



Idaho Lottery

Request for Proposals

for

Financial Audit Services

January 21, 2025

Table of Contents

	Page
1. Lottery Background Information	3
2. Information Regarding This Request for Proposals.....	4
2.1. Proposal Instructions and Contents	4
2.2. Schedule	5
2.3. Written Statements of Qualifications Content	5
2.4. Evaluation	6
2.5. Term	7
2.6. General Requirements	7
3. Written Statement of Qualifications	8
3.1. Firm Philosophy, Strengths, and Capabilities	8
3.2. Relevant Experience	9
3.3. Financial Audit Technical Capabilities	9
3.4. Staffing Proposal and Key Biographies	11
3.5. Corporate Information	11
4. Pricing	13

Appendix A – Legal Details

Appendix B – Lottery Organizational Chart

Appendix C – Pricing Spreadsheet with Signed Respondent’s Certification (required form)

1. Lottery Background Information

The Idaho State Lottery (“the Lottery”), in operation since July 19, 1989, has a mission to “responsibly provide entertaining games with a high degree of integrity to maximize the dividends for public schools and buildings.” The Idaho Lottery is a self-funding and self-governing agency of the State of Idaho, who operates with 51 fulltime staff members. Learn more about the Idaho Lottery here: www.idaholottery.com/pages/about-us

To assure maximum funding for public schools and buildings, the Lottery must ensure player and governmental confidence is upheld with integrity, transparency, and accuracy in its accounting practices.

Key Lottery Needs

To maintain player confidence and governmental integrity of the Lottery, the Lottery is issuing this Request for Proposals (RFP) to invite interested and qualified parties (“Firms”) to submit Proposals for financial auditing services for the Lottery.

This RFP seeks Proposals from interested Firms to obtain financial auditing services to conduct an annual audit of the Lottery’s financial statements and provide technical advice and assistance related to internal controls of the Lottery accounting system as required.

The contract for services that will result from this RFP will be for a three-year period from approximately July 1, 2025 through June 30, 2028 (audit of Fiscal Years 2025, 2026 and 2027), with an option for three (3) additional, two-year extensions.

Key Qualifications

The ideal Firm must have at least 20 certified public accountants or licensed public accountants, with significant experience auditing public entity financial records and/or supervising and certifying business activities. Specific minimum qualifications are outlined below.

General Lottery Games Information

There are four (4) types of Lottery games: Draw Games, Scratch™ Games, InstaPlay Games, which are terminal generated, scratch style games, and PullTab / TouchTab games. The Lottery also conducts Second Chance and promotional drawings.

The Lottery currently offers eight (8) Draw games (plus a Raffle). Pick 3, Pick 4, Idaho Cash, and 5 Star Draw games are conducted solely by the Idaho Lottery using a random number generator, Powerball®, Lucky for Life® and Lotto America® are conducted in conjunction with and by the Multi-State Lottery Association (MUSL). The Mega Millions® draw is conducted by the Mega Millions Consortium. The Lottery offers the Idaho \$1,000,000 Raffle game for a limited time each year.

2. Information Regarding This Request for Proposal

The Lottery is committed to a fair and open process to provide the best value for the Lottery and its good causes. Value is a combination of the best services at the best possible price as described below. This section provides the rules for this process. Please review this section closely.

2.1. Proposal Instructions and Contents

All proposals must be sent to and received by:

Becky Schroeder, Chief Operating Officer
RFP Coordinator
Idaho State Lottery
1199 Shoreline Lane, Suite 100
Boise, ID 83702

Not later than 4:00 p.m. MT on February 20, 2025.

Late proposals will not be accepted. Firms must submit one (1) original and five (5) copies of their written statement of qualifications. Firms must submit one (1) original and one (1) copy of their price proposal. Proposals must be sealed in mailing envelopes or packages with the name and address of the RFP Coordinator, above, clearly written on the outside. An authorized member of the Firm must sign the original price proposal Respondent's Certification in ink. **Price proposals must be separately sealed and signed. No price information shall appear in any portion of the RFP response.**

2.1.1. Sole Point of Contact and Written Questions

The Lottery is the sole point of contact regarding all procurement and contractual matters relating to the services described herein. Once issued, the Lottery is the only office authorized to clarify, modify, amend, alter, or withdraw specifications, terms, and conditions of this RFP and any contract awarded as a result of this RFP. All communications concerning this RFP must be addressed to:

Becky Schroeder, Chief Operating Officer
RFP Coordinator
Idaho State Lottery
1199 Shoreline Lane, Suite 100
Boise, ID 83702
Email: bschroeder@lottery.idaho.gov

Firms are encouraged to submit written questions. **Initial written questions must be received by the Lottery no later than 5:00 p.m. MT on February 3, 2025.** Telephone inquiries will not be answered, although questions may be emailed.

