

NOTE: PLEASE ENSURE THAT ALL REQUIRED SIGNATURE BLOCKS ARE COMPLETED. FAILURE TO SIGN THIS FORM AND INCLUDE IT WITH YOUR PROPOSAL WILL CAUSE REJECTION OF YOUR PROPOSAL.

Georgia Lottery Corporation ("GLC")

PROPOSAL

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Proposal ("RFP") for a **Digital Signature Solution for the Georgia Lottery Corporation**. The price or prices and terms offered herein shall apply for the period of time stated in the RFP.

We further agree to strictly abide by all of the terms and conditions contained in the RFP and the Georgia Lottery for Education Act, as amended from time to time. Any exceptions are noted in writing and included with this proposal.

It is understood and agreed that we have read the Georgia Lottery Corporation's specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such GLC specifications. We further agree, if awarded a contract or purchase order, to deliver goods and services which meet or exceed the specifications.

PROPOSAL SIGNATURE AND CERTIFICATION

(Authorized representative must sign and return with proposal)

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I understand and agree to abide by all conditions of the RFP and this proposal and certify that I am authorized to sign this proposal for the responding firm. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et seq. have not been violated and will not be violated in any respect.

Authorized Signature: _____ Date: _____

Print Name: _____

Title: _____

Company Name: _____

Address: _____

_____ Phone #: _____

E-mail: _____ Fax #: _____

GEORGIA LOTTERY CORPORATION

REQUEST FOR PROPOSAL FOR A DIGITAL SIGNATURE SOLUTION

PURPOSE

The Georgia Lottery Corporation ("GLC") is requesting proposals to provide a **Digital Signature Solution for the Georgia Lottery Corporation** in this Request for Proposal ("RFP"). Proposal documents shall be submitted to the GLC in accordance with the instructions and specifications detailed herein.

GENERAL INFORMATION AND SCHEDULE

This RFP has been issued on July 12, 2016 and is being distributed to prospective bidders. A bidders' conference will be held on **July 25, 2016 at 2:00 P.M. Eastern Time ("ET")** and may be attended in person at GLC Headquarters, 250 Williams Street, Suite 3000, Atlanta, GA 30303 or via conference call at 888-450-5996, passcode 566664. Questions and requests for clarifications relating to this RFP must be directed to the GLC's Purchasing Manager or Purchasing Representative. All questions and requests for clarification must be submitted in writing by **August 3, 2016 at 5:00 P.M. ET**; responses to all written questions received will be sent via fax, e-mail, or U.S. mail by the GLC by close of business on **August 12, 2016**. The Purchasing Manager or the Purchasing Representative will be the sole points of contact at the GLC for companies effective with the date of release of this RFP and until a company is selected to provide these items. The GLC's Purchasing Manager and Purchasing Representative are:

Mr. Bill Tucker
Purchasing Manager
Georgia Lottery Corporation
250 Williams Street
Suite 3000
Atlanta, GA 30303-1040
Telephone: 404-215-5124
Facsimile: 404-215-8991 or 215-8976
E-mail: btucker@galottery.org

Mr. Willis Moody
Purchasing Representative
Georgia Lottery Corporation
250 Williams Street
Suite 3000
Atlanta, GA 30303-1040
Telephone: 404-215-5128
Facsimile: 404-215-8976
wmoody@galottery.org

Mail or deliver **eight (8)** copies of the proposal, with original signatures, to the GLC Purchasing Manager at the above address no later than **5:00 P.M. ET on August 19, 2016**. Proposals received by the GLC's Purchasing Manager after this date and time will be rejected, **without exception. No provisions are made for extenuating circumstances in this RFP.**

A contract or purchase order will be awarded to the company whose proposal is determined to be the most advantageous for the GLC, considering all the conditions set forth in this RFP, and which the GLC believes provides the greatest long-term benefit to the State of Georgia, the greatest integrity for the GLC, and the best services and products for the public. While price will be an important factor, it alone will not be the deciding factor in the selection process. In accordance with the Georgia Lottery for Education Act (the "Act"), O.C.G.A. § 50-27-15, the company selected may be required to pass a security and financial responsibility background check. Issuance of this RFP does not constitute a commitment on the part of the GLC to award a contract pursuant to this RFP. The GLC reserves the right to reject any and all proposals submitted in response to this RFP, in whole or in part, and to award a contract or purchase order pursuant to this RFP or cancel this RFP if it is considered to be in the best interests of the GLC. The GLC further

reserves the right to make changes to this RFP at any time by issuance of written addendum/addenda, amendment(s) or clarification(s).

