

MR. JOHN LLOYD: Good afternoon. Can everyone hear me?

SPEAKER: Not well.

MR. LLOYD: Not well? I'll have to speak up then. I'll talk with my military voice.

[Paused for five seconds.] My name is John Lloyd. I'm the procurement officer for the Maryland Lottery and Gaming Control Agency. We are all here with respect to the Lottery Central Monitoring and Control System and related services, RFP# 2024-01.

First, I'd like to get some housekeeping out of the way. To your left, my right, with the big sign up on the wall, if you have to get up and go to use the facilities, they're available. If anyone is overcome by the cold in this room, we can accommodate and maybe make some changes. It's not too bad. With me at the front desk up here, I have several members of the Maryland Lottery and Gaming Control Agency, and I'd like to recognize them as we go along.

All the way to my far left, your far right, is Mr. George Hanson. -- Please raise your hand. -- Next to him is Mr. James Young. -- Please raise your hand. -- Next to him is Miss Kate Airey. Next to me, on my left, in between myself and Kate, is Mr. Solomon Ramsey. To my right is Mr. Jim Nielsen. To his right is Mr. Ade Adebisi. And all the way at the far end is Miss Rebecca Byrd. These folks are here to observe and understand what I'm talking about, what you guys are going to hear, so they can have some understanding in what I'm going to emphasize.

The agenda today, we're going to not read the RFP. It is 100 and... Oh, a lot of pages so we're not going to go over that today directly. But I am going to emphasize the important parts, talk about how these are to be submitted, and hit some of the highlights on the proposal packages.

Again, this is a pre-proposal conference. If anyone has not signed in up at the door... Mr. Will Sample works in the procurement office. If you haven't signed in, please do so on the way out. He has also areas to take your business card. Everyone in this room will be getting correspondence from this meeting.

And before the proposals are out, you'll be getting the transcript. Questions and answers will be given directly. They will also be posted on the website, Marylandgaming.com, under "Procurements." Additionally, they'll be posted on the eMaryland Marketplace Advantage website. So there will be several different postings for this, and you will be getting direct correspondences based on what you signed in in your sign-in sheet.

We encourage participation of all to apply for this RFP. This RFP also has some socioeconomic goals, which I will talk about, and that's why some of you are here. We encourage participation with subcontractors and prime contractors to meet and/or exceed these goals.

That all being said, we encourage comments and feedback. Any of your questions received today, unless it is a simple question like, "How do you spell Maryland," I will be taking those questions, writing them down. And then we will be publishing and pushing out the answers so everyone has the exact same information. If you have already submitted questions, and some of you already have, you do not need to resubmit them. They will be published as well, and they will be published as questions and answers.

We, I, are beholden to the Code of Maryland Regulations, Title 21, procurement law. A lot of which you're going to hear is based on procurement law. There are certain requirements that we have inside this procurement that are based in procurement law and how we receive, how we answer the questions, how you get distribution of information. All of that is inside there. The only thing not in COMAR is what we're asking for in the request for proposals. -- Are there any questions at this time? [No reply] Okay.

The intent of this is not to eliminate competition but to encourage as much as possible. Again, if there are questions, feel free to ask them here. If not, you can submit them afterwards. Inside the RFP itself, on page III or "3," prior to the numbering, is the Key Information Summary Sheet. I'm sure all of you are well aware of that because that's

why you are here. Inside the summary sheet, it has the issue date and it has the pre-proposal conference, which we made an amendment to for the time.

And I appreciate everyone being here and taking the time to be here at this date and time, especially during the conditions outside, football game tonight and what have you. It is appreciated.

We also have what's called a "Minority Business Enterprise Subcontracting Goal." That goal is 28 percent for this request for proposals. It also has sub-goals in it -- of 10 percent African-American and 10 percent women-owned businesses. Okay? For the primes, if there's any question or clarification that's necessary, send me a question, ask me a question, and we'll get back with you.

There is also a veterans... set-aside that we're going to have with a 1 percent goal. Veterans Business Enterprise, 1 percent of the RFP, is going to have to go to subcontracting. That is a veteran-owned business. Contract type is a firm-fixed-price -- we'll talk about how that pricing comes about -- and the contract duration is 11 years, which includes one year of **uncompensated conversion effort**. ~~uncompensation-conversion offer. So the current offer that we have running the current contract,~~ there's going to be a one-year transition period. Okay?