On or before February 6, 2025, the Lottery will issue official answers to questions submitted. The answers to all questions will be posted publicly on <https://www.idaholottery.com/pages/rfp>. Answers that materially impact the requirements of the RFP will be considered as amendments to the RFP and Firms will be so notified. No other modification of the requirements of the RFP, except by the issuance of amendments, will be recognized.

2.2. Schedule

This RFP process will proceed as follows:

Interested Firms shall submit written statements outlining their qualifications in the areas outlined below. Firms shall also submit a proposed price for financial audit services. These written qualifications will be preliminarily scored by the review committee. A Lottery Accounting team member (who is not a member of the evaluation committee) will open and score the price proposals.

After the technical evaluation, the review committee will score the proposals and designate an apparent successful Firm.

The time and critical dates for awarding a contract under this RFP are as follows:

<u>Event</u>	<u>Date</u>
RFP Issued	January 21, 2025
Deadline for Written Questions	February 3, 2025 at 5:00 PM MT
Answers to Questions Posted	On or before February 6, 2025
Written Proposals Due	February 20, 2025 by 4:00 PM MT
Apparent Winning Firm to Lottery Director for Approval.....	March 17, 2025
Apparent Winning Firm to Lottery Commission.....	March 20, 2025

These dates are for informational and planning purposes and may change during the procurement process at the discretion of the Lottery Director. Potential interested Firms will be informed of any material change.

2.3. Written Statements of Qualifications Content

Written statements of qualification should include all the information requested in Section 3. **Written statements of qualification must be no more than 50 single-sided or 25 double-sided pages with reasonable formatting.** Any exceptions noted, financial statements, and other required documents should be attached to the written proposal and do not count towards the page limit.

Price proposals should include all the information requested in Section 4. Price proposals should be in the format referenced in Section 4 and provided in Appendix C.

2.4. Evaluation

All responses received by the deadline will be evaluated by a review committee comprised of representatives of the Lottery. Responses will first be reviewed for responsiveness to determine if the pass/fail requirements have been met. Proposals that fail to meet minimum requirements will not advance to the next phase of the evaluation.

A 100-point scale will be used to determine the apparent successful Firm:

<u>Qualification Criteria</u>	<u>Maximum Points</u>
Firm Philosophy, Strengths, and Capabilities	25
Relevant Firm Experience	15
Technical Capabilities	20
Staffing and Biographies.....	20
Price	20

The Firm with the highest score will be recommended by the evaluation committee as the apparent successful Firm .

2.4.1. Pass/Fail Criteria

The following will be considered on a pass/fail basis for the first round of written statements of qualifications:

1. Written statements must be received on or before the due date and time specified in this solicitation.
2. The Firm must have at least 20 certified public accountants or licensed public accountants Firm-wide.
3. The Firm must have one or more current government clients willing to serve as a reference.
4. The written statement must not exceed fifty (50) pages with reasonable formatting.

If all pass/fail requirements are met, written proposals will be evaluated by the review committee on the 100-point scale as outlined above.

2.4.2. Pricing

Price proposals of Firms submitting Proposals will be scored independently. The review committee will not consider price proposal scores until all technical scoring has been completed.

The lowest-priced Proposal will be awarded maximum points, and more expensive proposals will be assigned the lower number of points.

2.4.3. Negotiation and Recommendation

The final award decision will be made by the Idaho Lottery Commission. The Lottery Director may accept or reject the recommendation of the evaluation committee and will forward the recommendation to the Idaho State Lottery Commission.

After review and approval of the recommendation of the evaluation committee by the Lottery Director and the Lottery Commission, the Lottery will begin to negotiate a contract with the Firm that has been recommended by the evaluation committee. Contract negotiations will not address changes to material terms and conditions, services, products, options, or pricing for performance of the contract unless for the clear benefit of the Lottery, at its sole discretion.

