliance with the specified Delivery Date and the schedule provided in its RFQ response and approved by the Commission;
- Install VLTs at the Facility in coordination with and on a schedule established by the Commission and Facility; and
- Deliver to GTECH and install at the following addresses for testing purposes up to two (2) additional VLTs of each model, as required:

GTECH Corporation
Attn: Art Miller (410-951-7821)
Montgomery Park Business Center
1800 Washington Boulevard – Suite 320
Baltimore, MD 21230

If also required:
GTECH Corporation
Attn: Jordan McCabe
328 Urquhart Avenue
Moncton, New Brunswick, Canada E1H2R6

2.5 SHIPPING

The Master Contractor shall send by e-mail to the following address all written notifications to the Commission regarding shipping required for compliance with the Master Contract Section 5.8.1:

Maryland State Lottery Commission
Attn: Jeff Patchen
jpatchen@msla.state.md.us

2.6 TESTING

The Master Contractor shall require its selected testing laboratory to send all written notifications to the Commission at the below address regarding testing, including testing certification letters from the testing laboratory, required for compliance with the Master Contract Section 5.7. Certification letters shall certify at a minimum, but not limited to, compliance with all Maryland requirements to include the RFQ, RFP/Master Contract, Laws and Regulations.

Maryland State Lottery Commission
Attn: Jeff Patchen
Montgomery Park Business Center
1800 Washington Boulevard – Suite 330
Baltimore, MD 21230

2.7 REPORTING

2.7.1 PROGRESS REPORTS

The Master Contractor shall periodically conduct progress meetings and submit progress reports to the Commission on a schedule as directed by the Commission. For the initial order of VLTs for each Facility, progress meetings or reports will be required weekly, as directed by the Commission.

Reports shall be submitted in Microsoft Excel or Project format, or other format as directed by the Commission.

2.7.2 MBE PARTICIPATION REPORTS

Monthly reporting of MBE participation is required in accordance with the terms and conditions of the Master Contract by the 15th day of each month. In accordance with the instructions contained in Attachment 1 – MBE Instructions/Forms, the Master Contractor shall:

- Provide to the Commission completed MBE Participation forms (Form D-5; MBE Participation Prime Contract Paid/Unpaid MBE Invoice Report),copies of invoices and checks paid; and

- Ensure that each MBE Subcontractor provides to the Commission a completed MBE Participation Form (Form D-6; MBE Subcontractor/Master Contractor Unpaid MBE Invoice Report).

SECTION 3 – RFQ RESPONSE FORMAT AND SUBMISSION REQUIREMENTS

3.1 REQUIRED RESPONSE

Each Master Contractor receiving this RFQ must respond within the Due Date and Time designated in the Key Information Summary Sheet. Each Master Contractor is required to submit either 1) a response to the RFQ; or 2) a written notification that it does not intend to submit a RFQ response and stating the reasons why.

3.2 FORMAT

A Master Contractor shall submit its RFQ response in conformance with the requirements of the Master Contract. The RFQ response shall contain the following sections:

3.2.1 TECHNICAL RESPONSE

The Master Contractor should address all requirements and describe how it proposes to meet each requirement. Specifically, the RFQ response should address, but not be limited to, the following:

A) Proposed VLTs

1) Provide acknowledgement of the Master Contractor's ability to supply the required VLTs, meet all time and technical requirements (to include the RFQ, RFP/Master Contract, Laws, Regulations, and GTECH/Maryland Lottery-SAS Implementation Guide for Slots Vendors – Revision 2.5) and provide a description of the VLTs;

2) Detailed description of Maintenance Plan to include, but not limited to, staffing, spares, warranty and uniform policy for VLT technicians, based on an update and expansion of the Maintenance Plan submitted by the Master Contractor with its proposal and approved by the Commission;

3) Provide schedule for building, shipping, delivering and installing the VLTs at the Facility, in compliance with the specified Delivery and Operational Dates and subject to Commission approval. Include the timeline for submission of chips for testing, BIN files and certification letters. (Note: Only provide BIN files and certification letters for games actually ordered by the Commission) The finalized version of this schedule, when approved by the Commission, shall become binding upon the Master Contractor;

4) Provide End of Life Information for each VLT, as applicable; and

5) Identify the certified testing laboratory to be used and provide acknowledgement of the requirement to make submission to the testing laboratory in compliance with the regulations, including a copy of the

submission cover letter sent to the laboratory.