There's also a one 5-year and one 12-month option period available at the end that the Maryland Lottery has the discretion of exercising once this 10-year period is over.

"Primary place of employment" -- we have over 4500 retail locations within the state. Is that correct? "4400." Excuse me, my numbers are incorrect. And we're going to have a central system as well. There's no federal funding associated with this. And because of the size of the contract, this is not designated as a small business. Okay?

The RFP or the Request for Proposal's format is changed from the last time we've offered this request for proposals. There are some slight changes. There are certain standard forms that we have in there including use of federal funds. The HIPAA Act for

personal information, health insurance and mercury, these do not apply to this. You'll see that in the RFP and the appendices that they don't have that in there.

Many of the provisions are standard template requirements. This is how the state wants us to do that so that it has an understanding of what we're offering is what is available. And the state has an understanding, when we go before the Board of Public Works, to present this for approval.

Again, if you feel like you have any questions and need, raise your hand, and we'll take questions at the podium, if you would please.

In Section 1, "Offer minimum qualifications." They are defined, given that the effective and broad-based competition is one of the principal policies and purposes of Maryland's procurement regulations, COMAR 21.01.03, Section G, deciding who enters that competition by setting these minimum qualifications. This describes these minimum qualifications for the prime vendors. Subcontractors, this does not apply to you. You will associate yourself, your business, potentially or possibly, with the prime vendors.

In general, the minimum qualifications speak to base characteristics of a bidding or proposing entity such as experience, licensures, certifications that are necessary for a bidder or offeror to perform the contract. These are outlined in Section 1.1, and it is a one-page section.

Section 2 is basically the meat of what we're asking for, which is the scope of work. I am not going to go through each section on this. It is a lengthy section and covers... Oh, quite a few pages I have in front of me.

But one or two things I would like to highlight... The big highlight I have is for MBE and VSBE participation. When you submit your paperwork, these have to be done properly. All of the paperwork necessary to be submitted are in the appendices -- "Appendices D." You'll see them in there, and have a schedule and inclusion. I cannot highlight the

importance enough of having these goals and having these set. If you have a plan that does not have these goals being met, you have to put in for a waiver. That will be considered. But these goals are important to the Lottery and to the State of Maryland to allow for competition and allow for minority businesses to have an advantage of working inside the state and with the state, the same with veterans.

So, again, if there's any questions on that... These are a "Go, no go." If those documentation is not filled out properly, and once you put that submission in, it's not put in properly, that is a potential to be considered non-responsive. There is no cure for that. I can ask for cures on your submission as we go through to say, "Hey, you don't have an affidavit" or "This wasn't signed properly." I will ask whoever does that, whoever submits that improperly, for a cure, and that will be done. But MBE and VSBE goals, and how they're going to be defined and achieved, is very important. Are there any questions on that? -- Yes, Ma'am. Can you state who you are and--

ELIZABETH BRITT: Hi. I'm Elizabeth Britt from Britt's Industries.

MR. LLOYD: Would you be able to stand up at the microphone? I'm sorry.

MS. BRITT: Hi. I'm Elizabeth Britt from Britt's Industries. With this being a 17-year contract and multi-billion dollars, I was wondering why you limited it to only two sub-goals of women and African-American and not Asian and Hispanic added to it.

MR. LLOYD: I will put that in the answers. That is a formula offered up by the Governor's Office of Small Business Administration. That is a standard formula that we have for the type of procurement we're looking for here. Again, that will be in the answers.

MS. BRITT: Okay. And is there any way to ask you to consider adding Asian and Hispanic since this is such a huge contract?

MR. LLOYD: They're allowed to as a minority business. Minority businesses are allowed to participate in whatever form, but that's a requirement.

MS. BRITT: Right.

MR. LLOYD: So if we set that as a requirement... That is a requirement set by the Governor's Office of Small Business Administration. Again, due to the category, this being IT-based, if it's over a certain threshold, that is what's recommended by the state

and that's where we move forward with that. Again, it's not limited to these at all but it is a minimum requirement that they must be met at that percentages.

MS. BRITT: Okay. Thank you.