2.5. Term

The term of this Three Year Contract will span the audit dates below with the option for the Lottery to extend the contract for up to three (3) additional two-year extensions:

July 1, 2024 to June 30, 2025 (Audit of Fiscal Year 2025)

July 1, 2025 to June 30, 2026 (Audit of Fiscal Year 2026)

July 1, 2026 to June 30, 2027 (Audit of Fiscal Year 2027)

The Lottery requires the external audit to be completed by September 30 each year and documents provided to the Idaho Controller's Office to meet the state's Annual Comprehensive Financial Report (ACFR) deadline.

2.6. General Requirements

The following general requirements and rules apply to this RFP:

Proposal Contents

By submission of a Proposal, the Firm warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the Firm to suspension or debarment proceedings as well as other remedies available by law.

Background Investigations during the Contract Term

The Firm must allow authorized personnel designated by the Lottery to interview any employee or employee of a subcontractor or authorized agent related to the contract in conjunction with any audit, review, or investigation deemed necessary by the Lottery. The Lottery or authorized personnel may conduct a background investigation of the apparent successful Firm, all its principals, and each individual assigned to the project pursuant to Idaho § 67-7410. The Lottery

has the right to also conduct a background investigation of any subcontractor that will conduct an information system audit or a security assessment audit under the contract.

Rejection/Selection of Proposals

The acceptance of a proposal submission will not diminish the Lottery's right to negotiate specific contract terms, including price, with the apparent successful Firm. This Request for Proposal does not obligate the State to award a contract or complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest. The Lottery reserves the right to:

- Reject any or all proposals received in response to the RFP if the Lottery determines that it is in the best interests of the Lottery to do so
- Reject any proposal which is conditional or incomplete
- Advertise for new proposals
- Abandon the solicitation of such requested products and/or services
- Award in whole or in part a contract deemed to be in the best interests of the Lottery

Firm Contact with the Lottery

Upon RFP publication, the restrictions on Firm communications described in this section are instituted to protect the integrity of the procurement process. A Firm and its agents may not make unsolicited contact with any Lottery personnel or public official of the State regarding the RFP. A Firm should not represent themselves to Lottery staff or Lottery retailers as having the endorsement of the Lottery. A Firm who is currently doing business with the Lottery may continue to do so; however, any communication regarding the RFP, not otherwise permitted in the RFP, is prohibited. The Lottery will disqualify a Firm for intentionally causing a material violation or circumvention of the requirements of this section.

Debriefing

An unsuccessful Firm will be given the opportunity for a debriefing with the Lottery. The Lottery's Chief Operating Officer and Chief Financial Officer will participate in a debriefing after the contract has been executed with the successful Firm, if desired by unsuccessful Firms. The debriefing may be held as a personal meeting or as a phone conference according to the preference of the respective unsuccessful Firm.

3. Written Statement of Qualifications

The Lottery wants to get to know your business offerings. With that in mind, using reasonable formatting, please answer the following questions in 50 pages, at most. Do not feel obligated to use all 50 pages. All Firms should respond to Sections 3.1, 3.2, 3.3, 3.4, 3.5 and PRICING.

3.1 Firm Philosophy, Strengths, and Capabilities

In **Section One** of your written proposal, please provide the following information about your Firm. Include information regarding any subcontractors.

Provide a brief synopsis of your core business philosophy. How do you approach financial audits and financial advising related to them? How do you typically manage client relationships? What separates your Firm from your competition? Why should the Idaho Lottery select you?

3.2 Relevant Experience

In **Section Two** of your written proposal, please summarize your relevant experience with financial audits, especially with other public sector organizations. As part of this section, provide contact information for at least three (3) references, with at least one (1) being a government organization.

3.3 Financial Audit Technical Capabilities

In **Section Three** of your written proposal, please describe how your Firm will meet the Lottery required specifications regarding the Financial Audit and briefly discuss how your Firm will assist with Special Related Projects (described below). The Lottery will determine if your Firm meets the specifications, and more importantly, if your method of meeting these specifications will deliver the best financial audit and financial advising services. The Lottery's requirements are:

