

**STATE OF LOUISIANA
Department of Revenue
Office of Charitable Gaming**

**REQUEST FOR PROPOSALS
FOR
Development and Implementation of a Bingo
Licensing, Accountability, Inventory & Reporting
System**

RFP #:44000012101

PROPOSAL DUE DATE: FEBRUARY 23, 2012

DECEMBER 13, 2011

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1 GENERAL INFORMATION

1.1 Purpose

This Request for Proposals (RFP) is issued by the Department of Revenue, Office of Charitable Gaming (herein referred to as the State) for the purpose of obtaining competitive proposals from bona fide, qualified proposers who are interested in providing the services needed to develop and implement a comprehensive Bingo Licensing, Accountability, Inventory & Reporting system (herein referred to as the System). Such System shall assist the Office of Charitable Gaming (OCG) in its licensing, permitting, reporting, auditing, payment and data collection efforts.

The System shall be an online secured portal website for various user groups such as distributors and organizations to view and update contact information, renew licenses or register for a license, accept online payments, update executive members, as well as submission of session schedules, quarterly gaming proceeds, and facilitate bingo supply purchases. The System shall also assist the OCG in gathering usage and payout data from state wide electronic bingo devices on a daily basis. The system shall also assist the OCG and organizations in quarterly gaming reporting and to facilitate bingo supply purchases by monitoring bingo supply inventory.

It is permissible to propose, as part of the solution, commercially available software and services to extend the proposed software to meet all the requirements of this RFP.

The OCG is asking proposers to provide two (2) proposals. The first proposal will be for a limited implementation. The modules, described in detail later in this RFP, to be proposed in the limited implementation are:

- Bingo Licensing and Game Scheduling;
- Machine Permits;
- Special Forms;
- Automatic Gaming Data Collection;
- Accounting; and
- Reporting & Auditing.

The second proposal will be for a complete implementation. This proposal shall include the modules listed in the above limited implementation along with the following modules:

- Manual Quarterly Gaming Data Collection; and
- Bingo Supply Inventory.

Proposals received for the limited implementation will be evaluated and scored together as one group. Proposals received for the full implementation will be evaluated and scored together as a second group. The OCG reserves the right to select the solution it deems to be appropriate for the funding that is available.

1.2 Background

Charitable Gaming is defined as non-profit organizations raising funds through games of chance where all net proceeds are contributed to bona fide charitable causes. The Office of Charitable

gaming was created by the Louisiana legislature to license, monitor and regulate the charitable gaming industry in the State of Louisiana.

OCG is dedicated to serving the industry to the best of its ability and continues to give the charitable gaming organizations as many options as necessary to operate a successful game.

OCG licenses and regulates the charitable gaming industry by ascertaining that organizations are complying with the Louisiana Law, Administrative Rules and Policies. OCG monitors these organizations by licensing all charitable gaming activities, conducting detailed audits of organizations, performing surprise inspections of games and managing comprehensive training sessions.

OCG works with the organizations that hold these games to certify that they understand their responsibilities when conducting charitable games as well as the reporting requirements for all their proceeds and expenses.

Seven different types of licenses are issued through OCG. The types of licenses consist of organizations (2 types), commercial lessors, distributors (2 types), manufacturers and electronic video machine permits.

Licensed events include charitable raffles, bingo, pull-tabs, electronic video bingo, keno and Las Vegas nights.

Any organization or person seeking licensure as a charitable gaming organization, commercial lessor, distributor or manufacturer must submit an application to OCG.

OCG issues new licenses and renews existing licenses on a yearly basis. OCG also modifies information such as: change in officers, change in members, changes in schedules, ownership structures and any other changes that affect the licensing structure. These modifications are completed throughout the licensing year.

The auditing staff at OCG is responsible for reviewing monthly and quarterly reports, conducting audits, inspections and training of organizations throughout the license year. This is done in order to obtain reasonable assurance that all licensed organizations are in compliance with enabling legislation and administrative rules of OCG as related to record keeping, banking, financial reporting and internal accounting control requirements. One of the major goals of OCG is to ensure that all net proceeds of charitable games are accounted for and are devoted to educational, charitable, patriotic, religious or public spirited uses.

For fiscal year ending June 2011, there were approximately 545 organizations conducting charitable activities. These organizations collected over \$209 million in gross wagers and paid out over \$148 million in prizes to players. These same organizations reflected charitable contributions of nearly \$20 million.

The computer application that OCG uses is nearly 20 years old. It was developed in Mapper and runs on a UNISYS mainframe. The current system has become cumbersome and expensive to

maintain and enhance with on-going support increasingly difficult to acquire. The new system will include all of the functionality of the existing system.

1.3 Scope of Services

Attachment I details the scope of services and deliverables or desired results that the State requires of the selected Contractor.

2 ADMINISTRATIVE INFORMATION

2.1 Term of Contract

The period of any contract resulting from this RFP is tentatively scheduled to begin on or about June 1, 2012 and to continue through May 31, 2014. The State has the right to contract for up to three years upon approval.

It is the states desire to have the System developed, implemented and operational in three phases. The first phase will be the licensing and scheduling module of the application. Reporting functionality and migration of data from the current system needed to support the new licensing and scheduling work processes are deemed to be in-scope for this phase. It is the desire of the state to have:

- System documentation, user manuals and training material for this component to be completed before March 30, 2013;
- OCG employee training for this component to be completed before April 30, 2013; and
- This component available for operational use before May 1, 2013.

The second phase will be the permit and automatic data collection modules of the application. Reporting functionality and migration of data from the current system not included in the first phase are deemed to be in-scope for this phase. It is the desire of the state to have:

- System documentation, user manuals and training material for these components to be completed before September 30, 2013;
- OCG employee training for these components to be completed before October 31, 2013; and
- These components available for operational use before November 1, 2013.

The third phase will be full implementation of the chosen solution, the retirement of the current system and the ability to discontinue connectivity to the UNISYS mainframe. This includes archival of all data that exists in the current system. Data must be archived such that the current system is no longer needed and connectivity to the UNISYS mainframe is not required to retrieve archived data.

2.2 Pre-proposal Conference

A non-mandatory pre-proposal conference will be held at 9:00 am on January 5, 2012 at the Office of Charitable Gaming. OCG is located at 8585 Archives Ave., Ste. 301, Baton Rouge, LA 70809.

The purpose of the conference is for proposers to observe the current system in operation and to obtain clarification of the requirements of the RFP and to receive answers to relevant questions. Any firm or joint venture intending to submit a proposal should have at least one duly authorized representative attend the pre-proposal conference.

Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the only official answer or position of the State will be stated in writing in response to written questions. Therefore, potential proposers should submit all questions in writing even if an answer has already been given to an oral question. After the conference, questions will be researched and the official response will be distributed in writing and/or posted on the Internet.

2.3 Proposer Inquiries

Written questions regarding RFP requirements or Scope of Services must be submitted to the RFP Coordinator as listed below.

Louisiana Department of Revenue
Attention: Elizabeth Kunjappy
Purchasing Section
Financial Services Division
Room Number: 6-165
617 North Third St.
Baton Rouge, LA 70802

E-Mail: Elizabeth.Kunjappy@la.gov Phone: (225)219-2123/ Fax: (225)219-2120

The State will consider written inquiries and requests for clarification of the content of this RFP received from potential proposers. Written inquiries must be received by 4:00 pm Central Time on the date specified in the Schedule of Events. The State reserves the right to modify the RFP should a change be identified that is in the best interest of the State.

Official responses to all questions submitted by potential proposers will be posted by February 2, 2012 at <http://www.prd.doa.louisiana.gov/osp/lapac/pubmain.asp>.

Only the RFP Coordinator has the authority to officially respond to proposer's questions on behalf of the State. Any communications from any other individuals are not binding to the State.

2.4 Definitions

- A. Agency - Any department, commission, council, board, office, bureau, committee, institution, government, corporation, or other establishment of the executive branch of this state authorized to participate in any contract resulting from this solicitation.
- B. BLAIR - Bingo Licensing, Accountability, Inventory & Reporting system
- C. Contractor - Any person having a contract with a governmental body.
- D. Discussions- For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.
- E. EBD - Electronic Bingo Device.

- F. LDR – Louisiana Department of Revenue.
- G. May, Can - The terms “may” and “can” denote an advisory or permissible action.
- H. Must, Will - The terms “must” and “will” denote mandatory requirements.
- I. OCG – The Office of Charitable Gaming
- J. Proposer - The term “Proposer” refers to the respondents to the RFP.
- K. Shall – The term “shall” denotes mandatory requirements.
- L. Should – the term “should” denotes desirable.
- M. State - The State of Louisiana.

2.5 *Schedule of Events*

<u>Event</u>	<u>Date</u>
Advertise RFP and mail public announcements	December 13, 2011
Pre-proposal Conference (if applicable)	January 5, 2012
Deadline for receipt of written inquiries	January 19, 2012, 4:00 p.m.
Issue responses to written inquiries	February 2, 2012
Deadline for receipt of proposals	February 23, 2012, 4:00 p.m.
Announce award of contractor selection	to be determined
Contract execution	June 1, 2012

NOTE: The State of Louisiana reserves the right to change this schedule of RFP events, as it deems necessary.

3 PROPOSAL INFORMATION

3.1 *Minimum Qualifications of Proposer*

Proposers must meet the following minimum qualifications:

- Possess verifiable past experience in the development of web based financial and accounting applications;
- Able to provide equally qualified replacements within ten (10) business days in the event that any personnel become unavailable due to resignation, illness or other factors to avoid delays in completing tasks.

3.2 *Determination of Responsibility*

Determination of the proposer’s responsibility relating to this RFP shall be made according to the standards set forth in LAC 34: 136. The State must find that the selected proposer:

Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;

Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;

Is able to comply with the proposed or required time of delivery or performance schedule;

Has a satisfactory record of integrity, judgment, and performance; and

Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the State to make its determination by presenting acceptable evidence of the above to perform the contracted services.

3.2.1 Right to Prohibit Award

In accordance with the provisions of R.S. 39:2192, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of this Title, or the Louisiana Procurement Code under the provisions of Chapter 17 of this Title.

3.3 RFP Addenda

State reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda, if any, will be posted at <http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp>. It is the responsibility of the proposer to check the website for addenda to the RFP, if any.

3.4 Waiver of Administrative Informalities

The State reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

3.5 Proposal Rejection/RFP Cancellation

Issuance of this RFP in no way constitutes a commitment by the State to award a contract. The State reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement if it is determined to be in the State's best interest.

3.6 Withdrawal of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

3.7 Subcontracting Information

The State shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, proposers may enter into subcontractor arrangements, however, should acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer should identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP is also required for each subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with the State, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the State.

3.8 Ownership of Proposal

All materials submitted in response to this request shall become the property of the State. Selection or rejection of a proposal does not affect this right.

3.9 Proprietary Information

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

3.10 Cost of Preparing Proposals

The State shall not be liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to this RFP are entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the State.

3.11 Errors and Omissions in Proposal

The State will not be liable for any errors in proposals. The State reserves the right to make corrections or amendments due to errors identified in proposals by State or the Proposer. The State, at its option, has the right to request clarification or additional information from the proposers.

3.12 Contract Award and Execution

The State reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received.

The State reserves the right to contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected Proposer shall become part of any contract initiated by the State.

The selected Proposer shall be expected to enter into a contract that is substantially the same as the sample contract included in Attachment III. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit

with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected Proposer.

If the contract negotiation period exceeds thirty (30) days or if the selected Proposer fails to sign the final contract within seven (7) business days of delivery, the State may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

3.13 Code of Ethics

Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues.

4 RESPONSE INSTRUCTIONS

4.1 Proposal Submission

Firms/individuals who are interested in providing services requested under this RFP must submit a proposal containing the information specified in this section. The proposal must be received in hard copy (printed) version by the RFP Coordinator on or before 4:00 pm Central Time on the date specified in the Schedule of Events. FAX or e-mail submissions are not acceptable. Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the proposer's expense to:

Louisiana Department of Revenue
Attention: Elizabeth Kunjappy
Financial Services Division
Purchasing Section
Room Number: 6-165
617 North 3rd St.
Baton Rouge, LA 70802

For courier delivery, the street address is 617 North 3rd Street, Baton Rouge, LA and the telephone number is (225)219-2123. It is solely the responsibility of each Proposer to ensure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

The State requests that seven (7) copies of the proposal be submitted to the RFP Coordinator at the address specified. At least 1 copy of the proposal should contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation. The copy of the proposal with original signatures will be retained for incorporation in any contract resulting from this RFP.