B) MBE Participation

1) Submit completed MBE documents Attachment 1 - Form D-1/D-2.

C) Subcontractors

1) Identify all proposed subcontractors, including MBEs, and describe their roles in the performance of Section 2 - Scope of Work.

D) Confidentiality

1) A Master Contractor should give specific attention to the identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Title 10, Subtitle 6, of the State Government Article of the Annotated Code of Maryland. Contractors are advised that, upon request for this information from a third party, the Procurement Officer will be required to make an independent determination regarding whether the information may be disclosed.

3.2.2 FINANCIAL RESPONSE

A) The Master Contractor shall complete Attachment 3 – VLT Order-Price Proposal, for all types and models of VLTs, maintenance services and associated equipment that it is proposing under the RFQ.

B) Master Contractor shall include in its Price Proposal for each VLT pricing for all Methods of Acquisition indicated. If a Method of Acquisition is not available for a specific VLT, so indicate on the Price Proposal.

C) The prices proposed shall not exceed the maximum prices contained in the Master Contract and shall comply with all requirements of the Master Contract's Financial Proposal Sheet. Master Contractors may offer more favorable prices to the Commission in the RFQ response.

D) The Offeror’s proposed price shall be fully loaded and expressly include overhead expenses (e.g., fringe benefits, administrative costs, profits, etc.), and all related and incidental expenses (e.g., travel, legal services) associated with providing all goods and services and equipment required by this RFQ. No other amounts or costs will be paid to the Contractor. Specifically, no taxes or assessments or license fees or permits of any type will be paid in addition to the price(s) proposed on the Price Proposal.

SECTION 4 – RFQ/NTP AWARD PROCESS

4.1 OVERVIEW

The Master Contractor will be selected from among all eligible Master Contractors responding to the RFQ. In making the RFQ award determination, the Commission will consider all information submitted in accordance with Section 3.

4.2 TECHNICAL EVALUATION CRITERIA

The following technical criteria, in descending order of importance, will be used to evaluate a response to a RFQ:

1) Proposed VLTs and compliance with specifications
2) Maintenance Plan/Warranty
3) Delivery and Installation Schedule
4) Other services proposed

4.3 SELECTION PROCEDURE

4.3.1 The Commission reserves the right to accept or reject any or all responses, in whole or in part, received in response to this RFQ, to waive or permit cure of minor irregularities, and to conduct discussions with Master Contractors in any manner necessary to serve the best interests of the State. This may be followed by submission of revised responses and a BAFO. This request does not commit the Commission to award a NTP. The Commission also has the right, in its sole discretion, to award a NTP based upon the written responses received without prior discussions with respect to those responses.

4.3.2 RFQ responses will be assessed for the quality of responses to Section 3.2.1 of the RFQ. RFQ responses deemed technically qualified will have their price proposal considered. All others will be deemed not reasonably susceptible to award and will receive e-mail notice from the Procurement Officer of not being selected to perform the work.

4.3.3 Qualified RFQ price responses will be reviewed in consideration of the maximum prices set by the Master Contract and the preferred VLTs as specified by the VLT Facility operator.

4.3.4 Upon completion of all Discussions and Best and Final Offers, if any, the most advantageous RFQ response considering the technical and financial submission shall be selected. In making this selection, technical merit has greater weight than price.

4.4 COMMENCEMENT OF WORK PURSUANT TO AN RFQ/NTP

When the Procurement Officer issues a NTP, the selected Master Contractor will be bound by the Master Contract to the contents of the RFQ and its response to the RFQ, including the Price Proposal. Commencement of work in response to an RFQ may occur only upon issuance by the Procurement Officer of a written NTP to the Master Contractor.

ATTACHMENT 1 - MINORITY BUSINESS ENTERPRISE INSTRUCTIONS/FORMS

MARYLAND STATE LOTTERY COMMISSION

PURPOSE

Master Contractor shall structure its procedures for the performance of the work required in this contract to attempt to achieve the Minority Business Enterprise (MBE) goal stated in the Request for Quotation. MBE performance must be in accordance with this Attachment as authorized by Code of Maryland Regulations (COMAR) 21.11.03. Master Contractor agrees to exercise all good faith efforts to carry out the requirements set forth in this Attachment.