- The Firm will perform a financial audit of the Lottery financial statement for fiscal years that end June 30, running July 1- June 30, every year.
- Each audit shall determine, with generally accepted accounting principles, whether the Lottery's financial statements present fairly the financial position and business practices of the Lottery for the fiscal year being audited.
- The audit shall also determine whether expenditures by the Lottery were made in accordance with Idaho rules and regulations and the business practices of the Lottery. The Lottery will provide the Firm with copies of relevant laws and rules and other information that the Lottery identifies as applicable.
- The Firm shall identify other financial matters related to the operation of the Lottery that come to their attention that, while not material to the financial statements, should be brought to the attention of the Lottery for consideration.
- Each audit shall evaluate Lottery internal financial controls to the extent required by generally accepted government auditing standards. The purpose of the evaluation is for the Firm to gain sufficient understanding of Lottery internal controls to plan the audit and determine the nature, timing, and extent of tests necessary. The Firm shall issue a report on compliance and on internal controls over financial reporting based on an audit of financial statements performed in accordance with government auditing standards.

- At the conclusion of the audit, the Firm shall provide the Lottery Director with a management letter, a report on the internal financial controls of the Lottery, and other required communications, including a report on Lottery information security.
- The Firm shall review the Annual Comprehensive Financial Report (ACFR) and provide comments before the Lottery submits the financial audit to the Idaho State Controller's Office (SCO).
- The auditor's opinion letter must include any findings and recommendations, including the nature of any problem and its significance and the appropriate recommendations addressing those findings.
- The Lottery will create financial statements for the Firm's review. The Firm shall include adjustments discovered and made during the audit period as well as disclosures and explanations included in footnotes to the financial statements.
- The management letter must address both administrative and accounting controls with emphasis on whether the Lottery is operating in accordance with generally accepted accounting principles (GAAP).
- The Firm must submit a draft report within seventy-five (75) days of the close of the fiscal year. The Firm must discuss the draft with the Lottery, and after this discussion, must issue a final report no later than ninety (90) days after of the end of the fiscal year.
- The Firm must deliver ten (10) copies of the final audit report to the Director no later than ninety (100) calendar days following the end of the fiscal year.
- The Firm shall provide technical advice and assistance and specific management and accounting advice and answers to questions on an ongoing basis, including occasional consulting via telephone during the year when not out on fieldwork, relating to compliance with professional standards and IRS regulations or implementation of any proposed recommendation specified in the audit report.
- The Firm agrees it must be knowledgeable of the most current professional standards (e.g., FASB, GASB, GAAP) and government regulations (e.g., those issued by the IRS) and provide the Lottery with periodic updates and information regarding changes in the standards that could affect Lottery business operations and financial records.
- In conducting the audit, the Firm shall:
 - Conduct an audit fraud meeting with the Director before beginning work to review the Director's concerns, if any.
 - Meet with Lottery staff and discuss the audit plan to review tasks and techniques to be employed.

- Assign the audit to a manager who is a certified public accountant.
- Assign the lead field auditor role to staff with no less than two years of experience.
- Complete substantial testing of financial data and a detailed analysis of the review to support the audit (testing includes the Lottery information system configuration).

SPECIAL RELATED PROJECTS

The Firm shall conduct special projects relating to Lottery financial or information systems at the request of the Lottery. Special projects shall not begin without an engagement letter from the Lottery. The engagement letter must detail the scope of the work to be performed along with the agreed-on rate to be paid to the Firm upon satisfactory completion of the work.

Please briefly discuss your capabilities and/or partnerships with information technology, penetration testing, business process, security, compliance, and/or other special audits.

3.4 Staffing Proposal and Key Biographies

In **Section Four** of your written proposal, please provide a list and biographies of key staff who will work on the financial audit and otherwise work on the Lottery account. Include relevant experiences and expertise.

3.5 Corporate Information

In **Section Five** of your written proposal, please provide the following general information for your Firm and all proposed subcontractors or partners. If any of the following information cannot be provided, please give justification.

- The name and address of the Firm submitting the proposal.
- Type of business entity (e.g. limited liability corporation, partnership, etc.).
- Place of incorporation or legal address where other forms of the organization is domiciled.
- The name, addresses, telephone number, and email address of the Firm's primary contact for the purpose of this RFP.
- The name and location of the major offices, if applicable, relate to the Firm's performance as proposed in its proposal.
- The names, addresses, and functions of any and all subcontractors, associated Firms, or consultants that have been or will be involved in any phase of the project or services being procured in this RFP.
- Any substantial change of ownership in the Firm or the Firm's parent or holding company that occurred in the last five (5) years.
- Copies of audited or reviewed financial statements for its two (2) most recent fiscal years.

The Lottery reserves the right to require any additional information necessary to determine financial integrity.