MR. LLOYD: Also, in this section, there's a summary of what we're looking for -- background of the Lottery, what we're trying to achieve. Again, the Lottery has achieved... or the fourth... We provide funds for the state and so this system is central to what we're looking for to ensure that we keep that up. We'd like to. We'd like to be good stewards for the state and provide services for them. So, again, Section 2 is the meat of what we want. Section 3 is "Contract requirements." -- Yes, Sir.

SPEAKER: [Unintelligible - 00:13:34]--

MR. LLOYD: Can you stand up? I'm sorry. I'm going to have to ask because--

SPEAKER: [Unintelligible - 00:13:38] ask to please speak louder, so maybe to the microphone?

SPEAKER: Can you please speak a little bit louder, clearer and closer to the microphone?

MR. LLOYD: Certainly.

SPEAKER: There's people in the back.

MR. LLOYD: Certainly, no problem.

SPEAKER: Thank you, Sir. [Paused for 10 seconds.]

MR. LLOYD: So what we're looking for in Section 2 is the technical meat of what we're asking for with respect to this request for proposals. Section 3 is the contractor requirements -- the general, the invoicing, liquidated damages, security that we're going to require, personnel experience and et cetera.

I will highlight Section 2.3... or 3.2, 1 through 4, which explains the closeout procedure. So if the offeror does change to this contract, it explains how this transition is going to be done. And it does reflect the current contract. 3.6 has the insurance types and requirements. That's required by the prime vendor. 3.10 has the description of the personnel required, 3.12 has more of the MBE documentation and 3.14 is the VSBE documentation.

Section 4 talks about the procurement instructions and what we're going through. It does highlight eMaryland Marketplace, the pre-proposal conference, what type of procurement this is, the proposal due date, which is, again, offering on the key information summary sheet. And I will reflect that due date is... October 28th at 2 p.m. This is a hard date. Anything after that will not be accepted.

Today, some folks said, "Hey, it's after the date. Can I show up?" Sure. We want to maximize the participation of collaboration with MBEs and VSBEs and prime vendors. But for this date for the submission, it must be on October 28th at 2 p.m.

Section 4 also talks about site visits and oral presentations. Because of the importance of this request for proposals, the Maryland Lottery will be visiting your main office and a... -- Help me out with... an operational...?

SPEAKER: Kind of "operational center," yeah.

MR. LLOYD: ...an operational center. So we want to see how this works. We want to see how your operation works, and we'll be requesting to visit that during our evaluation period. The proposal duration, as we have, is Section 4.11. We'll talk about... -- Oh, sorry.

SPEAKER: All right--

MR. LLOYD: Sorry.

SPEAKER: Hello. How are you? You said that they will come and visit. Is that just for the primes or is that for the subs as well?

MR. LLOYD: That is for the primes.

SPEAKER: Okay. All right.

MR. LLOYD: The subcontractors and the prime contractors will define how they're going to work together. There is a new regulation that the Maryland Lottery will be able to see these agreements. We will not have any comment. We'll just have access to them to see how the primes and the subs are used. That is a new law that's come down. Before, and all that you guys made arrangements and agreements... and we were good with it. The Maryland General Assembly said we now need to see them. That doesn't mean we can have actions, input or anything. We just need to have access to those.

SPEAKER: Okay. Great. Thank you.

MR. LLOYD: Section 4.10 talks about the duration -- again, 270 days following the proposal due date and time. Best and final offers may be requested. The period may be extended at the procurement officer's request with the officer's written agreement.

I'd like to stress that all contact, all information regarding this RFP, goes through me -- emails, phone calls. My information is in the key information summary sheet. I will be responsive to these. Some of these may take time, depending on the depth of your questions. It does not go to anyone else. Everyone else here is under a binding agreement that our... It's a one central focus point so that we don't get misconstrued information.

Again, if you want to meet me or talk to me, say "Hello," I'll be here a little bit afterwards. I know a lot of you. And some of you, I've met at some of the MBEs. Some of the primes, I've just met as well. No worries. Reach out to me. I'm available. I would say 24/7 but 3 o'clock in the morning, I may not answer the phone.

SPEAKER: 3:30, you will.