FORMS AND SUBMISSION REQUIREMENTS DURING RFQ PROCESS

- A Master Contractor must submit with its response to an RFQ:

  (1) A completed Certified MBE Utilization and Fair Solicitation Affidavit (Form D-1/D-2) whereby the Master Contractor:

  a) acknowledges the certified MBE participation goal or requests a waiver, commits to make a good faith effort to achieve the goal, and affirms that MBE subcontractors were treated fairly in the solicitation process; and

  b) responds to the expected degree of Minority Business Enterprise participation as stated in the RFQ, by identifying the specific commitment of certified Minority Business Enterprises at the time of submission and specifies the percentage of contract value associated with each MBE subcontractor identified.

  Failure to submit Form D-1/D-2 at the time of submittal of the response to an RFQ as required will require the Procurement Officer to determine that the response is not reasonably susceptible of being selected for award.

- Within ten (10) working days from notification that it is the apparent awardee or from the date of the actual NTP, whichever is earlier, the Master Contractor must provide the following documentation to the Procurement Officer.

  (1) Outreach Efforts Compliance Statement (Form D-3)
  (2) Subcontractor Project Participation Statement (Form D-4)
  (3) If the apparent awardee has requested a waiver (in whole or in part) of the overall MBE goal or of any subgoal as part of the previously submitted Form D-1/D-2, it must submit documentation supporting the waiver request that complies with COMAR 21.11.03.11.
  (4) Any other documentation required by the Procurement Officer in connection with the certified MBE participation goal.

  Failure to return each completed document within the required time may require the Procurement Officer to determine that the Master Contractor is not responsible and therefore not eligible for NTP award. If the NTP has already been awarded, the NTP is voidable.

CONTRACT ADMINISTRATION AND REPORTING REQUIREMENTS

1. The Master Contractor is responsible for successful completion of all deliverables under the Master Contract and NTP, including its commitment to making a good faith effort to meet the MBE participation goal established for the RFQ/NTP. Part of that effort, as outlined in the RFQ, includes submission of monthly reports to the Commission regarding the previous month's MBE payment activity. Reporting Form D-5 (Master Contractor Paid/Unpaid MBE Invoice Report) and Form D-6 (Subcontractor Paid/Unpaid MBE Invoice Report) are attached for your use and convenience. The Commission will monitor the Master Contractor's efforts to achieve the MBE participation goal and compliance with reporting requirements

2. The Master Contractor shall complete a separate Form D-5 for each MBE subcontractor for each month of the contract and submit one copy to the Commission at the address specified at the bottom of the form. The report is due no later than the 15th of the month following the month that is being reported. For example, the report for January's activity is due no later than the 15th of February. Reports are required to be submitted each month, regardless of whether there was any MBE payment activity for the reporting month.

3. The Master Contractor shall ensure that each subcontractor receives a copy of Form D-6 and that the subcontractor receives all information necessary to complete the form properly (i.e., all of the information located in the upper right corner of the form), which will help to minimize any confusion for those who receive and review the reports. Subcontractor reporting shall be sent directly from the subcontractor to the Commission at the address specified at the bottom of the form.

4. It is the responsibility of the Master Contractor to make sure that all subcontractors submit reports no later than the 15th of each month, regardless of whether there was any MBE payment activity for the reporting month. Actual payment data is verified and entered into the State's financial management tracking system from the subcontractor's Form D-6 report only. Therefore, if subcontractor(s) do not submit their Form D-6 payment reports, the Master Contractor will not receive credit for subcontractor payments. The Master Contractor shall promptly notify the Contract Manager if, during the course of the contract, a new MBE subcontractor is utilized. Failure to comply with the MBE contract provisions and reporting requirements may result in sanctions, as provided by COMAR 21.11.03.13.