4. Pricing

Your response to this section **must** be provided in a clearly labeled, separately sealed envelope and shall not be referenced in any other portion of the proposal. An Excel format is provided in Appendix C.

Please provide your total project cost for the financial audit during the term and extension options of the contract. This price must include financial consultation, insurance, and all other associated costs and fees.

Please clearly state all assumptions and contingencies.

Service	Fiscal Year Audit	Cost	
Financial Audit	2025		ORIGINAL TERM
Financial Audit	2026		
Financial Audit	2027		
Financial Audit	2028		1ST - TWO YEAR OPTION
Financial Audit	2029		
Financial Audit	2030		2ND - TWO YEAR OPTION
Financial Audit	2031		
Financial Audit	2032		3RD - TWO YEAR OPTION
Financial Audit	2033		

Additionally, please provide hourly rates for Special Related Projects.

Role	Hourly Rate
Partner	
Senior Manager	
Manager	
Senior Accountant	
Staff Accountant	

APPENDIX A LEGAL DETAILS

GOVERNING LAW

The Lottery is statutorily exempt from Idaho State purchasing laws and regulations (section 67-7451, Idaho Code). Despite this exemption, it is the Lottery's policy to conduct its contracting affairs generally in accordance with state competitive procurement principles, reserving the right to use alternative contracting and procurement practices that consider market realities. The Idaho Lottery Commission approved the issuance of this RFP.

INFORMATION FROM OTHER SOURCES

The Lottery reserves the right to obtain information from outside sources concerning the Respondent(s).

CONTACT WITH RESPONDENTS DURING RFP PROCESS

During this procurement process, no interested Respondent, and no employee or agent of any interested Respondent, may initiate any unsolicited contact with Lottery employees, managers, officers, or commissioners regarding this procurement. All contact regarding this procurement should be directed through the RFP Coordinator. Any false or misleading representations made by any interested Respondent, their employees or agents, to any Lottery employee or Lottery retailer shall be grounds for disqualification. Any Respondent to this RFP currently doing business with the Lottery may continue to do so and communicate with Lottery employees, however, any communication regarding this RFP, other than through the RFP Coordinator, is prohibited.

PROPOSAL CLARIFICATION PROCESS

The Lottery reserves the right to request clarification or resolve ambiguities on one or more statements made by a Respondent in its Proposal at any point during the Proposal Evaluation. All clarification will be requested in writing and will be sent to the contact person representing the Respondent. Any such communication may be made by e-mail, fax, mail, overnight courier, or hand delivered. Respondent will be given a specific deadline to submit a response. The Respondent will make every effort to respond within the time frame indicated. If it proves unfeasible, the Lottery and the Respondent may discuss modification of the deadline. The clarification process will not allow revision or supplementation of the Respondent's offering. **Clarification is not a negotiation process.**

AMENDMENTS TO RFP

The Idaho Lottery reserves the right, in its sole discretion, at any time prior to the contract award deadline to change, modify, or cancel all or part of this RFP and procurement. Any addendum(s), amendments(s), or cancellations(s) will be posted on the Idaho Lottery's website at <http://www.idaholottery.com/pages/RFP> and notification by the Idaho Lottery to all responding vendors will be sent via email.

PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIALITY

All Proposals received shall remain confidential until a notice of intent to award a contract is issued. Thereafter, the Proposals shall be deemed public records as defined in Idaho Code, Title 74, Chapter 1 (“Public Records Act”).

The Public Records Act contains certain exemptions. One exemption potentially applicable to parts of Proposals may be for trade secrets. Trade secrets include a formula, pattern, compilation, program, computer program, device, method, technique or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy.

If Respondents consider any material provided in its Proposal to be a trade secret, or otherwise protected from disclosure, Respondent MUST so indicate by marking as “exempt” EACH PAGE containing such information. Marking the entire Proposal as exempt is not acceptable or in accordance with the RFP or the Public Records Act and WILL NOT BE HONORED. In addition, a legend or statement on one (1) page that all or substantially all of the response is exempt from disclosure is not acceptable or in accordance with the Public Records Law and WILL NOT BE HONORED. The Price Proposal is not a trade secret, and is subject to disclosure under the Public Records Act.

The Lottery, to the extent allowed by law and in accordance with the RFP, will honor a designation of nondisclosure. Any questions regarding the applicability of the Public Records Act should be addressed to your own legal counsel PRIOR TO SUBMISSION of the Proposal.