4.2 Proposal Format

Proposers should respond to this RFP with a Technical Proposal and Cost Proposal. No pricing information should be included in the Technical Proposal.

4.3 Cover Letter

A cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer.

4.4 Technical and Cost Proposal

Proposals should be submitted as specified in Section 5, and should include enough information to satisfy evaluators that the Proposer has the appropriate experience and qualifications to perform the scope of services as described herein. Proposers should respond to all requested areas.

4.5 Certification Statement

The Proposer must sign and submit the Certification Statement shown in Attachment II.

5 PROPOSAL CONTENT

5.1 Executive Summary

This section should serve to introduce the scope of the proposal. It should include administrative information including, at a minimum, Proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of at least 90 days from the date of submission. This section should also include a summary of the Proposer's qualifications and ability to meet the State agency's overall requirements in the timeframes set by the agency.

It should include a positive statement of compliance with the contract terms. If the Proposer cannot comply with any of the contract terms, an explanation of each exception must be supplied. The Proposer must address the specific language in Attachment III Sample Contract, and submit whatever exceptions or exact contract modifications that its firm may seek. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

5.2 Corporate Background and Experience

The Proposer should give a brief description of their company including a brief history, corporate structure and organization, number of years in business, and copies of its latest financial statement, preferably audited.

This section should provide a detailed discussion of the Proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other states or in corporate/governmental entities of comparable size and diversity with references from previous clients including names and telephone numbers.

5.3 Proposed Project Staff

The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the success of the project.

This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects

with dates and responsibilities and any applicable certifications. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability. Customer references (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes.

5.4 Approach and Methodology

Proposer should provide information that details its understanding of the nature of the project and how its proposal will best meet the needs of the state agency.

Proposer should define its functional approach in providing the services.

Proposer should define its functional approach in identifying the tasks necessary to meet requirements.

Proposer should describe its approach to Project Management and Quality Assurance.

Proposer should provide a proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, and staffing.

Proposer should define its functional approach in developing a detailed design reflecting the most effective means of accomplishing system functions within the agency's existing infrastructure.

Proposer should define its strategy for project team organization and task assignments to transfer application knowledge, to position the State to be self-sufficient after implementation.

Proposer should define its approach for defining system and data security.

Proposer should identify areas of project risk and procedures to mitigate these risks.

Proposer should define the methodology to be utilized for system design.

Proposer should explain how each task and service will be performed (this should take into account project phasing, use of tools, technologies, etc.).

5.5 Cost Information

The Contract resulting from this Request for Proposal shall be compensated on a firm fixed price basis with payments made upon completion of deliverables.

Payments, less retainage, will be made upon successful completion and after review and written approval by the State of the deliverable. All completed work and deliverables shall be in conformity with the Request for Proposal specifications and commonly accepted industry standards.

Ten percent (10%) of the invoice amount approved by the State Project Manager shall be withheld as retainage pending successful completion of all tasks and deliverables. Upon completion of all tasks and deliverables defined in the Statement of Work to the satisfaction of the State, any amounts previously withheld as retainage will be paid.

Proposer shall provide the total cost (inclusive of travel and all project expenses). The proposer must identify the anticipated deliverables required for this project, provide an hourly rate to each of the project roles, the personnel to be used in that role, and an estimate of the number of hours

required by each role. Attachment IV Cost Proposal shall be submitted to provide the proposed total cost for the services requested in this RFP.

6 EVALUATION AND SELECTION

6.1 Evaluation Team

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the state, which will determine the proposal most advantageous to the state, taking into consideration price and the other evaluation factors set forth in the RFP.

6.2 Administrative and Mandatory Screening

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals that are not in compliance will be rejected from further consideration.

6.3 Clarification of Proposals

The State reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

6.4 Oral Presentations/Discussions May be Required

NOT APPLICABLE TO THIS SOLICITATION.

6.5 Evaluation and Review

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. Proposals received for the limited implementation will be evaluated and scored together as one group. Proposals received for the full implementation will be evaluated and scored together as a second group.

The Evaluation Team will evaluate and score the proposals using the criteria and scoring as follows:

CRITERIA	MAXIMUM SCORE
1. Approach and Methodology	45
2. Capability to Perform Services	20
3. Veteran-Owned and Service-Connected Disabled Veteran-Owned, and Hudson Initiative small entrepreneurship <i>program compliance</i>	10
4. Cost	25
TOTAL SCORE	100

The Evaluation Team will compile the scores and make a recommendation to the head of the agency on the basis of the responsive and responsible proposer with the highest score.

6.5.1 Approach and Methodology

This part of the evaluation will focus on the Proposer's understanding of the nature and scope of the project.

The evaluation team will examine the Proposer's overall approach to requirements gathering, system design, development, configuration, quality assurance, testing and implementation in order to determine the Proposer's ability to perform the services requested in this RFP.

The evaluation team will also examine Proposer's project planning methodology and project schedule, training plan, and knowledge transfer plan and methodology.

6.5.2 Capability to Perform Contract

This part of the evaluation will focus on the Proposer's documented experience in successfully performing services of a similar size and scope of those required by this RFP.

The evaluation team will examine the overall ability of the Proposer to mobilize, undertake and successfully perform the services of the contract. This judgment will include, but not be limited to the following factors: the company history, financial stability of the proposer, the proposer's past experience performing similar services, the availability and commitment of the proposer's staff, and the ability to replace personnel as needed in a timely manner.

The evaluation team will also focus on the qualifications and experience of the proposer's personnel to be assigned to the contract.

6.5.3 Veteran-Owned and Service-Connected Disabled Veteran-Owned, and Hudson Initiative small entrepreneurship *program compliance*

This procurement has been designated as suitable for Louisiana certified small entrepreneurship participation.

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurship (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (**LaVet**) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at https://smallbiz.louisianaforward.com/index_2.asp.

Proposers are encouraged to use Veteran and Hudson Initiative small entrepreneurship where sub-contracting opportunities exist. Ten percent (10%) of the total evaluation points on this RFP are reserved for proposers who are themselves a certified Veteran or Hudson Initiative small

entrepreneurship or who have made a good faith effort to use one or more certified Veteran or Hudson Initiatives small entrepreneurship as subcontractors.

For a good faith effort, written notification is the preferred method to inform Louisiana certified Veteran Initiative and Hudson Initiative small entrepreneurships of potential subcontracting opportunities. A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurships may be obtained from the Louisiana Economic Development Certification System at https://smallbiz.louisianaforward.com/index_2.asp. Additionally, a current list of Hudson Initiative small entrepreneurships, which have been certified by the Louisiana Department of Economic Development and have opted to enroll in the State of Louisiana Procurement and Contract (LaPAC) Network, may be accessed from <http://wwwprd.doa.louisiana.gov/osp/lapac/Vendor/srchven.asp>. You may then determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.), and select “SmallE”.

Copies of notification to at least three (or more) certified Veteran Initiative and Hudson Initiative small entrepreneurships will satisfy the notification requirements. Notification must be provided to the certified entrepreneurships by the proposer in writing no less than five working days prior to the date of proposal deadline. Notification must include the scope of work, location to review plans and specifications (if applicable), information about required qualifications and specifications, any bonding and insurance information and/or requirements (if applicable), and the name of a person to contact.

Proposers that plan to use certified small entrepreneurships should include in their proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract. If a certified Veteran Initiative or Hudson Initiative small entrepreneurship was not selected, the proposer should provide written justification of the selection process.

Proposers that plan to use certified small entrepreneurships should provide documentation to demonstrate their good faith subcontracting effort (i.e., phone logs, fax transmittal logs, letters, e-mails) in order to receive any reserved points.

In the event questions arise after an award is made relative to the proposer’s good faith efforts, the proposer will be required to provide supporting documentation to demonstrate its good faith subcontracting plan was actually followed. If it is at any time determined that the contractor did not in fact perform its good faith subcontracting plan, the contract award or the existing contract may be terminated.

Contractors will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

The statutes (R.S 39:2171 *et. seq.*) concerning the Veteran Initiative may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=671504>; and the statutes (R.S 39:2001 *et. seq.*)

concerning the Hudson Initiative may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=96265>. The rules for the Veteran Initiative (LAC 19:VII.Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII.Chapters 11 and 13) may be viewed at <http://www.doa.louisiana.gov/osp/se/se.htm>.

The State requires competitive pricing, qualifications, and demonstrated competencies in the selection of contractors.

6.5.4 Cost

Cost as determined on a weighted basis will be determined for each proposer based on the ratio of the lowest proposed cost to the Proposer's cost.

A proposer's cost score will be based on the Total Cost provided in Attachment IV and computed as follows:

$$CS = (LPC/PC \times 25)$$

Where: CS = Computed cost score (points) for proposer being evaluated

LPC = Lowest proposed cost of all proposers

PC = Total cost of proposer being evaluated

6.6 Announcement of Contractor

The State will notify the successful Proposer and proceed to negotiate terms for final contract. Unsuccessful proposers will be notified in writing accordingly.

The proposals received (except for that information appropriately designated as confidential in accordance with R.S. 44.1 et seq), selection memorandum along with list of criteria used along with the weight assigned each criteria; scores of each proposal considered along with overall scores of each proposal considered, and a narrative justifying selection shall be made available, upon request, to all interested parties after the "Notice of Intent to Award" letter has been issued.

Any contractor aggrieved by the proposed award has the right to submit a protest in writing to the head of the agency issuing the proposal within 14 days after the award has been announced by the agency.

The award of a contract is subject to the approval of the Division of Administration, Office of Contractual Review.

7 SUCCESSFUL CONTRACTOR REQUIREMENTS

7.1 Corporation Requirements

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana.

If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

7.2 Billing and Payment

Billing and payment terms shall be negotiated with the successful Proposer.

7.3 Confidentiality

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of the Department of Revenue.

ATTACHMENT I: SCOPE OF SERVICES

1 Overview

The computer application that OCG uses to license and regulate the charitable gaming industry is nearly 20 years old. It was developed in Mapper and runs on a UNISYS mainframe. The current system has become cumbersome and expensive to maintain and enhance with on-going support increasingly difficult to acquire. OCG seeks to acquire the services necessary to design, develop and implement a web based system to replace the existing system. The new system will, at a minimum, include all of the functionality of the existing system.

2 Tasks and Services

Services include requirements gathering and verification, system design, infrastructure analysis and design, application development, database design and development, migration of data from one platform to another, testing, system implementation, documentation development, production support, consulting and training.

3 Deliverables

The deliverables listed in this section are the minimum expected from the successful proposer. Every proposer should describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided.

3.1 Functional System Requirements

The Contractor shall perform necessary information gathering and analysis tasks to develop Functional System Requirements Documentation. Contractor shall:

- review OCG programs and policies, existing legacy system requirements, functionality, design and data dictionaries with particular attention to components not inherent in the proposed solution;
- collect and validate requirements, designs, including modifying and expanding designs to conform with additional requirements defined by the OCG;
- confirm and refine requirements specified in this RFP and supporting documents as well as add new or missed requirements as needed;
- work with OCG staff to fully understand the scope, purpose, and implications of each requirement; and
- Prepare Case workflow and Procedural Specifications. The implementation of the project will result in significant changes in the way day-to-day business is conducted by OCG staff. A key component of the requirements analysis must be the identification of these changes for all users of the system. These specifications must include a complete description of operations workflow under the system. A business case activity diagram to graphically depict business entities, workflow, roles and responsibilities shall be produced. The workflow and procedural specifications shall become a principal source of input to the process of developing a training program for the OCG users and must be kept up-to-date throughout the project. The case workflow and procedural specification must accommodate plans to provide application access via online secure web portal. The

Contractor must conduct a walkthrough of the workflow and procedural specifications to enhance the OCG's understanding and to facilitate the approval process.