5. All MBE reports shall be submitted to the Lottery's MBE Coordinator:

   Roslyn Fuller, MBE Coordinator
   Maryland State Lottery Agency
   Montgomery Park Business Center
   1800 Washington Boulevard, Suite 330
   Baltimore, MD 21230
   e-mail: rfuller@msla.state.md.us
   Phone: 410-230-8831/Fax: 410-230-8795

ATTACHMENT 1 – MINORITY BUSINESS ENTERPRISE FORMS
FORM D-1/D-2

MDOT Certified MBE Utilization and Fair Solicitation Affidavit
(submit with RFQ response)

This document **MUST BE** included with the RFQ response. If the Master Contractor fails to complete and submit this form with the RFQ response as required, the Procurement Officer shall determine that the RFQ response is not reasonably susceptible of being selected for award.

In conjunction with the response submitted to RFQ No. _2009-12-_____, I affirm the following:

1. ☐ I acknowledge and intend to meet the overall certified Minority Business Enterprise (MBE) participation goal of ____ percent and, if specified in the RFQ, sub goals of ____ percent for MBEs classified as African American-owned and ____ percent for MBEs classified as women-owned. Therefore, I will not be seeking a waiver pursuant to COMAR 21.11.03.11.

OR

☐ I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals. Within 10 business days of receiving notice that our firm is the apparent awardee, I will submit all required waiver documentation in accordance with COMAR 21.11.03.11.

2. I understand that if I am notified that I am the apparent awardee, I must submit the following additional documentation within 10 working days of receiving notice of the potential award or from the date of conditional award (per COMAR 21.11.03.10), whichever is earlier.

   (a) Outreach Efforts Compliance Statement (Form D-3)
   (b) Subcontractor Project Participation Statement (Form D-4)
   (c) Any other documentation, including waiver documentation, if applicable, required by the Procurement Officer to ascertain Master Contractor's responsibility in connection with the certified MBE participation goal.

   I understand that if I fail to return each completed document within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for NTP award. If the NTP has already been awarded, the award is voidable**.**

3. In the solicitation of subcontract quotations or offers, MBE subcontractors were provided not less than the same information and amount of time to respond as were non-MBE subcontractors.

4. Set forth below are the (i) certified MBEs I intend to use and (ii) the percentage of the total contract amount allocated to each MBE for this project. I hereby affirm that the MBE firms are only providing those products and services for which they are MDOT certified.

Prime Contractor: (Firm Name, Address, Phone)	Project Description: **VLT MASTER CONTRACT #2009-12**
Project Number:	

List Information For Each Certified MBE Subcontractor On This Project

Minority Firm Name	MBE Certification Number
Certification Category For Dually Certified MBE Subcontractors (*Check Only One Certification Category)* ☐ African American Owned ☐ Woman-Owned	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Certification Category For Dually Certified MBE Subcontractors (*Check Only One Certification Category*) ☐ African American Owned ☐ Woman-Owned	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Certification Category for Dually Certified MBE Subcontractors (*Check Only One Certification Category*) ☐ African American Owned ☐ Woman-Owned	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Certification Category for Dually Certified MBE Subcontractors (*Check Only One Certification Category*) ☐ African American Owned ☐ Woman-Owned	
Percentage of Total Contract	
Minority Firm Name MBE Certification Number	
Certification Category for Dually Certified MBE Subcontractors (*Check Only One Certification Category*) ☐ African American Owned ☐ Woman-Owned	
Percentage of Total Contract	

Continue on a separate page, if needed.

SUMMARY

Total *African-American MBE* Participation:	_____%
Total *Woman-Owned* MBE Participation:	_____%
Total *Other* Participation	_____%
Total *All MBE* Participation:	_____%

I solemnly affirm under the penalties of perjury that the contents of this Affidavit are true to the best of my knowledge, information, and belief.

_____

Master Contractor Name
(PLEASE PRINT OR TYPE)

_____

Signature of Affiant

Name: _____
Title: _____
Date: _____

ATTACHMENT 1 – MINORITY BUSINESS ENTERPRISE FORMS

FORM D–3

OUTREACH EFFORTS COMPLIANCE STATEMENT

Complete and submit this form within 10 working days of notification of apparent award or actual award of NTP, whichever is earlier.

