



GTECH[®] INDIANA

Working on behalf of the State Lottery Commission of Indiana

HOOSIER LOTTERY

**TALENT AGENCY SERVICES
REQUEST FOR PROPOSALS
(RFP)**

DATE POSTED

4/1/2014

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I. GENERAL INFORMATION

A. Purpose

This Request for Proposals (RFP) is issued by GTECH Indiana, LLC Procurement Services department who works on behalf of the Hoosier Lottery. This RFP is the vehicle for prospective talent agencies to submit qualifications to the Hoosier Lottery and request selection as a service provider.

The purpose of this RFP is to select vendors that can satisfy the Lottery's desire to enter into a contractual relationship between the Lottery and talent agencies.

B. Goals

The Lottery's primary goal in issuing this RFP is to extend the talent agency dollars it spends by increasing the efficiency and economy of booking talent for promotional events. The Lottery seeks to provide reliable, consistent, quality talent services at the most economical rates available from vendors.

C. Definitions and Abbreviations

Capitalized terms and abbreviations used in this RFP shall have the meanings ascribed to them in Schedule 1. Other special terms and abbreviations may be used in the document, but they are localized and defined where they appear rather than in Schedule 1.

II. BIDDING AND CONTRACT ADMINISTRATION

A. Contract Term

Subject to the approval of the Commission, the contract(s) for talent agency services are anticipated to run for an Initial Term of one (1) year with three consecutive one (1) year Renewal Terms, each to be approved by the Lottery at least ninety (90) days in advance.

B. Proposal Submission and Timeline

Week of March 31, 2014	RFP document posted
April 18, 2014 by 12 Noon EST	Questions due from Bidders
April 28, 2014 by 12 Noon EST	Proposals due from Bidders
May 15, 2014	Apparent successful Bidders named

C. Bidding Contacts

If additional information is necessary to enable vendors to better interpret the information contained in the RFP, only **written** questions will be accepted until Noon ET on April 18, 2014. Submit questions to svanrooy@hoosierlottery.com with "Talent Agency Services RFP Questions" in the subject line. Bidders are advised that the questions and responses may be shared with all interested bidders at the time to ensure all parties have equal access to the same information.

Proposals must arrive in a sealed envelope at the following address before Noon ET on April 28, 2014.

Sherrie Van Rooy, Procurement Specialist
Hoosier Lottery
1302 North Meridian St.
Indianapolis, Indiana 46202
Mark the outside of the package: Talent Services RFP

D. Submission of Proposals

The proposer must prepare a cover letter on business letterhead to accompany the proposal. The purpose of this letter is to transmit the proposal; therefore, it should be brief. The letter must be signed by an individual who is authorized to bind his or her firm to all statements, including services and prices, contained in the proposal. The cover letter must provide proposer's point of contact, including name, physical and electronic addresses, telephone and facsimile numbers.

Responsive proposals should provide straight-forward, concise information to satisfy the requirements listed on the **Bid Response Form (Schedule #2)**. Expensive bindings, color displays, and the like are not necessary or desired.

Proposals must be delivered by the Proposal Due Date to the individual listed in the **Bidding Contacts** section of this RFP and must include the following:

1. **Cover Letter**
2. **One (1) original hard copy of the entire proposal.**
3. **Two (2) duplicate hard copies of the entire proposal.**
4. **One (1) electronic copy of the entire proposal in MS Word compatible format.**

E. Late Proposals

Any Proposal received by the Lottery procuring entity after the deadline for submission of proposals, pursuant to clause *Proposal Submission and Contract Timeline*, will be rejected.

III. BACKGROUND

A. Scope of Services

Services to be performed for any specific event will be determined and communicated to vendors as they arise. The Lottery makes no representations about the amount of work that may be given to a contractor pursuant to this RFP; therefore, the information provided below is illustrative only to assist potential bidders in conceptualizing the anticipated talent agency services needed by the Lottery.

Last year, the Lottery contracted approximately 70 bookings with talent agencies for retail promotions, sporting events, and contests.

The Lottery anticipates the work under the contract may include but may not be limited to the following types of services:

- Provide actors/performers with levels of experience and talent appropriate for a variety of promotions and events, including but not limited to mascots, dancers, stilt walkers, and high-energy actors/performers at sporting events and retail promotions designed to attract Lottery ticket purchasers.
- Provide several options and choices for each of any number of distinctly different roles in a timely manner — including on short notice. Sometimes same day service is required to comply with event schedules.
- Provide actors/performers of various races, ages, ethnicities, physical abilities, genders, looks, styles, types, and talents.
- Hoosier Lottery mascot costumes require the talent to be at least 5’11” tall and to have athletic ability to maneuver a costume that weighs between 30-40 lbs.
- For some events, talent will be required to work outdoors in costumes in all types of weather conditions such as heat, cold, snow, and rain.
- Must be able to enter into a legally binding agreement with the Lottery.