If a Respondent’s Proposal contains information that a Respondent considers to be exempt, Respondent must also submit an electronic redacted copy of the Proposal with all exempt information removed or blacked out. The Lottery will provide this redacted Proposal to requestors under the Public Records Law.

The Respondent must be able to defend the confidentiality of its information through the judicial process and shall indemnify, defend and hold the Lottery harmless against any action, liability, claims, damages, losses, expenses, attorney fees and suits brought against the Lottery as a result of the Lottery’s honoring a Respondent’s identification and marking of what Respondent considers exempt information. If any information is marked as trade secret or proprietary in the Proposal, that information will not be available until the affected Respondent has been given an opportunity to seek a court injunction against the requested disclosure. The Respondent’s failure to designate as exempt any document or portion of a document that is released by the Lottery shall constitute a complete waiver of any and all claims for damages caused by any such release.

PROPERTY OF THE LOTTERY

Materials submitted in response to this RFP become the property of the Lottery and will not be returned. The Idaho Lottery shall have the right to use all ideas, adaptations of ideas, and concepts contained in any Proposal received in response to the RFP subject to the intellectual property rights of the Respondent. The Lottery reserves the right to use any and all information

contained in a Proposal to the extent permitted by law. Selection or rejection of the Proposal will not affect this right.

INCURRED COSTS ASSOCIATED WITH PROPOSALS

The Respondent must not hold the Lottery liable for any of the costs incurred by a Respondent in preparing or submitting a Proposal including, but not limited to, preparation, copying, postage, and delivery fees, and expenses associated with the oral presentations, which may be required by the RFP evaluation committee.

ACCEPTANCE PERIOD

Proposals shall remain valid and subject to acceptance by the Lottery for a period of 180 days from the Proposal due date of February 20, 2025. Failure to adhere to this requirement may result in Proposal disqualification. Respondents will be strictly held to the terms in their Proposals. The contents of the RFP and the Proposal will become contractual obligations in the event of Contract Award.

DISCLOSURE PROHIBITION

Information provided in a Proposal, including Price Proposal, must be held in confidence by the Respondent and not be revealed or discussed with competitors except as required by jurisdictional law. The Proposals must remain confidential while the evaluation committee reviews all the Proposals submitted in response to the RFP.

The Proposals will be available for inspection according to Lottery policy and jurisdictional law after the Notice of Intent to award a Contract is announced by the Lottery. All matters set forth in a Respondent's Proposal including, without limitation, technical information, required services, question responses, and creative samples may be subject to disclosure after Contract. Once again, the Lottery will base its disclosure decision on existing Idaho law.

DISQUALIFICATION FOR BUSINESS INCAPABILITY

Financial and business stability of the Respondent and wherewithal to perform and support the Lottery are required. Criminal and financial background checks will be conducted prior to awarding a contract. If insufficiencies, as determined by the Lottery at its sole discretion, are found a contract will not be awarded.

If, at any time prior to signing of a written Contract, the Lottery reasonably determines that a Respondent does not possess adequate financial ability or requisite stability to carry out the obligations of the Contract, the Respondent may be disqualified from further consideration.

If, at any time after Contract execution, the Lottery reasonably determines that the successful Respondent does not possess adequate financial ability or business stability to continue to carry out the obligations of the Contract, the Contract may be terminated.

REJECTION/SELECTION OF PROPOSALS

The Lottery may reject any or all Proposals or any portion thereof, advertise for new Proposals, arrange to receive or itself perform and obtain the services requested in the RFP, abandon the need for such services requested, or award in whole or in part a Contract deemed to be in the best interests of the Lottery.

Respondents will be held to the terms submitted in their Proposals but may be required to reduce costs depending upon aspects of the proposed services that may be determined by the Lottery to be unnecessary.

The Lottery will notify in writing those Respondents who submit a Proposal in response to the RFP, but who are not awarded the Contract. The acceptance of a Proposal will not diminish the Lottery's right to negotiate specific contract terms, including price, with the apparent successful Respondent.

INDEPENDENT PRICE DETERMINATION

By submission of a Proposal, the Respondent must certify – and in the case of a joint Proposal, each party thereto must certify as to its own organization – that in connection with the Proposal the prices in the Proposal have been arrived at independently, without consultation, communication, or contract for the purpose of restricting competition as to any matter relating to such prices with any other Respondent or with any competitor.