3.2 *Implementation Plan Report*

The Contractor shall perform necessary information gathering and analysis tasks to develop an Implementation Planning Report describing the strategy for implementing the System; including software installation, acceptance testing, integration, interfaces, training, software distribution, "going live", and support.

3.3 *Technical Design/Technical Architecture*

The Contractor shall perform necessary technical design tasks to create Technical Design Documentation. The Contractor shall:

- Develop and maintain detailed designs and models for all components of the BLAIR system necessary to support all OCG programs and in all environments (e.g. development, UAT, training, production, etc.) and potential Requirements and Design impacts;
- Develop and maintain data diagrams or entity relationship diagrams of all data repositories that will be included the system;
- Develop and maintain design documentation of the interface(s) that will be contained within the system;
- Develop and maintain design documentation of data and data formats that will be used by the system interface(s);
- Prepare resource requirements documentation detailing CPU, processor capacity, data storage, memory, and network bandwidth. The system being installed shall be designed and configured by the Contractor to operate within the State's hardware, software, and networking environments as specified in Attachment V. Resource requirements also include staffing resources necessary to support the proposed infrastructure and system;
- Develop and maintain back-up and recovery plans;
- Develop and maintain a Security and Auditing plan. The Contractor must submit a detailed description proposing how security features will be implemented. Proposed levels of security and auditing, limitations of capabilities and required protocols must be provided. The format and content of security and audit tables must be included, as well as the recommended starting point for establishing security profiles;
- Develop and maintain a Vulnerability and Intrusion Detection Plan. The Contractor must submit a detailed description proposing how to test for vulnerabilities and detect unauthorized access attempts. The plan must address level of effort and monitoring requirements. The plan must adhere to LDR, La Office of Information Technology and NIST standards.

3.4 *Presentation of Technical Design to Revenue Personnel*

The Contractor shall conduct formal presentations of the Technical Design to members of the Department of Revenue's Information Technology staff. The goals of the presentations are to introduce the technical design of the system, ensure the design is in agreement with future plans for the Department's technical infrastructure, and knowledge transfer to the Department's Information Technology staff.

3.5 *Interface Testing*

The Contractor shall perform interface testing tasks such as testing of input interfaces, output interfaces, and front-end programs that are identified in the Implementation Planning Document.

3.6 *Systems Testing and Acceptance Testing*

The Contractor shall perform System testing and Acceptance testing tasks such as script development and data setup, technical support on executing special jobs to facilitate testing, and assisting in the actual execution of test scripts and review of results.

3.7 *Training Materials & Delivery of Training*

The Contractor shall develop training materials for OCG staff and other users of the System, and Information Technology support personnel responsible for maintaining and operating the system. Training material may be Computer Based Training materials, instructional videos, interactive CD or DVD, videotaping training sessions, on-line tutorials, etc.

3.8 *System Documentation*

The Contractor shall provide documentation material. This includes application documentation, online feature manuals, user guides, error and diagnostic manuals, reports manual that includes table names, data field names, table relationships, and any other information used to create reports. Comprehensive documentation that provides requirements traceability to map requirements to design, code, and test scripts shall also be provided.

3.9 *Software Installation*

The Contractor shall perform software installation tasks such as database setup, file sizing, software retrofitting, application table setup, operation setup, data migrations, installation tests, system integration, integration tests, and performance tuning. Installing, configuring, and analyzing requirements/integration issues of any proposed products necessary to support the proposed solution are also included.

3.10 *Final Project Report*

At the conclusion of the project, the Contractor shall provide a Final Project Report outlining the extent and manner to which the project objectives have been met, as well as follow-up recommendations.

4 *Functional Requirements*

The Bingo Licensing, Accountability, Inventory, & Reporting (BLAIR) System shall:

- replace the logic, reporting, and backend processing programs of OCG's legacy system;
- contain the historic data available in the legacy system;
- have a dashboard/welcome screen for messages from the OCG;
- include, display and maintain OCG rules and regulations regarding gaming requirements;
- allow user groups to create and maintain a unique user id, PIN, and profile through the User Group portal;

- provide “My Account” type functionality for OCG user groups to allow secure online management of personal content including the ability to update member and contact information;
- log, authenticate and allow only authenticated users to access the system;
- provide the capability for user groups to reset passwords for My Account when user id, password or PIN is forgotten. This process should be automated so that state staff intervention is minimized;
- allow the user to choose the preferred method of receiving notifications such as email or text message;
- provide the capability to post messages to the user groups and notify them through the preferred method of notification;
- provide basic summary information in a directory of OCG User groups, i.e.: Organizations, Commercial Lessors, etc. This may include address, telephone numbers, contact persons, e-mail addresses, hours of operation, hours of scheduled bingo games, organizations conducting the bingo game, and services provided (electronic bingo, etc);
- allow for saving of work in progress before submission for approval;
- provide the capability to track the status and changes to records;
- provide an indicator as to the date when data was last updated;
- provide the capability to record the action of a creation or a change in licenses, members, etc. in an activity log;
- allow for attaching supporting documentation as needed;
- provide the capability for automated workflow and online approvals by authorized staff;
- have an alternate approval system in place at each level should any form not be approved within three (3) business days;
- provide multiple methods for searching and retrieving licenses and permits based on status and a combination of: names, types, Parish, Year, and Addresses;
- generate printable non-editable operational licenses for all groups in an Adobe PDF format;
- allow OCG users to document notes regarding data audits as well as field audits. Needed data are the date, time, and notes regarding the audit;
- alert OCG and defined user groups via a daily report if any predetermined conditions occur, i.e.: data not received, machine id not valid, etc.;
- create a unique session id for every bingo session as tie in for each table in the system; and
- collect data from approximately 1,500 electronic bingo devices. Currently, there is a maximum of 35 devices per commercial lessor.

BLAIR shall consist of the following modules:

- Bingo Licensing and Game Scheduling
- Machine Permits
- Special Forms
- Automatic Gaming Data Collection
- Accounting
- Reporting & Auditing
- Manual Quarterly Gaming Data Collection; and

- Bingo Supply Inventory.

Functionality within each module is detailed below.

4.1 *Bingo Licensing and Game Scheduling*

The Bingo Licensing and Game scheduling module shall collect data from OCG's user groups (organizations, commercial lessors, Non-Commercial Lessors, manufacturers, distributors and Private Casino Contracts). This module shall provide methods for registrations, renewals, membership updates, calendar additions and updates as well as collecting payment of fees. OCG staff will also be users of this module. An example of the current application can be found at <http://www.ocg.louisiana.gov/pdf/forms/ocg2000F.pdf>.

The system shall provide a guided application process which will enable the User to enter required information using intelligent interactive questions which can branch to additional questions.

The system shall provide the capability to collect payments or fees through credit card, debit card, or ACH processing.

The system shall provide the capability to automatically assign approvals based on type, or through a manual process to individual workers, multiple workers, and to designate primary/secondary roles (when appropriate).

The system shall provide the capability of date stamping applications for the appropriate business day, when application is submitted after hours, on a holiday, or weekends according to specific programmatic rules.

The system shall provide the capability to track, display, and update the license information, membership information, schedule information and payment history.

The system shall display the reason the application was rejected or conditionally approved.

The system shall provide the capability in the licensing module to record customer complaints against an Organization and provide a place for the OCG to comment on the outcome of the investigation of the complaint. This shall be in a separate tab for easy access.

4.1.1. *Organization User Group Functionality*

BLAIR shall allow Organizations to:

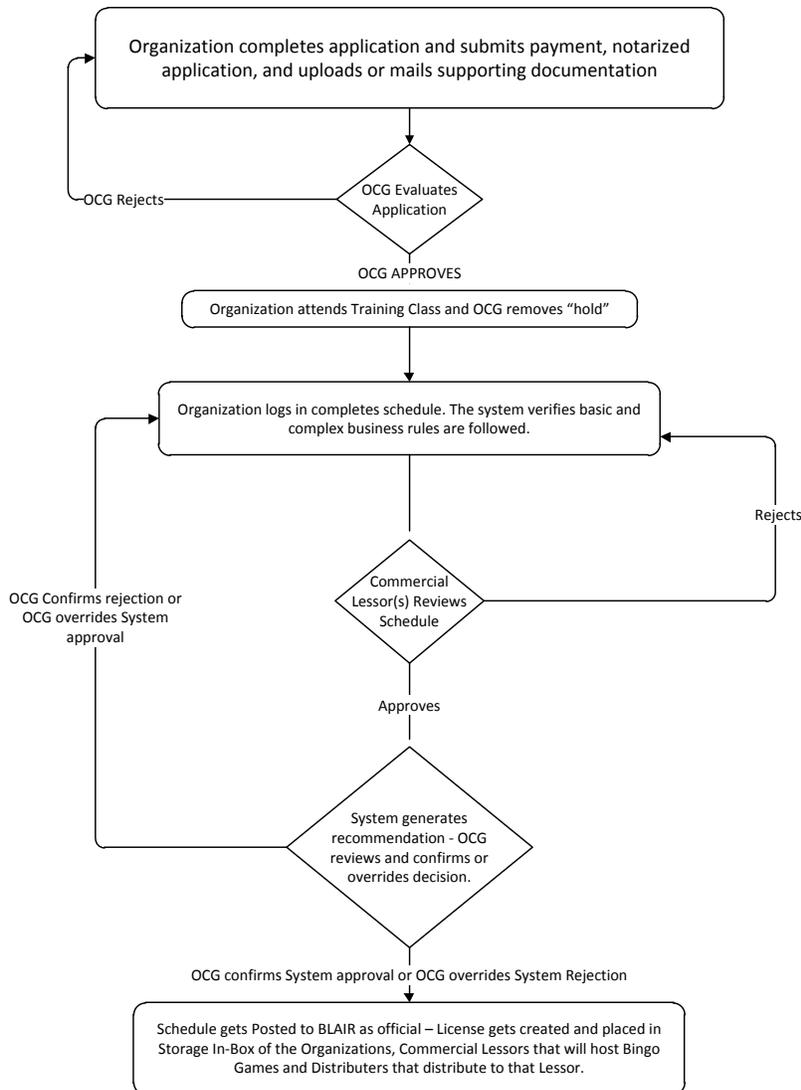
- Submit new applications to establish an account;
- Submit applications to renew existing licenses;
- Submit applications for a Special (Super) Bingo license;
- Submit applications for a Casino Night license;
- Request schedule modifications;
- File extensions for quarterly returns; and
- Modify Officers and Members.