B. Background Checks

GTECH Indiana and the Hoosier Lottery will perform background checks for all talent engaged in events where lottery tickets will be distributed. We reserve the right to refuse to hire anyone who does not pass the Lottery’s screening criteria.

IV. GENERAL REQUIREMENTS FOR BIDDERS

A. Minimum Proposal Requirements

On the **Bid Response Form (Schedule #2)** included in this document, please provide the following required information.

1. Company overview.
2. Fee proposal.
3. References: Names, addresses, telephone numbers, email addresses of a minimum of three (3) clients for whom the talent agency has conducted similar services in the past two (2) years. The Lottery may check references listed by the agency.
4. Authorized signature and contact information.

B. Other Requirements

After proposal submission, it may be necessary to interview prospective service providers to clarify aspects of their submittal. If needed, the Lottery will notify prospective providers to set up an interview.

V. EVALUATION OF PROPOSALS

A. Evaluation Committee

The Lottery will appoint an Evaluation Committee to act as proposal evaluation team. The Evaluation Committee will be responsible for evaluating proposals with regard to compliance with RFP requirements. Evaluation Committee personnel will use the evaluation criteria stated in this RFP. The Evaluation Committee will be made of qualified subject matter experts to ensure that the best possible vendors and terms are arrived at for the Lottery.

B. Evaluation Procedure

Submitted responses will be evaluated by the Lottery using the criteria listed below.

- a) Reasonableness of Fee proposal (possible 30 Points): The pricing of your talent should be competitive within the industry.
- b) Experience (possible 40 Points): We will examine your company overview and capabilities.
- c) References from clients (possible 30 Points).

1. Letters of Clarification

During this assessment process the Evaluation Committee may have questions of clarification concerning specific elements of each submission. The Evaluation Committee may ask for clarification of points in the RFP submittal.

Bidders are requested to submit responses to these questions within 24 – 48 hours. Depending on the nature of the inquiry the information may be shared with other bidders and will be incorporated into the final Subcontract with the Subcontractor if relevant.

2. Determination of Overall Score

The total scores will be ranked and a determination of the best proposals on the basis of the responses to the RFP.

VI. NEWS RELEASES

Bidders shall not issue any written or oral statement or other written or oral communication to any press or other media representative with regard to the Lottery, the Commission, or this RFP, unless such communication is specifically approved in advance by the Lottery.

VII. DISCLAIMER

By issuing this RFP the Lottery does not guarantee that a contract will be awarded. Furthermore, any Subcontractor must meet all requirements set forth in the Integrated Services Agreement between the Commission and the Lottery. The Lottery does not guarantee that a proposer will receive a specific volume of work, a specific total contract amount, or a specific order value under any agreement executed pursuant to this RFP.

Schedule 1
Definition of Terms

Commission or Lottery	Refers to the Hoosier Lottery, which is operated by the Indiana State Lottery Commission.
Background checks	A background check or background investigation is the process of looking up and compiling criminal records, commercial records and financial records of an individual or an organization
Subcontractor	Any vendor under contract to GTECH Indiana, LLC doing business for the Hoosier Lottery.

Schedule #2
Bid Response Form

COMPANY Name: _____

1. Company Overview

A) Provide a very brief history of your company.

B) List all services your agency provides.

C) Describe how you locate and retain quality talent.

D) Describe your process for performing background checks on the talent you hire.

E) List awards or industry recognition your company has received.

F) Do you have liability insurance? List the insurance policy coverage your company carries and what it covers regarding the talent you hire out.

2. References

Type your response in this column

Reference #1	
Company Name	
Address	
Contact	
Telephone	
Email address	
Number years doing business with client	
Reference #2	
Company Name	
Address	
Contact	
Telephone	
Email address	
Number years doing business with client	
Reference #3	
Company Name	
Address	
Contact	
Telephone	
Email address	
Number years doing business with client	

3. Fee Proposal

	Type your response in this column	
Percentage mark-up for Performers:		Per Event
Day Rate for Performers		Per Event
Fee for event planning and promotion:		Per Event

Bidders can use the space below for additional comments