



State of Washington
DEPARTMENT OF GENERAL ADMINISTRATION
Office of State Procurement

*Rm. 201 General Administration Building, P.O. Box 41017 • Olympia, Washington 98504-1017 • (360) 902-7400
<http://www.ga.wa.gov/proc.htm>*

REIMBURSABLE SERVICES AGREEMENT

This agreement is made and entered into by and between General Administration, the Office of State Procurement, hereinafter referred to as "OSP," and the Washington State Lottery, hereinafter referred to as "Lottery."

I. Statement of Work

OSP shall furnish the necessary personnel, materials, and services and otherwise do all things necessary for or incidental to the bidding process, award process, and any necessary post award actions of a contract for conducting RFP solicitation for Scratch Tickets and Related Services on behalf of "Lottery." Post award action is defined as action required of OSP as a result of bidder protests or other inquiries made as a result of the award. Post award action does not include the day to day implementation or administration of the contract.

II. Project Management

A. OSP's Procurement Officer:

NAME Steve Demel		
ADDRESS PO BOX 41017, 210 – 11 th Avenue SW, Olympia, WA 98504-1017		
PHONE NUMBER 902-7192	FAX NUMBER 586-2426	E-Mail Sdemel@ga.wa.gov

B. Lottery's Project Manager:

NAME Mary Jane Ferguson		
ADDRESS PO BOX 43025, 814 – 4 th Avenue, Olympia, WA 98504-3025		
PHONE NUMBER 664-4833	FAX NUMBER 586-6586	E-Mail fergusm@lottery.wa.gov

who will be the contact person for all communications regarding the conduct of work under this project.

III. Terms and Conditions

All rights and obligations of the parties to this agreement shall be subject to and governed by the Terms and Conditions contained in the text of this agreement.

IV. Period of Performance

The period of performance of this agreement shall commence on September 11, 1999 and shall end upon completion of any necessary post award action on the part of OSP, unless terminated sooner as provided herein.

V. Consideration

In consideration for these services, Lottery shall pay to OSP \$75.00/hour for all hours required to complete the project as documented by the Project Manager (PM) named above, where the total consideration shall not exceed ten thousand dollars (\$10,000) without further discussion and mutual agreement of both parties. It is understood and agreed by both parties that fees are based on the completion of the deliverables in the attached work plan (Exhibit A), and that the fees are factored to be inclusive of all necessary support staff and management time necessary to complete the project. There shall be no additional charges for OSP's normal bid distribution and notification process.

VI. Billing Procedure

Lottery will reimburse OSP upon receipt of properly executed, invoice for each work plan deliverable. Each invoice will clearly indicate the services rendered in performance under this agreement.

VII. Records Maintenance

OSP shall maintain books, records, documents, and other evidence that sufficiently and properly reflect all time expended by the PM named above in the performance of the services described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. OSP will retain all books, records, documents, and other material relevant to this agreement for five years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

VIII. Termination

Except as otherwise provided in this agreement, either party may terminate this agreement upon thirty (30) days written notification. If this agreement is so terminated, the terminating party shall be liable only for performance in accordance with the terms of this agreement for performance rendered prior to the effective date of termination.

OFFICE OF STATE PROCUREMENT	WASHINGTON STATE LOTTERY
Signature: <i>Pat Kohler</i>	Signature: <i>Merritt D. Long</i>
Pat Kohler	Name: Merritt D. Long
Assistant Director	Title: Director
Date: 9/20/99	Date: 9/15/99

Reimbursable Services Agreement
Statement of Work - Specifics
Exhibit "A"

PURPOSE: The Department of General Administration, Office of State Procurement (OSP) will provide a Contract Specialist(s) to perform suggestions, proposals and contracting expertise in order to develop and implement a contract as described in Section I of this agreement. OSP will consult with the customer to determine solicitation and evaluation and strategies that will most effectively accomplish agency objectives. OSP will provide the following services:

Service	Estimated Hours
1. Review the RFP and provide Lottery with specific feedback/comments	12 hours
2. Reformat the RFP and incorporate agreed upon changes	16 hours
3. Develop and incorporate and vendor responsiveness checklist into the RFP	8 hours
4. Coordinate and work with Lottery staff to review and develop final RFP document	4 to 8 hours
5. Finalize solicitation document, post on GA Internet site, and distribute to known vendors	4 hours
6. Handle administrative details of Pre-proposal Conference such as agenda, location, communications, and staffing of vendor questions	8 to 12 hours
7. Conduct and facilitate Pre-proposal Conference, take minutes, staff questions and provide Conference report	6 to 10 hours
8. Prepare and release addenda, as necessary	0 to 8 hours
9. Work with Lottery staff to develop evaluation criteria for the weighting of requirements set forth in the solicitation	6 to 12 hours
10. Draft scoring sheets to be used by evaluators	4 hours
11. Document all telephone and written inquiries regarding the solicitation	4 to 12 hours
12. Maintain contract file and contract database information	2 hours
13. Accept all bids/proposals for evaluation team	1 hour
14. Determine responsiveness of proposals	4 hours per proposal
15. Prepare proposals for evaluation teams	8 hours
16. Facilitate and/or participate in the evaluation	8 to 40 hours
17. Attend/facilitate Oral Presentations	8 to 12 hours
18. Tabulate final scores to determine successful proposers	4 to 8 hours
19. Notify successful proposers	1 hour
20. Conduct debriefing conferences as required	0 to 20 hours
21. Prepare and conduct the execution of contract documents	8 to 12 hours
22. As applicable, facilitate response to protests	0 to ?
23. Other services as requested.	
ESTIMATED TOTAL	116 – 214 hours