Application to establish an account

The organization will go to the BLAIR system and establish an account with a user-id and password. They will then complete the Application to Conduct Charitable Gaming form,

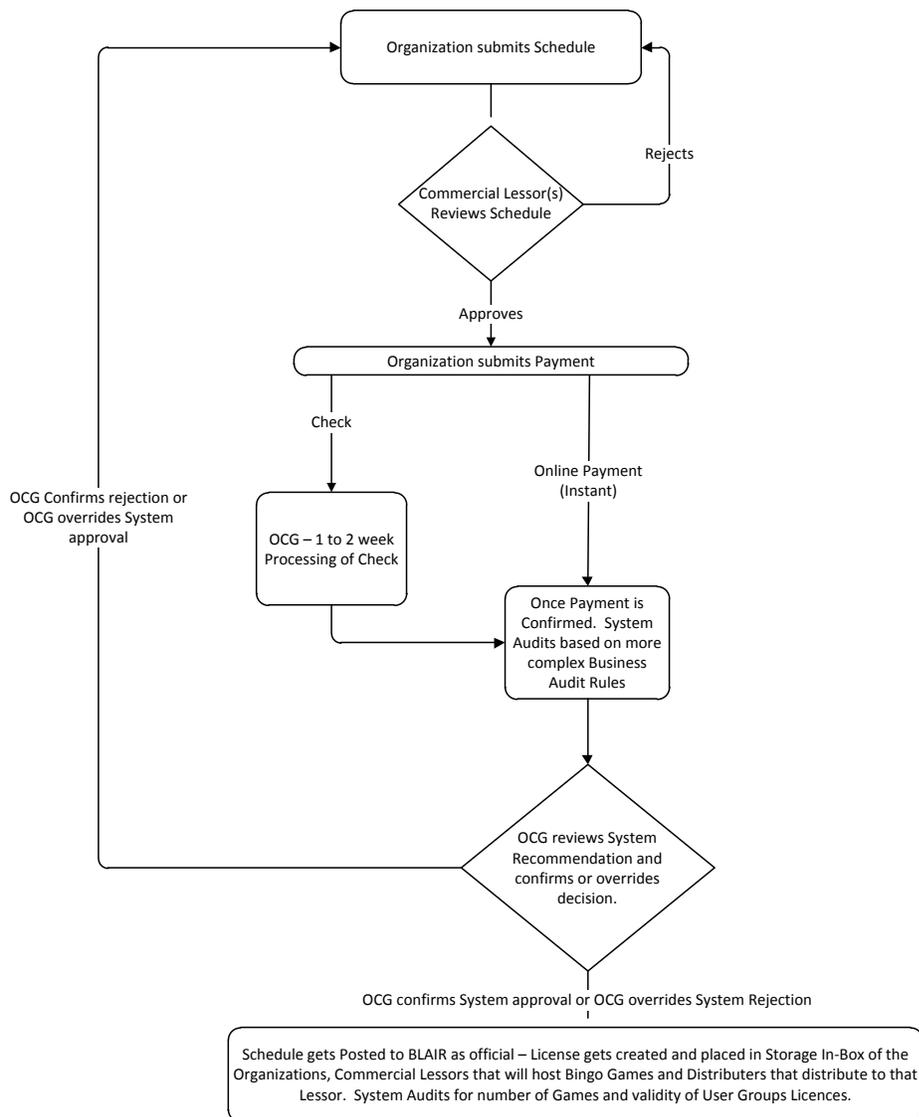
Organization's Officers, Directors, membership assisting in the games contact information as well as a complete roster of all members. Once the document is final and they indicate as such, the BLAIR system will generate a letter with a reference number that they will print and have notarized. It will also generate a letter containing a check list of the required documentation. They will mail the letter, the application fee, and either upload or mail in the required documents. The information entered into the system will not become part of the BLAIR system until the notarized paperwork and application fee have been verified and approved by the OCG.

Data in the temporary table should be purged from the temporary table after x number of days without receiving payments and documents. The number of days till purge is defined in Section 5.1 of this Attachment. No changes can be made to the information by the Lessor while the documents are under review by OCG. Five members of the organization must attend a mandatory training session before a final license will be given. OCG will remove this flag once training has been completed. Once the training flag has been removed, the organization will be allowed to enter the session scheduling component. The schedule consists of dates and times of each bingo game to be held in the upcoming months. Currently, there is a maximum of 15 games per month. This number however, may change and needs to be modifiable in a table. Upon completion of the schedule, the organization will electronically submit for approval of the Commercial Lessor(s). Once the Lessor(s) approves the schedule(s), it will route to the OCG for final approval. No schedule is final until approved by OCG. Upon OCG approval, email notification containing a final printable license will be sent to the Organization and the Lessor. The Final license will also be held in the Organizations and the Lessors document storage area. Please refer to Printed License Schedule Requirements below for additional information.



Application to Renew Existing License

The organization will log in to BLAIR to update and confirm the Organization’s Officers, Directors, membership assisting in the games contact information as well as updating a complete roster of all members. The Organization will then begin filling out their gaming schedule and can also submit their payment electronically or print out a form to mail along with payment. The schedule consists of dates and times of each bingo game to be held in the upcoming months. Currently, there is a maximum of 15 games per month. This number however, may change and needs to be easy for the OCG to modify in a table. Upon completion of the schedule, the organization will electronically submit for approval of the Commercial Lessor(s). Once the Lessor(s) approves the schedule(s), it will route to the OCG for final approval. No schedule is final nor can it be printed until approved by OCG. Upon OCG approval, email notification containing a final printable license will be sent to the Organization and the Lessor. A copy of the final license will also be held in the Organizations and the Lessors electronic document storage area. Please refer to Printed License Schedule Requirements below for additional information.



Application for Special (Super) Bingo License

The organization can submit an application for Special (Super) Bingo License through BLAIR. The information for this license should populate from the organizations information and then be paid and submitted just like the regular schedule. It must contain Request to Assign Fixed Value of Bingo Paper and Cards information. It will go to the Lessor first then if he approves be routed to the OCG. The approval process will follow the same approval process as the License work flow. Upon final approval, emails will be generated with updated license. Please refer to Printed License Schedule Requirements below for additional information. There is a maximum of 2 special super bingo sessions per license year for each organization. License year runs the same as the State Fiscal Year July 1 – June 30. The system shall audit check to ensure that an Organization doesn't try and schedule more than two special (Super) Bingo sessions per License

year. The Bingo Prize Payout Max entered by organization should be verified against the table value for Bingo Prize Payout Max.

Application for a Casino Night License

The organization can submit an application for a casino night license. The information for this license should populate from the organizations information and then be paid and submitted just like the regular schedule. The system will need to verify that the Lessor has availability. The form will go to the Lessor first then if he approves be routed to OCG. Upon final approval, emails will be generated with updated license. The system shall ask if alcohol is to be served. If answered yes, the system shall remind the Organization that 1) Alcohol is not an allowable expense from charitable gaming funds and 2) they MUST apply for and receive a “Special Event Permit” from the Alcohol and Tobacco Control to serve alcohol.

Printed License Schedule Requirements

The printed license lists the specific dates and time of the bingo session including any Special (Super) Bingo. The printed license needs to list the License number, date created, expiration date, Organization name and address, location of games name and address. It should also list dates of all the games along with the length and type of game.

Request Schedule Modification

The BLAIR system shall allow the Organization to make modifications to their License information, Officials, Members, and their Session Schedule. The request shall be made on a form and submitted to the OCG along with any payment. (Either online or printed sheet mailed in with payment) Once OCG approves the changes, the changes will be made to the system tables and to all of the schedules or calendars affected by the changes. Anyone affected by the changes will get an email notification. Session Schedule changes would require the approval of the Commercial Lessor prior to OCG getting the request.

File Extensions for Quarterly Returns

The BLAIR system shall have a form to allow the Organization to request an extension for filing their quarterly returns late. The document must be submitted to the OCG for approval and be attached to the Organizations quarterly statement.

Modify Officers and Members

The system will provide the Organization a list of the Officers and Members upon request of the Organization. They shall be able to then edit the membership information and submit to OCG. The first change per year is free. There is a fee for subsequent changes in the year after the initial change. Amount of the fee is in the Values table. The system shall collect payment in the same manner as the license fee.

4.1.2. Commercial Lessors User Group Functionality

BLAIR shall allow Commercial Lessors to:

- Submit new applications to establish an account; and
- Submit applications to renew existing licenses.

Application to establish an account

The Commercial Lessor will go to the BLAIR system and establish an account with a user-id and password. They will then complete an “OCG License Application” form. They will need to complete 1) Application, 2) Company’s Officials Information Sheet, 3) Company Stockholders List, 4) List of Louisiana Employees, and 5) Statement of Assets and Liabilities and Personal History Record for all Officials and owners of more than 5%. The system will maintain work in progress. Examples of the forms can be found at:

<http://www.ocg.louisiana.gov/sections/formsfees/forms.asp?fGroup=CL;Commercial+Lessor>

Once the document is final and they indicate as such, the BLAIR system will generate a letter with a reference number that they will print and have notarized. It will also generate a letter containing a check list of the required documentation. They will mail the letter, the application fee, and either upload or mail in the required documents. The information entered into the system will not become part of the BLAIR system until the notarized paperwork and application fee has been verified and approved by the OCG. This data shall be purged from the temporary table after 90 days without receiving payments and documents. No changes can be made to the information by the Lessor while the documents are under review by OCG.

After receiving the documents, OCG will pull up the information in the system and “approve” or “deny” the application. If approved, the data will be made permanent in the BLAIR system and a license number will be issued. OCG will mail a letter to the organization generated by BLAIR. By physically mailing the information, OCG is verifying the address is accurate. The Commercial Lessor will then appear in the dropdown list for the organizations creating their schedules. If the application is denied, the BLAIR system will generate a letter as to why they were denied. The Lessor can log into BLAIR and correct any data errors if applicable. Once they save, OCG will get notification and can again approve or deny.

Application to Renew Existing License

The Commercial Lessor will log into the BLAIR system and verify the demographic information, the Company’s Officials Information Sheet, the Company’s Stockholders List, their List of Louisiana Employees, and the 5) Statement of Assets and Liabilities and Personal History Record for all Officials and owners of more than 5%.

Once they have verified and electronically approved the information, the system can generate a letter with a reference number that they can mail with their application fee payment or they can submit the payment online. After receiving the payment, the OCG will pull up the information in the system and “approve” or “deny” the application.

The Commercial Lessor will then appear in the dropdown list for the organizations creating their schedules. If the application is denied, the BLAIR system will generate a letter as to why they were denied. The Lessor can then log into BLAIR and corrects any data errors if applicable. Once they resave, OCG will get notification and can once again approve or deny. Once approved, the Commercial Lessor will appear in the dropdown list for the organizations creating their schedules.

4.1.3. Non-Commercial Lessors User Group Functionality

BLAIR shall allow Non - Commercial Lessors to submit new applications to establish an account and submit applications to renew existing licenses. The Non-Commercial Lessors new

application and renewal process follows the same workflow and requirements as the Organizations. However, they must also submit a Fire Marshal Certificate.

4.1.4. Manufacturer User Group Functionality

BLAIR shall allow Manufacturers to:

- Submit new applications to establish an account; and
- Submit applications to renew existing licenses.

Application to establish an account

The Manufacturer will go to the BLAIR system and establish an account with a user-id and password. They will then complete an “OCG License Application” form. They will need to complete 1) Application, 2) Company’s Officials Information Sheet, 3) Company Stockholders List, 4) List of Louisiana Employees, and 5) Statement of Assets and Liabilities and Personal History Record for all Officials and owners of more than 5%. The system will maintain work in progress.

Once the document is final and they indicate as such, the BLAIR system will generate a letter with a reference number that they will print and have notarized. It will also generate a letter containing a check list of the required documentation. They will mail the letter, the application fee, and either upload or mail in the required documents. The information entered into the system will not become part of the BLAIR system until the notarized paperwork and application fee has been verified and approved by the OCG. This data shall be purged from the temporary table after 90 days without receiving payments and documents. No changes can be made to the information by the Manufacturer while the documents are under review by OCG.

After receiving the documents, OCG will pull up the information in the system and “approve” or “deny” the application. If approved, the data will be permanent in the BLAIR system and a license number will be issued. OCG will mail a letter to the Manufacturer generated by BLAIR. By physically mailing the information, OCG is verifying the address is accurate.

Application to Renew Existing License

The Manufacturer will log into the BLAIR system and verify the demographic information, the Company’s Officials Information Sheet, the Company’s Stockholders List, their List of Louisiana Employees, and the 5) Statement of Assets and Liabilities and Personal History Record for all Officials and owners of more than 5%.

Once they have verified and electronically approved the information, the system can generate a letter with a reference number that they can mail with their application fee payment or they can submit the payment online. After receiving the payment, the OCG will pull up the information in the system and “approve” or “deny” the application.

4.1.5. Distributor User Group Functionality

BLAIR shall allow Distributors to:

- Submit new applications to establish an account; and
- Submit applications to renew existing licenses.

Application to establish an account

The Distributor will go to the BLAIR system and establish an account with a user-id and password. They will then complete an “OCG License Application” form. They will need to complete 1) Application, 2) Company’s Officials Information Sheet, 3) Company Stockholders List, 4) List of Louisiana Employees, and 5) Statement of Assets and Liabilities and Personal History Record for all Officials and owners of more than 5%. The system will maintain work in progress.

Once the document is final and they indicate as such, the BLAIR system will generate a letter with a reference number that they will print and have notarized. It will also generate a letter containing a check list of the required documentation. They will mail the letter, the application fee, and either upload or mail in the required documents. The information entered into the system will not become part of the BLAIR system until the notarized paperwork and application fee has been verified and approved by the OCG. This data shall be purged from the temporary table after 90 days without receiving payments and documents. No changes can be made to the information by the Distributor while the documents are under review by OCG.