CHANGE OF OWNERSHIP/FINANCIAL CONDITION

If a Respondent (including the parent or holding company of the Respondent) experiences a substantial change in its ownership or financial condition after its Proposal has been submitted and prior to the execution of the Contract with the Successful Respondent, the Respondent must notify the Issuing Office in writing at the time the change occurs or is identified.

A “substantial change” in ownership or financial condition is defined as an event which following generally accepted accounting principles, would require a notation in the Annual Report of a publicly traded United States or Canadian corporation, or equivalent standard.

Failure to notify the Idaho Lottery of such a substantial change may result in the disqualification of the Respondent.

NEWS RELEASES

News releases pertaining to the RFP or the services, study, data, or project to which it relates must not be made without prior written Lottery approval, and then only in accordance with explicit written instructions from the Lottery. The results of the RFP process must not be released without prior approval of the Lottery, and only then to designated persons and/or media organizations.

DISCLOSURE OF ABORTION RELATED MATTERS

The Idaho Lottery is subject to the No Public Funds for Abortion Act, Idaho Code title 18, chapter 87 (the “Act”) and State employees who intentionally violate the provisions of the Act are subject to criminal prosecution. This provision will be included in a resulting Contract to aid in compliance with the Act. The Idaho Lottery requests that any Respondent to this RFP that is initially awarded the Contract be able to disclose, unless Contractor is within one of the exemptions provided in the Act, if it or an affiliate is or becomes, during the term of any resulting Contract, an abortion provider and if it will use State facilities or public funds to provide, perform, participate in, promote or induce, assist, counsel in favor, refer or train a

person for an abortion related activity. Please refer to the Act for definitions of the terms used in this section.

CERTIFICATION CONCERNING BOYCOTTING OF ISRAEL

Pursuant to Idaho Code section 67-2346, if payments under a resulting Contract exceed one hundred thousand dollars (\$100,000) and any Respondent who is initially awarded a Contract employs ten or more persons, any Respondent who is initially awarded a Contract must be able to certify that it is not currently engaged in, and will not for the duration of a resulting Contract engage in, a boycott of goods or services from Israel or territories under Israel's control. The terms in this section defined in Idaho Code section 67-2346 shall have the meaning defined therein.

OWNERSHIP OR OPERATION BY CHINA

Pursuant to Idaho Code section 67-2359, any Respondent awarded a Contract must be able to certify that it is not currently owned or operated by the government of China and will not for the duration of the Contract be owned or operated by the government of China. The terms in this section which are defined in Idaho Code section 67-2359 shall have the meaning defined therein.