In conjunction with the response submitted to RFQ No. 2009-12-_____, the Master Contractor states the following:

1. Master Contractor identified opportunities to subcontract in these specific work categories.

2. Attached to this form are copies of written solicitations (with bidding instructions) used to solicit MDOT certified MBEs for these subcontract opportunities.

3. Master Contractor made the following attempts to contact personally the solicited MDOT certified MBEs.

4. Select ONE of the following:
   a. ☐ This project does not involve bonding requirements.
   OR
   b. ☐ Master Contractor assisted MDOT certified MBEs to fulfill or seek waiver of bonding requirements (*describe efforts*).

5. Select ONE of the following:
   a. ☐ Master Contractor did/did not attend the pre-bid/proposal conference.
   OR
   b. ☐ No pre-bid/proposal conference was held.

_____ By: _____

Master Contractor Printed Name Signature

Address: _____

_____

_____

ATTACHMENT 1 – MINORITY BUSINESS ENTERPRISE FORMS
FORM D–4
Subcontractor Project Participation Certification

Complete and submit one form for each MDOT certified MBE listed on Form D-1/D-2 within 10 working days of notification of apparent NTP award.

_____ (*Master Contractor*) has entered into a contract with _____ (*subcontractor*) to provide services in connection with the RFQ described below.

Prime Contractor Address and Phone	Project Description **VLT Master Contract #2009-12**
Project Number	Total Contract Amount $
Minority Firm Name	MBE Certification Number
Work To Be Performed	
Percentage of Total Contract	

The undersigned Master Contractor and Subcontractor hereby certify and agree that they have fully complied with the State Minority Business Enterprise law, State Finance and Procurement Article §14-308(a)(2), Annotated Code of Maryland which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

(1) fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority business enterprise in its bid or proposal;
(2) fail to notify the certified minority business enterprise before execution of the contract of its inclusion of the bid or proposal;
(3) fail to use the certified minority business enterprise in the performance of the contract; or
(4) pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

MASTER CONTRACTOR SIGNATURE

By: _____
Name, Title
Date

SUBCONTRACTOR SIGNATURE

By: _____
Name, Title
Date

ATTACHMENT 1 – MINORITY BUSINESS ENTERPRISE FORMS
FORM D–5

MINORITY BUSINESS ENTERPRISE PARTICIPATION MASTER CONTRACTOR PAID/UNPAID INVOICE REPORT

Report #: _____ Reporting Period (Month/Year): _____ **Report is due by the 15th of the following month.**	**VLT MASTER CONTRACT #2009-12** Contracting Unit _____ Contract Amount_____ MBE Sub Contract Amt_____ Contract Begin Date_____ Contract End Date_____ Services Provided_____

Prime Master Contractor:		Contact Person:	
Address:			
City:		State:	ZIP:
Phone:	FAX:		
Subcontractor Name:		Contact Person:	
Phone:	FAX:		
Subcontractor Services Provided:			
List all unpaid invoices over 30 days old received from the MBE subcontractor named above: **1.** **2.** **3.** **Total Dollars Unpaid: $_____**			

**If more than one MBE subcontractor is used for this contract, please use separate forms.

Return one copy of this form to the following address:

Roslyn Fuller, MBE Coordinator Maryland State Lottery Agency 1800 Washington Boulevard, Suite 330 Baltimore, MD 21230 Phone: 410-230-8831 Fax: 410-230-8795 e-mail: rfuller@msla.state.md.us	

Signature:_____ Date:_____

ATTACHMENT 1 – MINORITY BUSINESS ENTERPRISE FORMS
FORM D–6

MINORITY BUSINESS ENTERPRISE PARTICIPATION SUBCONTRACTOR PAID/UNPAID INVOICE REPORT

Report #: _____ Reporting Period (Month/Year): __/_____ **Report Due By the 15th of the following Month.**	**VLT MASTER CONTRACT #2009-12** Contracting Unit _____ Contract Amount_____ MBE Sub Contract Amt_____ Contract Begin Date_____ Contract End Date_____ Services Provided_____

MBE Subcontractor Name:		
MDOT Certification #:		
Contact Person:		
Address:		
City:	State:	ZIP:
Phone:	FAX:	
Subcontractor Services Provided:		

