**REQUEST FOR INFORMATION (RFI)**

**IDAHO STATE LOTTERY**

FOR

Package Delivery Vendor(s)

January 25, 2023

**PURPOSE**

The Idaho Lottery is seeking to identify potential vendors and to solicit information and demonstrations for package delivery services of lottery tickets to retailers located throughout the state of Idaho. Interested vendors should indicate if they can deliver tickets from the Idaho Lottery warehouse in Boise, Idaho, to shipping depots located for service in the northern and eastern areas of Idaho, from shipping depots and/or warehouse to retail locations located throughout the state of Idaho, or both.

The Lottery expects to ship approximately 1500 orders of Instant Game Scratch Tickets (“scratch tickets” or “tickets”) weekly to retailers in Idaho. Consistent on-time delivery is of paramount importance to the Lottery in the performance of this contract.

**OBJECTIVES**

The purpose of this RFI is to enhance the Lottery’s understanding of current market conditions and the availability of shipping options. The information gathered from this FRI will provide ideas to assist the Idaho Lottery with operations business decisions and ranges of options available.

Specifically, the Idaho Lottery wishes to receive actual, working ideas including those offering shipping services to include long-haul to depots, last mile to retail locations, or a combination of both. Last mile shippers must specify which geographical regions they would be able to provide service to as the Idaho Lottery has retailers throughout the state. Currently, the Idaho Lottery sends the majority of ticket shipments “next-day” to retail locations and these shipments take place on Monday and Thursday. There are select remote areas of the state which are two-day shipping. Interested parties must include a schedule of timeframes for delivery for their areas of operation.

This RFI is issued solely for information and planning purposes. It does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This RFI should not be construed as intent, commitment, or promise to acquire services, supplies, or solutions offered. No contract will result from any response to this RFI.

Information submitted in response to this RFI will become the property of the State of Idaho. Responders are also advised that all such documents are subject to public disclosure. The Lottery will make reasonable attempts to maintain, in accordance with all applicable laws, the confidentiality of any trade secrets or proprietary information identified by responders if such responders properly identify the particular data or other materials which are trade secret or proprietary information in writing by page, paragraph, and sentence prior to or upon submission to the Lottery of the data or other materials to be protected. The State of Idaho will not pay for any information herein requested nor is it liable for any cost incurred by the vendor.

This RFI may be withdrawn, modified, or re-circulated at any time at the sole discretion of the Idaho Lottery. Vendors who do not participate in this RFI will not be prohibited from responding to future related procurement opportunities, should they occur.

**BACKGROUND INFORMATION**

* The Idaho Lottery is self-funded and self-governing, comprised of an appointed five-member Lottery Commission with a team of approximately 50 appropriated full-time employees.
* The Lottery began selling tickets on July 19, 1989. Fiscal year 2022 sales were $376,314,892, and since 1989, the Lottery has made 33 annual dividend payments totally $1.12 billion, with the latest dividend of $73,000,000 delivered to the State in July 2022.
* The Idaho Lottery currently has approximately 1,200 retail locations located in every corner of the state.

**PROCESS**

* Interested vendors are asked to provide a written package detailing their capabilities to handle package deliveries, timelines, and geographic locations.
* Presentations may be scheduled to be made in person or by Zoom if it is deemed necessary or if further information is needed.
* Provide all contact information with information packet.
* Listed below are some bullet points to guide respondents in their replies to the Idaho Lottery
	+ What is the most critical information for the Idaho Lottery to provide about our current conditions (what critical things do you need to know about our current environment)? What are current conditions in the freight industry what would impact a future solicitation?
	+ What manner of freight delivery (i.e., equipment, personnel, system, services, depots) does your company utilize in order to optimize delivery efficiencies?
	+ Please describe how you might execute long-haul and last mile delivery services from our warehouse. Are these executed solely by you or subcontracted out to additional vendor partners? Do you use additional vendor partners on other executed delivery contracts, If yes, which vendors?
	+ What would be the “best” way for the Lottery to collect and compose costing information from Vendors to allow the Lottery to compare proposals “apples-to-apples”? could you provide us with an example of a costing template that you would recommend using? For example, CPI index (weight, fuel surcharge), number of miles, number of stops, etc.
	+ Are there any other factors/issues/items the Lottery should be considering at this time?

**RFI Coordinator –** Tony Pittz, Director of Lottery Security

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Procedural, administrative, technical, or requirement questions may be directed to the RFI Coordinator. Respondent should coordinate shipping arrangements with the RFI Coordinator prior to shipping any demonstration equipment to the Lottery office.

**Publish Date:** January 25, 2023

**Submission Due Date:** February 17, 2023

We appreciate and look forward to your response to this request.