



# Invitation to Bid

• Read instructions on reverse side

Invitation Number	Date of ITB	Date and Time Bid Submission is Due
Date and Time of Bid Opening		Lottery Contact Person

### INSTRUCTIONS TO BIDDER – READ CAREFULLY

- **Read front and back carefully before bidding.**
- **Double check** figures.
- After completion and execution, send this bid to Nebraska Lottery at 137 NW 17th Street, 68528 or P.O. Box 98901, 68509-8901 Lincoln, NE or FAX to 402-471-6108.
- All quotations subject to conditions on reverse – SEE DRUG POLICY requirement.
- Quotations must be in ink or typewritten and manually signed on this form to be valid.
- Quote firm prices, F.O.B. destination to delivery address(es) specified.
- Exceptions and alternates must be stated and explained.
- Payment terms of less than 30 days will not be considered.

### INVITATION

Bids for furnishing the following described items to the Nebraska Lottery in accordance with this Invitation to Bid and the specifications and conditions listed on the reverse side or attached hereto will be received until the above listed bid opening due date and time.

### SCOPE OF INVITATION

### BID

### DELIVERY DATE

### EXECUTION OF BID

In compliance with this Invitation to Bid, and subject to all the conditions herein, the undersigned offers and agrees to deliver any or all items upon which prices are quoted at the price set opposite each item within the number of days specified after receipt of a written purchase order from the Nebraska Lottery. Failure to provide a delivery schedule may cause the bid to be rejected.

Firm						Date
Street Address	City	State	Zip Code	Telephone Number ( )	FAX Number ( )	

**sign  
here**

Signature

Typed Name and Title of Signer

E-Mail Address

Return to: NEBRASKA DEPARTMENT OF REVENUE, LOTTERY DIVISION,  
137 NW 17th Street, 68528 or P.O. BOX 98901, 68509-8901 LINCOLN, NEBRASKA, PHONE 402-471-6100

## INSTRUCTIONS

### STANDARD CONDITIONS AND TERMS OF INVITATION TO BID AND OFFER

**SCOPE.** These standard conditions and terms of Invitation to Bid and acceptance apply in this inquiry and to any subsequent contract resulting therefrom.

**PRICES.** Prices quoted shall be net, including transportation and delivery charges fully prepaid by the seller, F.O.B. destination named in the quotation request. No additional charges will be allowed for packing, packages, or partial delivery costs.

**DISCOUNTS.** Prices quoted shall be inclusive of **ALL** trade discounts. Cash discounts terms of less than 30 days will not be considered as part of the bid.

**COLLUSIVE BIDDING.** The bidder's signature on this proposal is a guarantee that the prices quoted have been arrived at without collusion with other eligible bidders and without effort to preclude the Nebraska Lottery from obtaining the lowest possible competitive price.

**TAXES.** Purchases made by the Nebraska Lottery are exempt from the payment of federal excise taxes. Tax exemption certificates will be furnished on request. State and local taxes are exempt by statute Neb. Rev. Stat. Section 77-2704(l)(m), R.R.S. 1943. These taxes must not be included in the bid prices.

**SPECIFICATIONS.** Brand names or descriptions used in this proposal will be used as the standard by which alternate or competitive material offered will be judged. Competitive items must be equal to the standard described and be of the same reputation for quality and workmanship. Bidders may submit an alternate proposal and shall state in detail wherein such alternate bid differs from the specifications. Substitutes must be identified by manufacturer and stock number. The Nebraska Lottery Director shall be the sole judge of equivalency. In the absence of any stated deviation or exception, the bid will be accepted as in strict compliance with all terms, conditions, and specifications, and the bidder shall be held liable therefor.

**SAMPLES.** Samples of items must be furnished free of expense as stipulated herein, and if not destroyed will, upon request, be returned.

Each sample must be labeled clearly and identify the bidder's name, the quotation request number, and the item number. Samples submitted must be representative of the commodities or equipment which would be delivered if awarded the contract.

**PACKING.** All items shall be packed in accordance with prevailing commercial practices and in such manner as to insure delivery in good condition and as specified herein.