After receiving the documents, OCG will pull up the information in the system and “approve” or “deny” the application. If approved, the data will be permanent in the BLAIR system and a license number will be issued. OCG will mail a letter to the organization generated by BLAIR. By physically mailing the information, OCG is verifying the address is accurate.

Application to Renew Existing License

The Distributor will log into the BLAIR system and verify the demographic information, the Company’s Officials Information Sheet, the Company’s Stockholders List, their List of Louisiana Employees, and the 5) Statement of Assets and Liabilities and Personal History Record for all Officials and owners of more than 5%.

Once they have verified and electronically approved the information, the system can generate a letter with a reference number that they can mail with their application fee payment or they can submit the payment online. After receiving the payment, the OCG will pull up the information in the system and “approve” or “deny” the application.

4.1.6. Private Casino Contract (Casino Nights) User Group Functionality

BLAIR shall allow Distributors to:

- Submit new applications to establish an account; and
- Submit applications to renew existing licenses.

Application to establish an account

The Private Casino Contract will go to the BLAIR system and establish an account with a user-id and password. They will then complete an “OCG License Application” form. They will need to complete 1) Application, 2) Company’s Officials Information Sheet, 3) Company Stockholders List, 4) List of Louisiana Employees, and 5) Statement of Assets and Liabilities and Personal History Record for all Officials and owners of more than 5%. The system will maintain work in progress.

Once the document is final and they indicate as such, the BLAIR system will generate a letter with a reference number that they will print and have notarized. It will also generate a letter containing a check list of the required documentation. They will mail the letter, the application

fee, and either upload or mail in the required documents. The information entered into the system will not become part of the BLAIR system until the notarized paperwork and application fee has been verified and approved by the OCG. This data shall be purged from the temporary table after 90 days without receiving payments and documents. No changes can be made to the information by the Private Casino Contract while the documents are under review by OCG.

After receiving the documents, OCG will pull up the information in the system and “approve” or “deny” the application. If approved, the data will be permanent in the BLAIR system and a license number will be issued. OCG will mail a letter to the organization generated by BLAIR. By physically mailing the information, OCG is verifying the address is accurate.

Application to Renew Existing License

The Private Casino Contract will log into the BLAIR system and verify the demographic information, the Company’s Officials Information Sheet, the Company’s Stockholders List, their List of Louisiana Employees, and the 5) Statement of Assets and Liabilities and Personal History Record for all Officials and owners of more than 5%.

Once they have verified and electronically approved the information, the system can generate a letter with a reference number that they can mail with their application fee payment or they can submit the payment online. After receiving the payment, the OCG will pull up the information in the system and “approve” or “deny” the application.

4.1.7. OCG staff User Group Functionality

OCG staff should be able to issues licenses, amendments, renewals, suspensions, revocations, and reinstatements all from the User Groups licensing workflows.

Review New Applications

For new applicants the OCG will review the documentation that was printed, notarized and mailed in by the new User Group. The OCG shall be able to search for the application and all corresponding documents associated with the application in BLAIR by typing in the unique number assigned or by scanning a barcode generated by BLAIR on the application. Once OCG pulls up the application, the status will reflect that it was received at the OCG and is under review. The OCG can then decide to accept the application and move the status to Final (If Organization then they will need to attend a training class) or the OCG can reject the application with cause. If the OCG rejects the application, the organization will receive a notice and a note of the deficiencies that need to be corrected.

Review Applications to Renew Existing License

For renewal applications the OCG will either receive a notification from BLAIR that a user group has submitted a renewal application and has paid the fees, or the OCG will receive a renewal voucher in the mail along with payment. The BLAIR system will have already verified basic business rules regarding schedule. Once payment is received either by the system or the OCG, the status of the application shall reflect that payment was received and is under review. The system shall make a recommendation to the OCG whether to accept the application or reject. As long as the Manual Approve Setting is turned in, the OCG can decide to accept the application and move the status to Final or it can reject with cause. If the OCG rejects the application, the organization will receive a notice and a note of the deficiencies to correct. The

System shall generate reports that show how many times the system 1) recommended approval was accepted or rejected and 2) recommended rejection was accepted or rejected.

Suspend or Modify a License/Schedule

If for any reason the OCG needs to suspend or modify a License, the OCG can go to the system and suspend the User Groups' License. If a schedule of Bingo Games is impacted, everyone involved with that User group will get notified of this. If the license is modified, then the modified information should appear on the license in storage. For example, if the OCG suspends a Commercial Lessor's License, then everyone that has a game scheduled at that facility will get notified. Also, if an Organizations License is suspended, then the Commercial Lessor as well as the EVG Distributor for the Commercial Lessor will get notified. If the suspension causes Bingo Games not to be played, then the Calendar for that Organization will reflect the suspended game. The Game ID table will also reflect the Suspended/Played/Cancelled status.

4.2 *Machine Permits*

Electronic Video Gaming (Machine Permit)

The Distributor or Manufacturer will log into the BLAIR system to Add, Delete, or Ship video gaming devices. The system will list all of the current permitted machines so the Distributor or Manufacturer can verify the information. They will then have the opportunity to add any new machines. The system will then calculate the amount owed and allow them to pay or create a voucher(s) for them to mail back with their payment(s). If they chose to pay in installments, the system will send them notifications each month along with their payment voucher and/or receipts.

4.3 *Special Forms*

Bingo Paper and Cards Assigned Fixed Value

The organization shall request permission to change the assigned fixed values of disposable and non-disposable bingo and bonanza sheets. This is done through the BLAIR system and form OCG302 (03_09). The form will be filled out online and submitted electronically for approval of the OCG. The Organization can either print out a sheet to mail into the OCG with a payment, or they may pay on-line. Upon approval the Organization will receive an approval letter detailing the start date and lists all of the assigned fixed values of all bingo paper and cards.

Request to Modify Video Gaming Device Permit

The Distributor or Manufacturer will log into the BLAIR system and pull up the Video Gaming Device that they wish to modify. They will indicate the new location for the device. The system shall look to make sure that the location has the proper number of gaming devices (maximum number of gaming devices). The system will create a warning message attached to the request alerting the OCG.

Video Gaming Device Service / Repair Form

The Distributor or Manufacturer will log into the BLAIR system to create a Video Gaming Device Service / Repair Ticket. They will pull up the device's account and enter the Mechanical readings and Electronic readings before service and the mechanical readings after service. The system will then print out a form that will be signed and printed audit tickets attached.

Video Gaming Device Shipment Notification

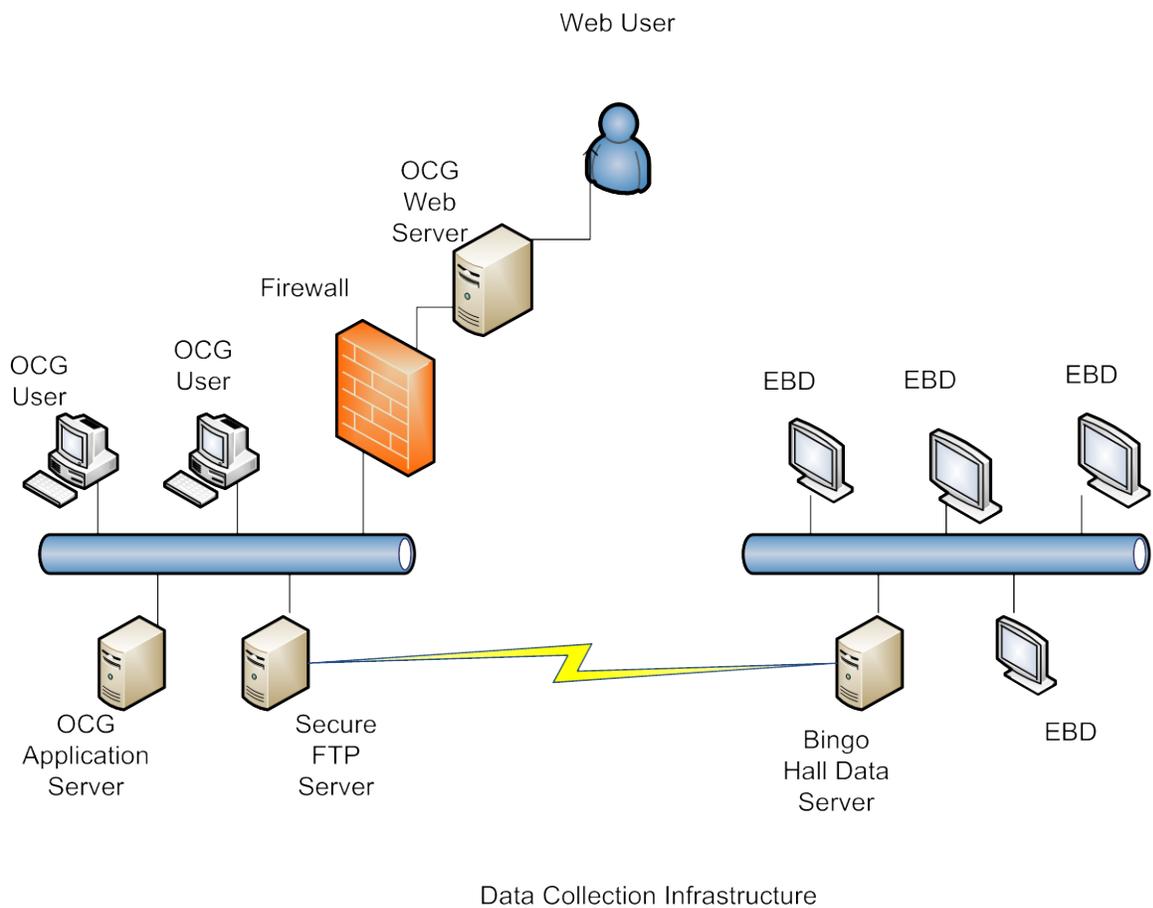
The Distributor or Manufacturer will log into the BLAIR system to create a Video Gaming Device Shipment Notification. They will enter the information for each machine and submit to OCG for approval. Once approved by OCG, the system will generate a shipping permit listing the devices, old location, new location, and an expiration date.

4.4 Automatic Gaming Data Collection

The System shall accept master meter readings and other associated data from Electronic Bingo Devices (EBD). Master meter readings and other data shall be provided in one of two methods. Those methods are:

1. Collect data elements for each EBD that has been transmitted via secure FTP to an FTP server located at the Louisiana Department of Revenue data center. The definition of the transmission file will be mutually developed by the Contractor and OCG. Transmission of data from each bingo hall will occur on a daily basis to be used by OCG in reconciliation, reporting, and auditing procedures.
2. A web application for manual entry of meter readings. Manual entry will be performed when EBDs are not configured to electronically provide master meter readings or communication problems exist between the bingo hall and the LDR data center. Manual entry can be performed on a daily, weekly or monthly basis.

The Data Collection Infrastructure as envisioned is depicted below.



There are approximately 1,500 EBDs in the state with a maximum of 35 devices per lessor. There are two manufacturers that provide most of the EBDs in the state: American Gaming Systems (www.AmericanGamingSystems.com – 1-866-720-6105) and Cadillac Jacks (www.CadillacJacks.com – 770-908-2094).

The starting point of all EBD information to be collected is the Bingo Hall Data Server. An application or service running on the server will poll each EBD that has been configured to provide data electronically. When all data has been collected, the application or service will format the data as defined by OCG and initiate a secure FTP transmission of the data to a secure FTP server housed in the Louisiana Department of Revenue’s Data Center. The bingo device owner will incur the costs of the hardware to be installed in each bingo machine, network cabling at the location, location server, location network connectivity, server application or service for polling EBDs, and connectivity to the LDR network. These costs are not the responsibility of the State, Proposer or part of the resulting contract. These costs should not be included in the response to this RFP.

The system shall pickup from LDR’s FTP server all data transmitted for incorporation into the BLAIR system. The data shall be stored in tables with read access limited to OCG User and read/write access to OCG System Administrator.