List all payments received from Prime Master Contractor during reporting period above. **1.** **2.** **3.** **Total Dollars Paid: $_____**	**List dates and amounts of any unpaid invoices over 30 days old.** **1.** **2.** **3.** **Total Dollars Unpaid: $_____**
Prime Master Contractor:	Contact Person:

Return one copy of this form to the following address:

Roslyn Fuller, MBE Coordinator Maryland State Lottery Agency 1800 Washington Boulevard, Suite 330 Baltimore, MD 21230 Phone: 410-230-8831 Fax: 410-230-8795 e-mail: rfuller@msla.state.md.us	

Signature:_____ Date:_____

ATTACHMENT 2 – NAMING CONVENTION/BIN FILES

(See attached file: PDF RFQ-Attach 2-BIN Naming)

VIDEO LOTTERY TERMINALS AND RELATED SERVICES (#2009-12)

This form must be completed in its entirety and submitted by the Master Contractor with its RFQ response

Do *Not* change or alter this form.

All Prices proposed shall be firm fixed prices for each year of the Contract, to include the Renewal Option period, if exercised, as specified below. Master Contractors are reminded that the prices contained in the Master Contract are the maximum prices that the State will pay and Master Contractors may offer more favorable prices to the State in its response to this RFQ.

Purchase and Fixed Daily Amount Methods of Acquisition: The Master Contractor shall state its proposed prices for all of the required items in Section I and II below, stated as dollar amounts, for the first year of the Contract.

Percentage of Proceeds Method of Acquisition: The Master Contractor shall state its proposed prices for all of the required items in Section I and II below, stated as a percentage of Proceeds, for the various defined ranges of Win Per Unit Per Day. The proposed prices shall be valid for the entire Contract term including the Renewal Option period.

I. – PROPOSED PRICES - REQUIRED

The Master Contractor shall state its proposed price to provide all goods and services, equipment, hardware, software and personnel required by this RFQ for providing VLTs. Specifically included in the price shall be all functions, features, services, solutions, and capabilities specified in the Master Contract and this RFQ. Optional features, upgrades, etc. that are available at extra cost should be provided in Section II. The price, for each of the three (3) Acquisition Options, or "Other Pricing Options" that the Master Contractor may desire to propose, shall be expressed as a Firm Fixed Unit Price for each of the following:

1) VLT – Standard Configuration to include Bill Validator/Cash Box, Ticket Printer, Video Monitor, Player Tracking System Mounting Bracket, GTECH Connection Kit (fiber communication board and fiber jumper), and TITO enabled.
2) Maintenance
3) Purchase Conversion Allowance
4) Performance Conversion Allowance
5) Trade-in Allowance
6) Machine Conversion Kit

Master Contractors shall record all proposed prices on the attached EXCEL file: ATT#3 VLT Order-Price Proposal.

Any game titles or denominations not specified on the attachment will be specified in the NTP.

Notes for Excel attachment:
(*) See Section III for Yearly % Adjustment to be applied to Year #1 Price
(**) Win Per Day ("WPD") is average WPD for the month.

II. – PROPOSED PRICES - OPTIONAL

Master Contractors are encouraged but not required to propose additional functions, innovative features, services, and solutions. Such options that are available at additional cost shall be clearly described in the RFQ response and their corresponding prices listed as separate line items.

Any optional item for which there is no additional cost can be shown as No Charge (N/C).

Master Contractors shall record all proposed prices on the attached EXCEL file: ATT#3 VLT Order-Price Proposal.

III. – % ADJUSTMENT FOR CONTRACT YEARS #2 AND SUBSEQUENT

For the Purchase and Fixed Daily Amount Methods of Acquisition, the Master Contractor shall state its proposed price adjustment, stated as a single percentage which shall be applicable to all required items, for each of the Contract years #2 through 5 and a single percentage adjustment to be applied to all of the Renewal Option years #6 through 10.

Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4	Contract Year 5	Renewal Option Years 6 - 10
$ Amount	% Adjustment	% Adjustment	% Adjustment	% Adjustment	% Adjustment
N/A Specified in Section I					

Signature: _____ Date: _____
Primary Offeror/Contractor

Name: _____ Title: _____
(Printed or Typed)

Company: _____ Federal Tax ID#. _____

Address: _____