



**TEXAS LOTTERY COMMISSION
REQUEST FOR PROPOSALS FOR
PROMOTIONAL PRODUCTS**

#362-2025-0002

**RESPONSES TO PROPOSERS'
QUESTIONS**

AND

AMENDMENTS TO THE RFP

May 7, 2025

**REQUEST FOR PROPOSALS
FOR
PROMOTIONAL PRODUCTS
RESPONSES TO PROPOSERS'
QUESTIONS**

Note to All Prospective Proposers:

The following responses include questions submitted in writing by the RFP deadline.

In its answers to the following questions, the Texas Lottery has attempted to provide both accurate and thorough responses. Some answers may clarify or modify the RFP, and every Prospective Proposer is on notice of each answer's content. Answers that modify the RFP are so noted. Answers apply only to the facts as presented in each specific question.

The Texas Lottery reviewed all questions submitted by the deadline but declines to respond to some questions when the Texas Lottery believes providing the information would impair competition or otherwise harm the interests of the Texas Lottery.

Proposers shall review all sections of the RFP along with this document to ensure a complete understanding of the requirements. Any exceptions to the RFP shall be noted in the proposal, as required under Section 2.7 of the RFP.

Please note: Any questions regarding the HUB Subcontracting Plan (HSP) are in a separate document that will be updated throughout the procurement process.

PRE-PROPOSAL CONFERENCE QUESTIONS AND RESPONSES – April 23, 2025

1. Regarding the tariff situation and submitting pricing that has to be valid for X amount of time. How do you suggest we navigate that?

RESPONSE: Supporting documentation for tariffs should be submitted to TLC prior to the affected work order being executed. After the work order is approved, if the tariff cost changes prior to the delivery of the promotional product, a change request would be needed, including supporting documentation reflecting the actual tariff price.

WRITTEN QUESTIONS RECEIVED BY April 30, 2025 @ 4 P.M.

2. **Shipping** Section 6.13.5 and footers on the bid sheets. This section addresses reimbursement for shipping and not including shipping costs in the item cost. The same paragraph states all orders should be shipped or delivered FOB which usually means the item cost includes shipping. These statements seem to conflict. Many of the items will come from overseas so when you refer to shipping costs do you want us to exclude the

price of the boat shipping from China or other countries to the US or are you referencing reshipment costs if we plan to accept the product and then reship it to the warehouses after it delivers to our domestic warehouse? The bid sheet also states to not include shipping or tariffs. Items from overseas are typically priced with shipping included to at least 1 US destination and also include tariffs as part of their calculation. Items being decorated in the US are generally shipping additional which makes those easier to price. Clarification of the shipping requirements/expectations would be appreciated.

RESPONSE: Shipping from manufacturer to port should be included in cost. The TLC will pay the shipping cost from the US port to TLC specified delivery locations. See RFP Section 6.13.5. and RFP Section 6.4.

3. **Wrapping Paper Sheets-** Is the quantities requested per sheet or per packaged set of 3?

RESPONSE: The quantity requested is a minimum of three (3) sheets per package (i.e., 100 packages = 300 sheets).

4. **Tariffs-** Many domestic items will increase in cost in the next few months even if the tariffs are reduced. If we are the successful proposer, are we able to justify a price increase by domestic vendors during the 270 days period. Domestic vendors not going to show us tariffs separately like an overseas vendor could do and will just implement price increases. All apparel vendors have stated price increases are coming, but we will not know how large until they post their new pricing in June. They have also said a second increase will come in October. How will this be handled when having to guarantee pricing for a set period.

RESPONSE: The Successful Proposer would need to provide supporting documentation to the TLC in order for the TLC to consider reimbursement for tariff cost to domestic vendors. Please see RFP Sections 1.13, 3.15, and Amendment No. 2.

5. How will tariffs be reimbursed to the successful proposer?

RESPONSE: Please see response to Question 1. The invoice should include the actual tariff cost from the supporting documentation provided for payment.

6. How will the successful proposer handle inventory shortages should there be any when the work order is provided?

RESPONSE: If the Successful Proposer cannot provide the requested quantity on the work order, they need to notify TLC before signing the work order. If the quantities cannot be provided after the work order is approved, then a change request must be executed.

7. Will orders be placed in full annually or in smaller increments throughout the contract duration?

RESPONSE: Orders are placed as needed.

8. Will the ornaments and wrapping orders be placed in September in order to deliver before the 2025 holiday season? Or are these items for the 2026 holiday season?

RESPONSE: This RFP does not include the 2025 holiday item orders. Please see the response to Question 7.

9. How many purchase orders should we expect if selected? For example, do you typically order 1 product at a time so there is a purchase order for each item?

RESPONSE: Please refer to Attachment J for historical data. Each promotional product has an individual purchase order. The Texas Lottery does not guarantee a minimum number of orders to a Successful Proposer.

10. Can we provide multiple pricing scenarios for products? For example, could we provide quotes from China and Vietnam for soft goods? Quotes do not include shipping and tariffs so it's an apples to apples comparison providing flexibility due to unpredictable tariff rates.

RESPONSE: No. Proposer shall provide one price for each product per quantity that reflects best value to the State.

11. Are new proposers who have not contracted with the Texas lottery commission previously at a significant disadvantage of winning the RFP?

RESPONSE: The process is open to all vendors that can provide the goods and services.

AMENDMENTS TO THE RFP

The following has been adopted by Amendment to the RFP, as permitted by Section 2.12 of the RFP.

Amendment No. 2

1.5 Schedule of Events

The following time periods are set forth for informational and planning purposes only. The Texas Lottery reserves the right to change any of the time periods and will post all changes on the Electronic State Business Daily, <https://www.txsmartbuy.gov/esbd> and/or the Texas Lottery website, <https://www.texaslottery.com> (Click on About, Doing Business with TLC, Procurement).

| Date | Event |
|--|---|
| April 7, 2025 (4:00 p.m., CENTRAL TIME) | Issuance of RFP |
| April 23, 2025 (1:30 p.m., CENTRAL TIME) | Pre-Proposal Conference (Virtual conference - see Section 2.3.) |
| April 30, 2025 (4:00 p.m., CENTRAL TIME) (Late Questions will not be answered) | Written Questions Due |
| On or before May 7, 2025 | Responses to Written Questions Issued |
| June 16 , 2025 (4:00 p.m., CENTRAL TIME) | Final date for submission of draft HSP forms and final date to conduct one-on-one workshops (Zoom, TEAMS or telephone conference) |
| July 1 , 2025 (4:00 p.m., CENTRAL TIME) (Late Proposals will not be considered) | Deadline for Proposals |
| On or before October 3 , 2025 (or as soon as possible thereafter) | Announcement of Apparent Successful Proposer |