The OCG recognizes that some of the older EBD will be incompatible with a new system. For these devices and devices that occasionally experience communication problems with the FTP server, the BLAIR system shall provide a portal for manual entry of meter readings. The data would be stored in the EBD data table but have an indicator that it was manually entered and a user id associated with that entry. Manual entries as well as missing transmissions shall show up on an Audit Report.

Required Data Elements - The following metering information must be communicated from the EBD and collected into the BLAIR system.

- (A) Date/Time Stamp;
- (B) Date;
- (C) Machine ID / Permit No.;
- (D) Location License #;
- (E) Coin In (total);
- (F) Credits Played;
- (G) Credits Won;
- (H) Credits Out;

4.5 Accounting

The OCG currently uses the Mapper legacy system to keep track of all financial information for the licenses and quarterly reports. All payment information is entered into the system and credited to the user accounts. Reports are generated which totals the deposits that will go into the OCG's banking account. The OCG staff currently enters all data on the required reports manually each quarter into the Mapper System. The proposed solution shall provide OCG with all existing functionality of the legacy system.

Currently the Quarterly report information must be manually entered by the OCG into the MAPPER system for each Organization. At a minimum, the BLAIR system shall have a portal for manually entering Quarterly Report Data by the OCG or by Organizations wishing to submit electronically. Data entered into the system by Organizations shall be stored in system tables and the Quarterly report generated from the entered data and submitted to the OCG. The system should also have a mechanism of collecting quarterly report data from scanned paper forms manually completed and submitted by the user groups. The current official form can be found at <http://www.ocg.louisiana.gov/pdf/forms/ocg300F.pdf>. Instructions can be found at <http://www.ocg.louisiana.gov/sections/formsfees/forms.asp?fGroup=ORG;Organization>

Required Functionality

BLAIR shall allow for the payment of licensing and fees via bank draft from gaming accounts registered with the OCG for that organization.

BLAIR shall allow for payment of permits and fees via Credit Card for Distributors and Lessors.

BLAIR shall allow for manual entering of payments of licensing and fees received by the OCG and auto sending of receipts.

BLAIR shall allow for displaying previous reported quarterly reports.

BLAIR shall have the capability to generate reports by field for the various quarter data. For example: What are the total expenses for each quarter for the past 5 years. For the OCG they can select all Organizations or just some Organizations or report by Parish. For the Organizations, they shall be able to see only their data.

Required Data Elements

The following data elements are currently on the Organizations Quarterly Report.

- (A) Received Date;
- (B) Quarter;
- (C) Stat;
- (D) Report Year;
- (E) I.R.;
- (F) Fine Due;
- (G) Total Attendance;
- (H) Total Number of Sessions;
- (I) Total Value of Door Prizes;
- (J) Adjusted Door Gross;
- (K) Bingo Gross;
- (L) Bingo Prizes;
- (M) Adjusted Bingo Gross;
- (N) Cable Gross;
- (O) Adjusted Cable Gross;
- (P) Pull Tab 2.00;
- (Q) Pull Tab 1.00;
- (R) Pull Tab 0.50;
- (S) Pull Tab 0.25;
- (T) Pull Tab Gross;
- (U) Pull Tab Prizes;
- (V) Adjusted Pull Tab Gross;
- (W) Raffle Gross;
- (X) Raffle Prizes;
- (Y) Adjusted Raffle Gross;
- (Z) #VM;
- (AA) Video Gross;
- (BB) Adjusted Video Gross;
- (CC) Other Gross;
- (DD) Overage Y/N;;
- (EE) Adjusted Other Gross;
- (FF) Total Gross;
- (GG) Total Prizes
- (HH) Adjusted Total Gross;
- (II) Gaming Supply;
- (JJ) Bldg Rent;
- (KK) Equipment Rent;
- (LL) Net Shortage;
- (MM) Maintenance Repairs;

- (NN) Paid Workers;
- (OO) Other Supplies;
- (PP) Legal/Acct Fees;
- (QQ) Security;
- (RR) Regulatory Fee;
- (SS) Bank Charges;
- (TT) Other Charges;
- (UU) Total Expenses;
- (VV) Net Proceeds;
- (WW) Carryover from Prior Quarter;
- (XX) Current Earned;
- (YY) Adjustments;
- (ZZ) Adjusted to Process;
- (AAA) Contributions;
- (BBB) Carryover to Next Quarter;
- (CCC) Begin Inventory;
- (DDD) Prizes Purchased;
- (EEE) Prizes Award;
- (FFF) End Inventory;
- (GGG) Acct Balance 1;
- (HHH) Acct Balance 2;
- (III) Acct Balance 3;
- (JJJ) Cash on Hand;
- (KKK) Acct Balance 4;

Auditing of Entered Data

- A. Number of Sessions must match licensing system
- B. Rent paid can't exceed amount entered from licensing system
- C. Payout percentage reasonable for pull tabs
- D. Payout on Bingo not excessive based on number of sessions
- E. All Math is verified
- F. Excessive shortage, other receipts, or other expenses (defined in table)
- G. Carryover Amount from Previous Quarter Schedule A equals line 27
- H. Report balances with bank information, etc

4.6 Reporting and Auditing

The BLAIR system shall be required to assist the OCG user groups in their reporting requirements as well as the OCG in their Auditing requirements. The system shall be able to produce standard and ad-hoc reports.

OCG – Report Examples

- Number of current licenses
- List of non-renewed licenses for all user groups from previous year
- Number of registered EBD's, in total, by parish, by Commercial Lessor, by Distributor
- Create License for any user group
- Report by EBD for each parish

- HTML Page reports for the Web i.e. Approved Organizations, Commercial Lessors, etc.
- Balance of fines due per organization
- Comparative Analysis of Pull tab sales (by organization)
- Comparative Analysis of Bingo Paper sales (by organization)
- Search by pull tab serial number, etc.
- Detail Monthly Sales by transaction (by distributor)
- Quarterly Report (or specific time frame) by Organization, Hall, Parish, or Statewide

The BLAIR system shall also have a Meter Audit Report to assist the OCG with auditing the meter readings. This will be a portal for entering manually machine readings and the system will then compare the difference between the system collected machine data that the system records and the manually entered data taken from the EBD. This will ensure that the BLAIR system is correctly recording metered activity in accordance with the OCG guidelines.

Organization – Report Examples

- Calendar of scheduled games
- Copy of license
- Report of current members
- Report of the assigned fixed values of all bingo paper and cards.
- Quarterly Report data

Commercial Lessor – Report Examples

- Calendar of scheduled games
- Copy of license
- Number and list of registered machines
- List of machines repaired with problems and dates for each machine
- Number of games played per machine
- List of Organizations with license to play
- Email a list of Organizations current “Members Assisting in Games” as well as the “Members in Charge” on a 1 page sign in sheet for each Game 24 hours prior to the game

Manufacturer – Report Examples

- Number and list of registered machines
- List of all machine by locations
- List of machines repaired with problems and dates for each machine
- Number of games played per machine

Distributor – Report Examples

- Number and list of registered machines
- List of all machine by locations
- List of machines repaired with problems and dates for each machine
- Number of games played per machine

4.7 *Manual Quarterly Gaming Data Collection*

The module shall provide the capability for portions to reside on mobile and remote devices (i.e. PDA's, laptop computers) with download, update and upload capabilities.

The data collected is different for each user group. The data entered through this portal for each gaming session, will be rolled up quarterly by the system, it can be used to generate the required quarterly reports that must be submitted to the OCG.

Required Elements of a Manual Data Collection System

BLAIR shall have a method to enter the actual physical count of all inventories on hand and assigned fixed value of gaming supplies.

BLAIR shall assign the specific session ID to each form along with the scheduled time and date, licensee name and license number.

BLAIR shall create a fill-able form for each session that it creates a license. The Organization will select the session and complete the information. BLAIR shall route the form for a secondary approval once the Session Manager finalizes it. It will go to someone else in the organization to verify. That person will be on a dropdown taken from the current membership list and put on the form filled about by the session manager. BLAIR shall have notes and tips on each item on the form that needs clarification or explanation.

Organization

BINGO & PULL TABS

Session Manager Statement

PART I. CASH CONTROL AND DEPOSIT RECORD

- 1) OPENING BANK for session
- 2) DEDUCT CASH DISBURSEMENTS
 - a) Cash bank issued to "Bingo" Manager
 - b) Cash bank issued to "Pull Tab" Manger
 - c) Cash awarded as door prize
 - d) System shall add up lines 2a, 2b, and 2c as Total Cash Disbursed
- 3) ADD COLLECTIONS (Checks and Cash)
 - a) Remitted by "Bingo" Manager
 - b) Remitted by "Pull Tab" Manager
 - c) Miscellaneous Receipts (Total of Part II Lines 1-6) (System pulls this information) Not entered by user
 - d) System shall add up lines 3a, 3b, 3c as Total Cash Collected

PART II. RECORD OF MISCELLANEOUS RECEIPTS

- 1) NSF Checks Re-Deposited
- 2) Donations Received
- 3) Sale of daubers
- 4) Video Machine Receipts (NOT EBD)
- 5) Miscellaneous (give description)

PART III. SESSION MANAGER COMMENTS

Total Attendance (This total to be used again in other forms)
Cash Prize(s) or Cost of Merchandise Awarded as Raffle Prize(s)
Person Verifying Cash Bank (Electronically notifies person who can confirm amount through system)

Once complete, the Session Manager will select "Final" as the status and the form will be final. They must put in an electronic signature and certify that the information is true and correct. Only OCG can undo this final flag for this session for modification if needed.

Pull Tab Manager Session Statement

PART I. CASH RECONCILIATION

- 1) CASH BANK - received from Session Manager at the start of the session
- 2) ADD TOTAL VALUE OF PULL TAB SALES
 - a) Summary of Issuances from LINE 2e of all Worker Sheets
 - b) Summary of Returns from LINE 5e of all Worker Sheets
 - c) Total Value of Pull Tab Sales (line 2a minus line 2b) (System Calculates)
- 3) LESS PULL TAB PAY OUTS (Summary of Line 6i from all worker and cashier sheets)
- 4) TOTAL CASH ACCOUNTABILITY - Line 1, plus Line 2c, less Line 3 (System Calculates)
- 5) CASH OVER OF <SHORT> (Summary of Line 8 from all worker and cashier sheets)
- 6) CASH BALANCE REMITED TO SESSION MANAGER (Line 4 Plus/Minus Line 5) (System Calculates)

PART II. MANAGER COMMENTS ON OVERAGE/SHORTAGE OR OTHER

- 1) Amount of Transfer to Progressive Pull Tab Account (Total of Progressive Pull Tab Pay Outs from Progressive Deals (Part III))

PART III. RECORD OF PULL TAB INVENTORY

- a) Name of Deal and Serial Number of Pull Tabs
- b) Face Value of Pull Tabs
- c) Beginning count of Pull Tabs
- d) Ending count of Pull Tabs
- e) Number Sold
- f) Gross Proceeds (Line e x Line b) (System Calculates)

Pull Tab Manager will select "Final – pending Session Manger approval" as the status and the form will become Final once the Session Manager approves. They must put in an electronic signature and certify that the information true and correct. The Session Manager will also need to digitally sign the document. Only OCG can undo this final flag for this session for modification if needed.

Pull Tab Worker Accountability Sheet

The BLAIR system shall produce sheets for use by the pull tab worker(s) for each session. It shall include the Session ID, Session Times, Licensee, and License Number.

ISSUANCES

- 1) Cash Bank Received from Pull Tab Manager Prior to any sales.
- 2) Pull Tabs issued prior to any sales of that Particular Pull Tab (Data for each type to be used again)
Quantity x \$0.25 = Sub Total
Quantity x \$0.50 = Sub Total
Quantity x \$1.00 = Sub Total
Quantity x \$2.00 = Sub Total
- 3) Total Accountability Lines 1 and summary of Line 2 (System Calculates)

RETURNS

- 4) Cash and Checks to Pull Tab Cashier (Total of everything)
- 5) Unsold Pull Tabs
Quantity x Face Value = Sub-Total per Pull Tab Type
- 6) Winning Pull Tabs
Quantity x Face Value = Sub-Total per each winning amount
- 7) Total Returns (Line 4, Total for Line 5, Total for Line 6) (System Calculates)

Pull Tab Worker will select "Final – pending Pull Tab Manger approval" as the status and the form will become Final once the Pull Tab Manager approves. They must put in an electronic signature and certify that the information true and correct. The Pull Tab Manager will also need to digitally sign the document. Only OCG can undo this final flag for this session for modification if needed.