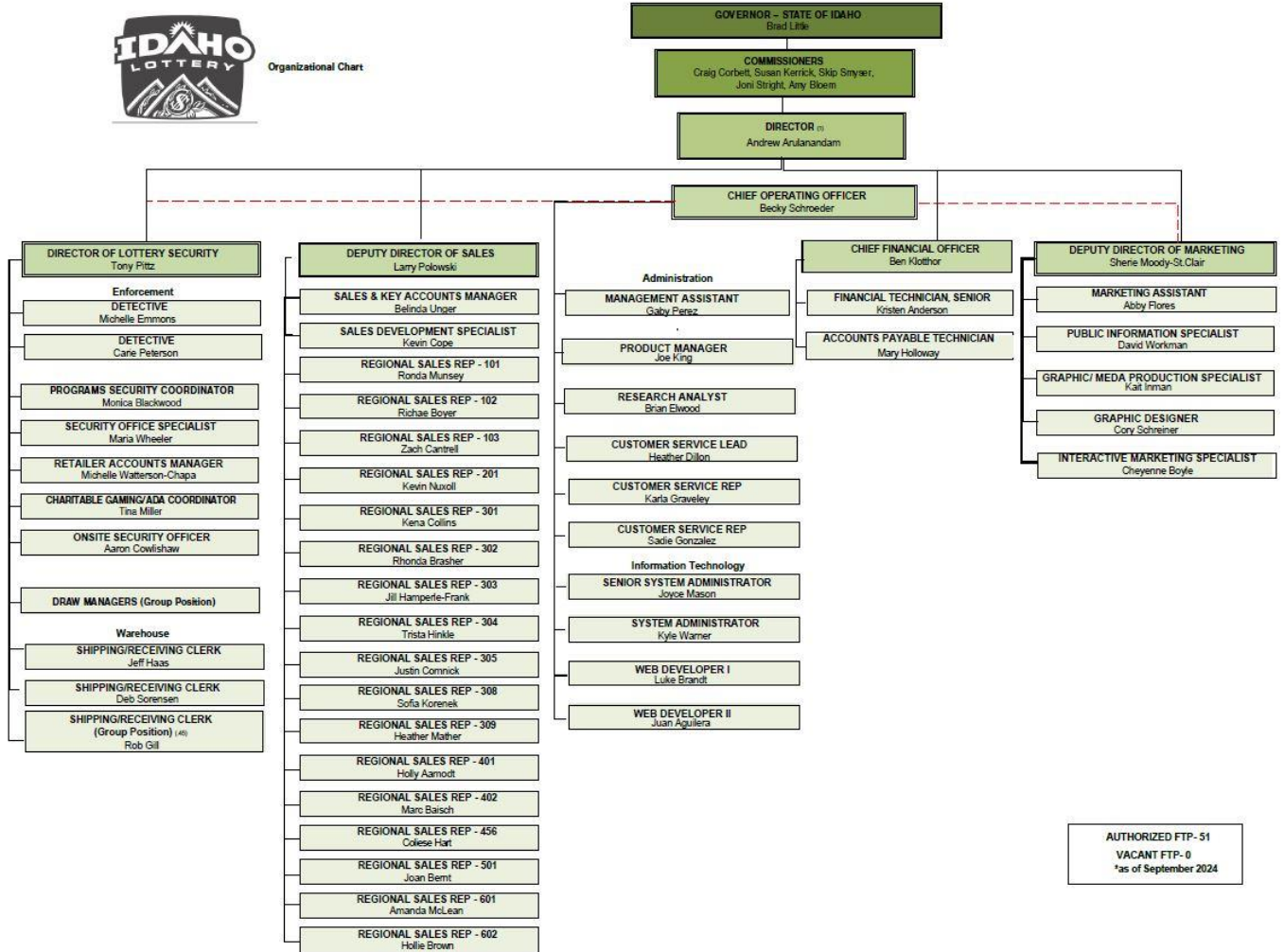
BOYCOTT OF CERTAIN INDUSTRIES

Pursuant to Idaho Code section 67-2347A, if payments under a resulting Contract exceed one hundred thousand dollars (\$100,000) and any Respondent who is initially awarded a Contract employs ten or more persons, any Respondent who is initially awarded a Contract must be able to certify that it is not currently engaged in, and will not for the duration of the Contract engage in, a boycott of any individual or company because the individual or company (1) engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or (2) engages in or supports the manufacture, distribution, sale, or use of firearms, as defined in section 18-3302(2)(d), Idaho Code. The definitions in Idaho Code section 67-2347A shall apply to the terms in this provision.

APPENDIX B LOTTERY ORGANIZATIONAL CHART



Organizational Chart



AUTHORIZED FTP- 51
VACANT FTP- 0
*as of September 2024

**APPENDIX C
PRICING SPREADSHEET WITH SIGNED RESPONDENT’S CERTIFICATION**

RESPONDENT’S CERTIFICATION

I certify that I have the authority to bind the Respondent indicated below to the specific terms and conditions imposed in the RFP and offered in the Respondent’s proposal. By my signature on this document, the Respondent specifically agrees to all waivers, restrictions, and requirements of the RFP as conditions precedent to submitting this proposal. I also certify that the Respondent has not knowingly made false statements in its response to this RFP or consulted with others for the purpose of restricting the competitive solicitation process.

RESPONDENT _____
CONTACT _____
TITLE _____
SIGNATURE _____
DATE _____

___ I have read and agree to the terms and conditions of this RFP and the general terms for the resulting Contract.

Pricing Part 1:

Role	Hourly Rate
Partner	
Senior Manager	
Manager	
Senior Accountant	
Staff Accountant	

Pricing Part 2:

Service	Fiscal Year Audit	Cost	
Financial Audit	2025		ORIGINAL TERM
Financial Audit	2026		
Financial Audit	2027		
Financial Audit	2028		1ST - TWO YEAR OPTION
Financial Audit	2029		
Financial Audit	2030		2ND - TWO YEAR OPTION
Financial Audit	2031		
Financial Audit	2032		3RD - TWO YEAR OPTION
Financial Audit	2033		