MR. LLOYD: 3:30, I'm all over it. -- Section 5 has the proposal format. Offeror shall submit proposals in two separate volumes. We are not accepting these via eMaryland Marketplace Advantage because of the size and the content. It may not be possible. We like to have these in hard copy. Additionally, we'd like to have redacted copies so that, eventually, if someone wants things and you have, as prime vendors, proprietary information you don't want anyone else to see... Please take care of it at that point. If asked to distribute this information, we will certainly ask your permission to do so. Understand the laws that come with that.

Volume 2 is the financial proposal. The financial proposal is in the RFP. It is also published, again, on Maryland Gaming and on the eMaryland Marketplace.

No electronic submissions will be accepted. How they'll be emailed and packages and the details and the amount of copies we have is detailed inside the RFP. If there are any questions with that, please let me know and I'll get clarification for you on that.

Section 6 details the evaluation and selection process. Again, here, we have the technical proposal evaluation criteria listed, and we have the financial proposal evaluation criteria listed as well. It's fairly self-explanatory. But this is not going to be one person's determination. This is done by a committee of individuals. It is my job then to take that and then promote that.

Section 7 is the RFP attachments and appendices. In your submission, it has a table in here to which it applies or doesn't apply -- MBE forms, proposal bid affidavits, VSBE forms, so on and so forth. It's fairly self-explanatory as to what's required and what's not required and when. This is defined.

Again, if you have any questions during this period, please let me know. I'll gladly work with you. If I don't know that, I will find the right people and get you the proper information.

All of the attachments, as you've filled out, some of you who sent in the Attachment A, it has the financial proposal instruction form, the form of contract that we're going to have, the affidavits and the links. They're all in the attachment section. Please review all of that. Attachment M is important. That is the contract that the prime will be entering. Please review that.

And the appendices are the abbreviations and definitions. And we also go through quite a detail of what reports and queries that we will require via this contract -- the data feeds, the bonding and insurance, and what have you.

Additionally, in Appendix 2 is the Offer Information Sheet. This will be required. This is a standard link but has an example inside the RFP as well to have your information available for us to review in one spot.

That being said, that is the RFP, 169 pages of it, in about 20 minutes. But that doesn't go over the details.

Again, we're here to promote competition, promote participation, promote collaboration of the subcontractors to meet the goals. The MBE goals, the VSBE goals are very important. If they are not met then we have issues. Again, the state is promoting, pushing these... heading these goals, and I want to keep stressing the importance of that to everyone. Again, that's why we're here.

I understand the primes know the importance of this as well. They have some subcontractors available. And then the subcontractors here that may not be associated with the primes, please introduce yourself. Their information will be available, sent out at the end of this once we get the transcription and the notes taken from here, with all the questions that will be passed out and distributed with all the points of contact. That being said, does anyone else have any questions as to the process, procedures, how we're going to apply this to this request for proposals, the due dates--

SPEAKER: Just mention the dates of the questions.

MR. LLOYD: Say again?

SPEAKER: Mention the dates of the questions.

MR. LLOYD: In the Key Information Summary Sheet, questions are due... It is written in there. All questions are due September 6th by 5 p.m. Any questions after that will not be answered.

SPEAKER: But before **[unintelligible - 00:24:44]**.

MR. LLOYD: Our attempt to getting these turned around quickly... And again, they'll be published to everyone. So if you have a question, understand... everyone is going to understand who... you know, what question that is. We'll not put out there who asked the question. We'll just put, "This was a question put out and here is our answer." Okay? Does anyone from up front have any questions or have anything that they want to say to this?

MR. ADE ADEBISI: Yes. All right. Hello, everyone. I'm Ade Adebisi, and I just wanted to reiterate on the minority participation... MBE participation, that that's key and that it's got to be meaningful participation. And the plan has to be solid. So I just wanted to repeat that, to say that's important to the state and that's important to the agency. Thank you.

MR. LLOYD: Anyone else? Questions, comments, problems, issues? That's what my calculus teacher told me when I was in ninth grade. That all being said, we'd like to thank you for coming out. We encourage you all to meet and talk afterwards. I'll be available. But Lottery personnel, again, are excused. If there's any questions, you can come to me and we'll start the process. And we wish everyone a safe travel home. I'll say, "Go Ravens" to the Ravens fans as they're here tonight playing in the mud and muck. Thank you.