Pull Tab Cashier Sheet

The BLAIR system shall produce sheets for use by the pull tab cashier for each session. It shall include the Session ID, Session Times, Licensee, and License Number.

ISSUANCES

- 1) Cash Bank Received from workers during the session
- 2) Cash Received from each worker during the session (List name of each worker)
- 3) Total Cash Received from all workers (System Calculates)
- 4) Total of all money issued (Lines 1 and 3)

RETURNS

- 5) Cash and Checks to Pull Tab Manager (Total of everything)
- 6) Winning Pull Tabs
Quantity x Face Value = Sub-Total per each winning amount
Total of all winning Pull Tabs (System Calculates)
- 7) Total Returns (Line 5 plus total of winning Pull Tabs) (System Calculates)

Pull Tab Cashier will select "Final – pending Pull Tab Manger approval" as the status and the form will become Final once the Pull Tab Manager approves. They must put in an electronic signature and certify that the information true and correct. The Pull Tab Manager will also need to digitally sign the document. Only OCG can undo this final flag for this session for modification if needed.

Bingo Manager Statement

The BLAIR system shall produce sheets for use by the Bingo Manager for each session. It shall include the Session ID, Session Times, Licensee, and License Number.

PART I. CASH RECONCILIATION

- 1) Cash Bank Received from Session Manager
- 2) Total Gross Proceeds from Bingo Worker Sheets (Summary Part II, Line 1) (System Calculates)
- 3) Winnings Paid in CASH from Record of Bingo Games (System Calculates)
- 4) Total Cash Balance (Line 1 plus Line 2 minus Line 3) (System Calculates)
- 5) Cash over or short. (Summary of Part II, Line 5 bingo worker sheets)
- 6) Cash Balance Remitted to Session manager (Line 4 plus/minus Line 5)

PART II. MANAGER COMMENTS ON OVERAGE/SHORTAGE OR OTHER

(Text box for comment)

PART III. RECORD OF BINGO PAPER INVENTORY

- a) Cut, color and/or Series #
- b) Face Value of Bingo Paper
- c) Beginning Count
- d) Ending Count
- e) Number Sold
- f) Gross Proceeds (e x b) (system calculates and Audits... (Should be equal to Part I line 2)

Bingo Manager will select "Final – pending Session Manger approval" as the status and the form will become Final once the Session Manager approves. They must put in an electronic signature and certify that the information true and correct. The Session Manager will also need to digitally sign the document. Only the OCG can undo this final flag for this session for modification if needed.

Record of Bingo Games

The BLAIR system shall produce sheets for use by the Bingo Manager to record the Bingo Games played for each session. It shall include the Session ID, Session Times, Licensee, and License Number.

PART I - INDIVIDUAL GAMES

- a) Name of Game played
- b) Number of Winners per game type
- c) Gross Proceeds (each line cannot exceed "Regular Session Max Payout" amount)
- d) Prizes Awarded (Do not include donated merchandise)
- e) Adjusted Gross Proceeds = (Line c – Line d)

PART II - METHOD OF PAYMENTS

- 1) Amount of Prizes paid in Cash
- 2) Amount of Prizes paid by Check (system calculated from check payments)
- 3) Amount of Prizes paid in Merchandise

PART III – Any Winners Paid by Check, Winners of \$600 or More, Progressive Checks

- a) Name of Payee
- b) Address of Payee
- c) SSN
- d) Amount of Payment

Bingo Manager will select "Final" as the status and the form will become Final. Only the OCG can undo this final flag for this session for modification if needed.

Monthly Session Summary Reports

The BLAIR system shall systematically produce a Monthly summary report of Bingo Sessions. All of this data should be available in this system once the individual session data is final. This is similar to the Licensee Worksheet for Compilation of Quarterly Report Data that is manually filled out now to be used for creating the quarterly reports. It shall include each Session ID, Session Times, Licensee, and License Number. It shall also include the following:

Attendance
Cost of Prizes at door
Adjusted Gross at door
Gross Proceeds of Bingo
Cost of Prizes Bingo
Adjusted Gross Bingo

Gross Proceeds of Keno
Cost of Prizes Keno
Adjusted Gross Keno
Number of Pull Tabs Sold for each amount (\$0.25, \$0.50, \$1.00, \$2.00)
Gross Proceeds of Pull Tabs
Cost of Prizes of Pull Tabs
Adjusted Gross of Pull Tabs
Gross Proceeds of Raffles
Cost of Prizes of Raffles
Adjusted Gross of Raffles
Video Machines Gross Proceeds
Video Machines Adjusted Gross Proceeds
NSF Redeposit
Donations Received
Sale of Daubers
Cash Overages
Misc.
Cash Shortage
Comments

4.8 *Bingo Supply Inventory*

Detailed Master Inventory Record

This module shall systematically produce a detailed Master Inventory Record summary report of bingo supplies. All of this data shall be available in the system.

Purchasing Bingo Supply Data Entry

This module shall have a system to enter gaming supplies purchased from Distributors. This data will be used in reports and it shall maintain an existing inventory of supplies used after the session documents have been finalized.

5 *Technical Requirements*

5.1 *General Requirements*

BLAIR shall provide a single point of access for OCG staff, manufacturers, distributors, organizations, and commercial lessors.

BLAIR shall provide a common web-based front-end that has a consistent look and feel throughout each module.

BLAIR shall be built, at a minimum, using VB.NET 2005 and ASP.NET 2005 and utilize the .NET 2.0 framework.

BLAIR shall have a common database which supports all modules. Microsoft SQL Server 2005 or Microsoft SQL Server 2008 shall be used as the database platform. There are many data elements that should be contained in an updateable table that can be maintained by OCG personnel. The values associated with the data elements are set by policy and can change. Each data element shall have associated with it a beginning effective date and an ending effective date such that a history of values can be maintained. The values of the data elements shall be set by the system administrator and not set in code. The data elements and their current values are:

Data Element	Value
Date Video Gaming Permit Begins	January 1
Day of Month that Permit installment payments are due	15
Date Calendar/Schedule Begins	July 1
Days before expiration re-newels can be done	60
Session Lengths	2, 2.5, 3, 3.5, 4, 4.5, 5, 5.5, 6 hours
Manufacturer License – New	\$2500
Manufacturer License – Renewal	\$2500
Distributor License – New	\$250
Distributor License – Renewal	\$250
Private Casino Contractor – New	\$200
Private Casino Contractor – Renew	\$200
Organization License – New	\$75
Organization License – Renewal	\$75
Super Bingo License	\$100
Commercial Lessor – New	\$500
Commercial Lessor – Renewal	\$500
Manufacturer License Video Gaming – New	\$2500
Manufacturer License Video Gaming – Renewal	\$2500
Distributor License Video Gaming – New	\$2000
Distributor License Video Gaming – Renewal	\$500
Annual Payment per Video Gaming Device Permit	\$600
Exempt Organization – New	\$0
Exempt Organization – Renewal	\$0
Modification to License (System) – Organization	\$0 First Occurrence per License Year
Modification to License (System) – Organization	\$25 Per occurrence after first per license year
Modification to License (System) – Super Bingo	\$25
Modification to License (OCG) – Organization	\$0 First Occurrence per License Year
Modification to License (OCG) – Organization	\$25 Per occurrence after first per license year
Modification to License (OCG) – Super Bingo	\$25
Number of Hours between Organization Games	24
Number of Gaming Devices per Commercial Lessor	35
Number of games allowed per month per Organization	15

Number of Super Bingo's allowed per Organization per License Year	2
Number of days before shipping Permit expires	10
Super Bingo Max Prize Payout	\$25,000
Regular Session Max Payout Amount	\$4,500
Number of days till inactive/never received license data is purged from the table	90
Number of days before escalation of needed approval	3
Excessive payout amount formula – (amount for system to compare against for quarterly reports)	\$4,500
Excessive shortage amount – (amount for system to compare against for quarterly reports)	Total Shortage / number of sessions > \$50
Excessive other receipts - (amount for system to compare against for quarterly reports)	\$5,000
Excessive other expenses - (amount for system to compare against for quarterly reports)	\$5,000
Reasonable Pull tab payout expenses - (amt for system to compare against for quarterly reports)	65% < (pull tab cost of prizes / Pull tab gross proceeds) < 85%
Confirmation Statement	I have read this application, and the contents thereof, and do hereby certify that the statements and information contained within this application are true and correct to the best of my knowledge. In addition, I have read, understand, and agree to comply with the statutes which govern charitable gaming in the State of Louisiana contained within LA R.S. 4:8701 et seq. as well as the corresponding regulations contained within LAC 47:I.1701 et seq.

The OCG shall be able to flag which documents are required for submission through an administrator table. The system shall ensure that if the organization is uploading documents that it files them under the proper title. The system shall also allow for a verification signoff that someone at OCG reviewed the document. The OCG will review each document either online or the documents uploaded. The possible documents for upload by user group are:

ORGANIZATION

Organizations 501(C) Tax Exempt letter from IRS
Group Approval for gaming activities from national office of the Organization
Organizations Articles of Incorporation, By-Laws, and Charter if applicable
Organizations Registration with Secretary of State if applicable
IRS form 990
Financial Statements
Past Bank Statements (last 6 months)
Summary of fund-raising activities for last 2 years
Copy of Lease agreement with Lessor if applicable

COMMERCIAL LESSORS

Articles of Incorporation, By-Laws, and Charter if applicable
Registration with Secretary of State if applicable
Final Fire Marshal Report
Local Government Occupational Permit
Financial Statements
Past Bank Statements (last 6 months)
Summary of fund-raising activities for last 2 years
Copy of Lease Agreement with Lessor if applicable
Copy of Share Agreement(s) with Device Owner(s) if applicable

6 *Project Requirements*

The system shall be fault tolerant and designed to provide availability 24 hours each day, 365 days each year (24x7).

Performance issues such as but not limited to page rendering times, search response times, and data transfer times will be evaluated during the testing phase. Contractor will work to improve identified performance issues through code modifications, data base re-design, or work with LDR personnel to recommend infrastructure improvements.

The State desires a fully integrated project team at all levels. Contractor resources are expected to provide experience and expertise in implementing state of the art solutions. State resources will bring functional knowledge of current business processes and technical knowledge of the existing systems and application environment.

The State will provide reasonable and normal office space, basic office furniture, supplies, local telephone service, and limited usage of copiers and fax machines.

The State will make use of computer systems available at reasonable times and in reasonable time increments to support system development, test, and installation activities.

The State has a quality assurance program in place and plans to utilize this program for this project. Quality assurance reviews are conducted periodically throughout the course of a system's lifecycle. The contractor will be required to cooperate with the State's quality assurance team, the process in general, and to abide by the results of the reviews.

The State expects, and the contractor shall agree to provide work and deliverables, which conform to high professional standards. All deliverables will be evaluated prior to acceptance to confirm that they meet requirements.

Contractor resources shall provide the LDR Project Manager a weekly timesheet. Timesheets shall be due by the following Wednesday. Each timesheet shall be reviewed by the LDR management team for approval.

ATTACHMENT II: CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. The State requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date _____ Official Contact Name: _____

A. E-mail Address: _____

B. Facsimile Number with area code: () _____

C. US Mail Address: _____

Proposer certifies that the above information is true and grants permission to the State or Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFP is accurate;
2. Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote is valid for at least 90 days from the date of proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have _____ business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document. (Agency insert number of days to correspond to same number referenced in RFP section number 3.12 Contract Award and Execution.)
6. Proposer certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov .)

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

SIGNATURE of Proposer's Authorized Representative

DATE

ATTACHMENT III: SAMPLE CONTRACT

STATE OF LOUISIANA CONTRACT

On this ____ day of 20__, the State of Louisiana, [*STATE AGENCY NAME*], hereinafter sometimes referred to as the "State", and [*CONTRACTOR'S NAME AND LEGAL ADDRESS INCLUDING ZIP CODE*], hereinafter sometimes referred to as the "Contractor", do hereby enter into a contract under the following terms and conditions.