#### **BID INFORMATION.**

**Quotation Request.** The vendor is responsible for retaining a copy of Invitation to Bid and these terms.

**Bid Opening.** A personal inspection may be made of the bid at any time after being opened. Bid documents may not be removed from the Nebraska Lottery office. Copies may be reproduced upon reasonable notice and availability of staff.

A tabulation of an awarded bid may be obtained in person or by written request to the Nebraska Lottery.

**Late Bids.** Bids received after the time and date of the bid opening will be considered late bids. The Nebraska Lottery is not

responsible for late or lost bids due to mail service inadequacies, traffic, or other similar reasons.

**AWARD.** All purchases, leases, or contracts which are based on competitive bids will be awarded to the lowest responsible bidder, determined according to the provisions of Lottery Regulation 306. Selection criteria will be based on an analysis of quality, product and price. The Nebraska Lottery reserves the right to reject any or all bids, wholly or in part, to waive any technicality in any bid, to make awards in a manner deemed in the best interest of the Nebraska Lottery and, unless otherwise specified by the bidder, to accept any item in the bid.

A bidder based in Nebraska shall be allowed a preference if the costs and benefits are equal to or superior to those available from competing bidders.

**PERFORMANCE AND DEFAULT.** The Nebraska Lottery reserves the right to require a performance bond from the successful bidder, and shall require such a performance bond if the contract is in excess of \$15,000.

**NONDISCRIMINATION.** The Nebraska Fair Employment Practice Act prohibits contractors and subcontractors to the Nebraska Lottery from discriminating against any employee or applicant for employment, to be employed in the performance of such contracts, with respect to hire, tenure, terms, conditions, and privileges of employment because of race, color, religion, sex, disability, or national origin.

The bidder's signature to this proposal is a guarantee of compliance with the Nebraska Fair Employment Practice Act, and breach of this provision shall be regarded as a material breach of contract. The contractor shall insert a similar provision in all subcontracts for services to be covered by any contract resulting from this bid.

#### **EXECUTION.**

**Drug Policy.** Bids will only be accepted from vendors who have a Drug-Free Workplace policy **filed with Nebraska Lottery**. Vendors must submit a policy with their bid if it is not on file.

Bids must be signed in ink by the vendor's authorized representative on the Nebraska Lottery's Invitation to Bid form; all quotations must be typewritten or in ink on the Nebraska Lottery's Invitation to Bid form. Erasures and alterations must be initialed by the bidder in ink. Failure to comply with these provisions may result in the rejection of the bid.

**E-Verify.** Pursuant to Neb. Rev. Stat. § 4-114(2), any contractor that is awarded a contract by any public employer (including the Nebraska Lottery) for the physical performance of services within the State of Nebraska, must register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee. Vendors must be prepared to register and use such a federal immigration and verification system for any applicable contract that results from a successful bid.

## **INVITATION TO BID # 1001**

The Nebraska Lottery is seeking bids for Public Relations software. Features of this software must include, but are not limited to:

### **Media Contact Database**

- Maintain a database of media outlets/media contacts that is updated by the software vendor on a regular basis.
- Provide the ability to search for outlets/contacts by location, outlet type, topic area(s), radius from a specific location, or other available information.
- Provide the ability to save outlets/contacts to lists for press release distribution.
- Provide the ability to export lists in common formats (Excel, Word, PDF, etc.)

### **Press Release Distribution**

- Distribute press releases via email to selected media outlets/media contacts.
- Support for sending multi-part (text & HTML) emails using a template provided by the Lottery.
- Opt-out processing to comply with the CAN-SPAM act.
- Tracking of email distributions/responses for further analysis and reporting.

### **Media Monitoring**

- Track media mentions for online, print, broadcast, and social media based on keywords provided by client.
- Send daily clip reports via email to Lottery marketing team, and a weekly clip report to other Lottery staff and vendors.
- Provide reporting tools to evaluate the impact of the Lottery's public relations efforts, including sentiment, ad value equivalency and/or other industry-standard measurements.
- Provide storage of news clips for a minimum of one year.

### **General**

- Provide a minimum of 5 unique user accounts.
- All features should be accessible via a web-based interface.
- Successful bidder must agree to utilize the federal immigration verification system (E-Verify Program) to determine the work eligibility status of new employees physically performing services within the State of Nebraska.
- Contract with the successful bidder will commence on September 1, 2022. A two-year contract is preferred.