

REQUEST FOR PROPOSAL

FOR SCAVENGER HUNT FACILITATOR



RHODE ISLAND LOTTERY
1425 PONTIAC AVENUE
CRANSTON, RI 02920
401-463-6500
www.rilot.com

REQUEST FOR PROPOSAL

GENERAL INFORMATION

1. LOCATION

The Rhode Island Lottery (RIL) Headquarters is located at 1425 Pontiac Avenue, Cranston, Rhode Island, 02920.

2. BACKGROUND

A. The purpose of this Request for Proposal (RFP) is to solicit proposals from companies capable of supporting and assisting in the coordination of a scavenger hunt event currently proposed to take place in the downtown area of Providence, Rhode Island. It is estimated that the number of teams will range from fifty (50) to one hundred (100), with each team comprised of two (2) members.

3. PROPOSAL GUIDELINES AND REQUIREMENTS

- A. Responding vendors must include details of services that could be provided, including, but not limited to, creating clues, method of clue distribution, selection of locations for scavenger route stops, etc.
- B. Information on company history, insurance and bonding, as well as company experience with similar events is required.

4. VENDOR QUALIFICATION

A. It is the policy of the RIL to make every effort possible to assure the participation of small, minority, and female-owned businesses pursuant to Section 4, entitled "Vendor Qualification," as outlined in the Procurement Regulations, promulgated pursuant to 32-1 of the General Laws of the State of Rhode Island, and as mandated in Title 37, Chapter 14.1 of the General Laws of the State of Rhode Island, entitled "Minority Business Enterprise".

All vendors must be registered with the State's E-Verify Program.

5. PURPOSE AND DESCRIPTION

A. The purpose of this event is to promote the sale of the RIL's \$20 "Black Diamonds" Instant Ticket, by adding a second-chance drawing feature for the chance to win a diamond ring.

- B. Interested players can mail in non-winning “Black Diamonds” Tickets for the chance to have their entry selected, via a second-chance drawing administered by the RIL, to participate in a scavenger hunt with the top prize of a diamond ring, and with limited subsidiary prizes for other participants.
- C. Proposed timeframe for scavenger hunt is Spring/Summer of 2011.

6. COST TO VENDORS

- A. All proposals are submitted at the vendor’s sole risk and expense. The RIL shall not, under any circumstances, be responsible for any costs or expenses incurred in submitting a response to this solicitation.

7. REJECTION OF PROPOSALS

- A. The RIL reserves the right, without liability, to reject any and all proposals at any point prior to the award of a contract and/or cancel this procurement.

8. SCHEDULE OF EVENTS

- A. Written questions related to the RFP must be submitted no later than 4:00 p.m. on **Wednesday, January 5, 2011**, and sent either by fax or e-mail to:

Terri Kiernan
tkiernan@rilot.ri.gov
Fax: 401-463-5669

Vendors not submitting questions, but who wish to receive a copy of questions and answers, should e-mail or fax their contact information to Terri Kiernan.

- B. Answers to all questions will be provided no later than 4:00 p.m. on **Friday, January 7, 2011**.
- C. Vendor’s proposal must be received by the RIL no later than 4:00 p.m., Eastern Daylight Savings Time, on **Wednesday, January 19, 2011**. Proposals received after that time will be rejected.
- D. Bids will be opened on **Thursday, January 20, 2011** at 2:30 p.m.
- E. Please e-mail or fax proposals to:

Terri Kiernan
tkiernan@rilot.ri.gov
Fax: 401-463-5669

- F. Those vendors wishing to mail in proposals should send to:

Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Terri Kiernan

9. EVALUATION CRITERIA

- A. Proposals meeting the mandatory requirements will be evaluated on a combination of price, experience, proposed strategy, logistics, and additional support.



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PLEASE RETURN SIGNED E-VERIFICATION FORM WITH BID

IMPORTANT

All persons and companies doing business with the State of Rhode Island are **required** to Register and utilize the services of the E-Verify program. Please visit the Division of Purchases website – www.purchasing.ri.gov for instruction.

It is **MANDATORY** that you indicate on your Bid:

_____Yes, I am registered/E-Verified _____No, I am not registered/E-Verified

If you **DO NOT** use the E-Verify program, your bid **WILL NOT** be considered.

Vendor Name: _____

It is the policy of the Rhode Island Lottery to accept the quantity ordered only. The vendor is responsible for any overage.

The Rhode Island Lottery reserves the right not to award a Bid based solely on cost, but may award a Bid based on a combination of quality of product, services, and experience of the vendor.

All proposals are submitted at the vendor's sole risk and expense. The Rhode Island Lottery shall not be responsible for any costs or expenses incurred by a vendor in submitting a response.

The Rhode Island Lottery reserves the right, without liability, to reject any and all proposals at any point prior to the award of a Bid contract.

Before the Lottery makes an award to the apparent successful bidder, that bidder will be required to submit a pre-production sample within _____ days of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Lottery could result in bidder not receiving the award.