1 SCOPE OF SERVICES

1.1 CONCISE DESCRIPTION OF SERVICES

[COMPLETE A DESCRIPTION OF SERVICES TO BE PROVIDED OR ATTACH SOW]

1.2 STATEMENT OF WORK *{Define work/services/deliverables to be provided by contractor composed from RfP & proposers response. May be included in an attachment if detail is lengthy.}*

1.2.1 GOALS AND OBJECTIVES

[LIST GOALS AND OBJECTIVES OF THIS CONTRACT]

1.2.2 PERFORMANCE MEASURES

The performance of the contract will be measured by the State Project Manager, authorized on behalf of the State, to evaluate the contractor's performance against the criteria in the Statement of Work and are identified as:

[LIST PERFORMANCE MEASURES WHICH SHOULD BE MEASURABLE AND TIME BOUND]

1.2.3 MONITORING PLAN

[Name and Title or Position] will monitor the services provided by the contractor and the expenditure of funds under this contract. *[Name and Title or Position]* will be primarily responsible for the day-to-day contact with the contractor and day-to-day monitoring of the contractor's performance. The monitoring plan is the following:

(PROVIDE MONITORING PLAN)

1.2.4 DELIVERABLES

The Contract will be considered complete when Contractor has delivered and State has accepted all deliverables specified in the Statement of Work.

1.2.5 SUBSTITUTION OF KEY PERSONNEL

The Contractor's personnel assigned to this Contract may not be replaced without the written consent of the State. Such consent shall not be unreasonably withheld or delayed provided an

equally qualified replacement is offered. In the event that any State or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to project outside this contract, outside of the State's or Contractor's reasonable control, as the case may be, the State or the Contractor, shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The contractor will make every reasonable attempt to assign the personnel listed in his proposal.

2 ADMINISTRATIVE REQUIREMENTS

2.1 TERM OF CONTRACT

This contract shall begin on *[DATE]* and shall end on *[DATE]*. State has the right to contract for up to a total of ___years with the concurrence of the Contractor and all appropriate approvals.

2.2 STATE FURNISHED RESOURCES *{This information should be tailored to the specific state resources to be furnished for this contract.}*

State shall appoint a Project Coordinator for this Contract identified in Section 1.2.4 who will provide oversight of the activities conducted hereunder. Notwithstanding the Contractor's responsibility for management during the performance of this Contract, the assigned Project Coordinator shall be the principal point of contact on behalf of the State and will be the principal point of contact for Contractor concerning Contractor's performance under this Contract.

2.3 TAXES

Contractor is responsible for payment of all applicable taxes from the funds to be received under this contract. Contractor's federal tax identification number is _____.

3 COMPENSATION AND MAXIMUM AMOUNT OF CONTRACT

3.1 PAYMENT TERMS

In consideration of the services required by this contract, State hereby agrees to pay to Contractor a maximum fee of \$[*TO BE INSERTED*]. Payments are predicated upon successful completion and written approval by the State of the described tasks and deliverables as provided in Section 1.0. Payments will be made to the Contractor after written acceptance by the State of the payment task and approval of an invoice. State will make every reasonable effort to make payments within 30 days of the approval of invoice and under a valid contract. Payment will be made only on approval of (*Name of Designee*).

During the execution of tasks contained in the Statement of Work, the Contractor may submit invoices, not more frequently than monthly. The payment terms are as follows:

(ENTER THE NEGOTIATED HOURLY RATES OR PAYMENT TERMS)

Such payment amounts for work performed must be based on at least equivalent services rendered, and to the extent practical, will be keyed to clearly identifiable stages of progress as reflected in written reports submitted with the invoices. Contractor will not be paid more than the maximum amount of the contract.

(The following paragraph may be appropriate for some contracts where retainage is withheld. Withholding of retainage is recommended whenever possible.)

Ten percent (10%) of fees approved by State Project Coordinator to be paid shall be withheld as retainage pending successful completion of the contract. Upon completion of all tasks contained in the Statement of Work to the satisfaction of the State, any amounts previously withheld as retainage will be paid.

4 TERMINATION

4.1 TERMINATION FOR CAUSE

State may terminate this Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. Failure to perform within the time agreed upon in the contract may constitute default and may cause cancellation of the contract.

Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract provided that the Contractor shall give the State written notice specifying the State agency's failure and a reasonable opportunity for the state to cure the defect.

4.2 TERMINATION FOR CONVENIENCE

State may terminate the Contract at any time without penalty by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

4.3 *TERMINATION FOR NON-APPROPRIATION OF FUNDS*

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

5 INDEMNIFICATION AND LIMITATION OF LIABILITY

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under Contract.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the State and its Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the State.

If applicable, Contractor will indemnify, defend and hold the State and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against the State in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the State shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the State or its Authorized Users may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product, Material or Service; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User's exclusive remedy to take action in the following order of precedence: (i) to procure for the State the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the State up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The State and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

6 CONTRACT CONTROVERSIES

Any claim or controversy arising out of the contract shall be resolved by the provisions of Louisiana Revised Statutes 39:1524-26.

7 FUND USE

Contractor agrees not to use contract proceeds to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition on any election ballot or a proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority.

8 ASSIGNMENT

No contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the contractor from assigning to a bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

9 RIGHT TO AUDIT

The State Legislative Auditor, agency, and/or federal auditors and internal auditors of the Division of Administration. shall have the option to audit all accounts directly pertaining to the contract for a period of three (3) years from the date of the last payment made under this contract. Records shall be made available during normal working hours for this purpose.

10 CONTRACT MODIFICATION

No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

11 CONFIDENTIALITY OF DATA

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

12 SUBCONTRACTORS

The Contractor may, with prior written permission from the State, enter into subcontracts with third parties for the performance of any part of the Contractor's duties and obligations. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to the State and/or State Agency for any breach in the performance of the Contractor's duties. The contractor will be the single point of contact for all subcontractor work.

13 COMPLIANCE WITH CIVIL RIGHTS LAWS

The contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to

comply with these statutory obligations when applicable shall be grounds for termination of this contract.

14 INSURANCE

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI.

This rating requirement shall be waived for Worker's Compensation coverage only.

Contractor's Insurance: The Contractor shall not commence work under this contract until he has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company written or countersigned by an authorized Louisiana State agency, shall be filed with the State of Louisiana for approval. The Contractor shall not allow any sub-contractor to commence work on his subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the Contractor shall also submit copies of insurance policies for inspection and approval of the State of Louisiana before work is commenced. Said policies shall not hereafter be canceled, permitted to expire, or be changed without thirty (30) days' notice in advance to the State of Louisiana and consented to by the State of Louisiana in writing and the policies shall so provide.

Compensation Insurance: Before any work is commenced, the Contractor shall maintain during the life of the contract, Workers' Compensation Insurance for all of the Contractor's employees employed at the site of the project. In case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers' Compensation Statute, the Contractor shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.

Commercial General Liability Insurance: The Contractor shall maintain during the life of the contract such Commercial General Liability Insurance which shall protect him, the State, and any subcontractor during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either of them, or in such a manner as to impose liability to the State. Such insurance shall name the State as additional insured for claims arising from or as the result of the operations of the Contractor or his subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of \$1,000,000.

Insurance Covering Special Hazards: Special hazards as determined by the State shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the Contractor, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewith.

Licensed and Non-Licensed Motor Vehicles: The Contractor shall maintain during the life of the contract, Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the

use of any non-licensed motor vehicles engaged in operations within the terms of the contract on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.

Subcontractor's Insurance: The Contractor shall require that any and all subcontractors, which are not protected under the Contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.

15 APPLICABLE LAW

This contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

16 CODE OF ETHICS

The contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this contract. The contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this contract.

17 SEVERABILITY

If any term or condition of this Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Contract are declared severable.

18 COMPLETE CONTRACT

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This Contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this Contract and there are no other agreements or understanding changing or modifying the terms. This Contract shall become effective upon final statutory approval.

19 ENTIRE AGREEMENT & ORDER OF PRECEDENCE

This contract together with the RFP and contractor's proposal which are incorporated herein; shall, to the extent possible, be construed to give effect to all of its provisions; however, where provisions are in conflict, first priority shall be given to the provisions of the contract, excluding the Request for Proposals, its amendments and the Proposal; second priority shall be given to the provisions of the Request for Proposals and its amendments; and third priority shall be given to the provisions of the Contractor's Proposal.

THUS DONE AND SIGNED on the date(s) noted below:

CONTRACTOR'S SIGNATURE

STATE'S SIGNATURE

DATE

DATE

ATTACHMENT IV: COST PROPOSAL

For each response, the proposer must identify the anticipated deliverables required for this project, provide an hourly rate to each of the project roles, the personnel to be used in that role, and an estimate of the number of hours required by each role contained in the matrix. The hourly rate shall be a fully burdened rate that includes labor, per diem, travel, overhead, and any other costs related to the service.

If commercially available software is being proposed, the cost for the software must be identified separately from the services being quoted. The commercially available software cost must include 3 years of maintenance.

The total cost allocated in each matrix will be proposer's estimate of the level of effort required for successful completion of the project based upon the proposer's past experience and the information provided in this request for proposal.

The proposer may modify each matrix to add additional rows so that all anticipated deliverables, roles, and/or personnel are included in the final cost proposal submission.

PROPOSAL #1 – LIMITED IMPLEMENTATION

Professional Services Cost					
Deliverable Description	Role	Name	Hourly Rate	Estimated Hours	Deliverable Cost
Total Professional Services Cost					
Software Cost					
Commercially Available Software including 3 years maintenance					
Total Proposed Cost (Professional Services + Software)*					

PROPOSAL #2 – COMPLETE IMPLEMENTATION

Professional Services Cost					
Deliverable Description	Role	Name	Hourly Rate	Estimated Hours	Deliverable Cost
Total Professional Services Cost					
Software Cost					
Commercially Available Software including 3 years maintenance					
Total Proposed Cost (Professional Services + Software)*					

* The total proposed cost will be used in the financial evaluation of each proposal.

ATTACHMENT V: HARDWARE/SOFTWARE ENVIRONMENT

The system to be implemented must be able to operate on the State data processing facility and configuration as follows:

1.0 HARDWARE AND OPERATING SYSTEM SOFTWARE

LAN/MAN/WAN

Windows 2003 Server Farm and SAN housed at Dept. of Public Safety Data Center

Headquarters

Connected to Data Center by high speed State MAN
600 users local connection via 100mb Fast Ethernet
Server batch printing

Remote Sites – 9

Connected via Frame-Relay connections ranging from T1 to 6 Mbps
Users 10-70 per site
200 total users; local connection via 100mb Fast Ethernet

TOPOLOGIES	Fast Ethernet Gigabit Ethernet
NETWORK OPERATING SYSTEM	Windows 2003/2008 Ent. Server (300+ Servers) Active Directory Active/Passive and Active/Active Clustering
CLIENT OPERATING SYSTEMS	Windows XP Professional (workstations) Windows XP Professional (laptops) Macintosh (4 workstations)
PROTOCOLS	TCP/IP
INTERNET CONNECTION	Through State network – LaNet
GATEWAYS USED	Routers Citrix Access Gateway
NETWORK MANAGEMENT SYSTEMS	Cisco Router & Switch IOS Utilities Microsoft Operations Manager IP Monitor SolarWinds Dell Open Manage

Typical LAN Client Configuration

PROCESSOR TYPE	Pentium 4 / 2.8 GHz
MEMORY	512 MB
DISK CAPACITY	40 GB
NETWORK INTERFACE CARD	Ethernet 100mbps
CDROM	CD-R / RW

LAN Applications

APPLICATION	SOFTWARE UTILIZED
Electronic Mail	Exchange 2007 / MS Outlook

Word Processing	MS Word
Spreadsheets	MS Excel
Database	MS SQL Server 2005/2008 / MS Access
Business Graphics	MS PowerPoint
Terminal Emulation	

2.0 SPECIAL REQUIREMENTS

The State may upgrade hardware and operating systems as deemed necessary to maintain the efficiency of the overall processing system.