EVALUATION OF PROPOSALS

The GLC has established an Evaluation Committee that will be responsible for evaluating the proposals received from responding firms. With the release of this RFP, the Evaluation Committee has established uniform criteria by which all proposals will be “scored.” The criteria to be used by the Evaluation Committee will be: **(1) the extent to which the company’s proposed solution fulfills the GLC’s requirements as set out in this RFP; (2) an assessment of the company’s ability to deliver the solution required; (3) the company’s stability, experiences, and record of past performance in delivering such goods and services; (4) availability of personnel with the required skills and experience for the proposed solution; and (5) total cost of the goods and services required.** These criteria are presented for information purposes and do not necessarily represent the order of importance or weight that each factor will have in the final scoring of proposals.

The proposals shall be evaluated in accordance with the evaluation criteria set forth in this RFP. Subsequent to opening the sealed proposals, discussions may be conducted by the GLC with firms for the purpose of clarification. Firms shall be accorded fair and equal treatment with respect to any opportunity for discussion and clarification of proposals. In conducting any such discussions, there shall be no disclosure of any information derived from proposals submitted by competing firms. All such discussions shall be conducted by the GLC’s Purchasing Manager named above.

EQUAL OPPORTUNITY

The GLC prohibits discrimination on the basis of race, color, gender, religion, national origin, or disability in connection with employment of any person, or the award of any contract with the corporation. The GLC will provide equal opportunities without regard to race, color, gender, religion, national origin, or disability, by requiring that any firm doing business with the corporation provide equal opportunity to persons and businesses employed by, or contracting with the supplier of products and services to the Corporation.

CRIMINAL BACKGROUND INVESTIGATION

In accordance with the requirements of the Act, all employees, agents and representatives of the successful Contractor (and any permitted subcontractors of Contractor assigned to this engagement and working on GLC premises will be required to submit to a criminal background investigation. The GLC reserves the right, in its sole discretion, to disqualify any person from working on the GLC account based on criminal background checks and the GLC shall have no liability regarding such disqualification.

COST OF PROPOSALS

The GLC is neither responsible nor liable for any of the costs incurred by any firm in preparing and/or submitting a proposal pursuant to this RFP.

ORAL PRESENTATION, QUESTIONS, INTERVIEWS, & NEGOTIATIONS

Any firm that submits a proposal may be requested to provide additional information to the GLC. Such information is only for the purpose of clarification and in no way changes the firm’s proposal as originally

submitted. An Evaluation Committee of the GLC will schedule times and locations for oral presentations by a firm, if necessary. The GLC reserves the right to ask any or all firms to clarify any portion of their proposals after submission. Furthermore, the GLC also reserves the right to negotiate with any or all firms in any manner deemed necessary or appropriate by the GLC to serve the best interests of the GLC. The GLC will not be responsible for any costs or expenses incurred by a firm in its response to such inquiries.

FORM OF PROPOSAL

Each proposal must be prepared simply and economically, providing a clear description of the firm's capabilities to meet the requirements of this RFP. Respondents are to provide any examples, screen prints or innovative/unique features of the proposed application. In order to expedite the evaluation process, respondents are required to submit their proposals in the following format:

- | | |
|------------------|---|
| Section 1 | Confirming statement of the firm's ability to meet all of the requirements set forth in this RFP. |
| Section 2 | Provide an explanation of the product(s) and/or service(s) your company/organization would provide the GLC, specifically describing facilities, staffing, technical capabilities, and types of products and/or services available. Outline your company's experience in providing the products and/or services requested, including a list of referrals and other business intelligence / data analytics projects. Provide an organization chart of your company. |
| Section 3 | Responses to Requirements; preceded by an executive summary providing an overview of the company's proposal and services. |
| Section 4 | Implementation Plan |
| Section 5 | Training |
| Section 6 | Pricing Summary |

A Pricing Summary shall be completed and submitted in a separate sealed envelope. The responding firm must submit and define, in this separately sealed envelope, all costs associated with the proposed business intelligence / data analytics solution, and any other related costs.

PROPOSAL TENURE

All proposals will be an irrevocable offer for ninety (90) calendar days from the proposal due date.

PROPOSAL SIGNATURES AND PACKAGING

A corporate representative who is authorized to contractually bind the firm must manually sign all copies of the proposal. The firm must also provide the GLC with the name, business address, and business telephone number of a person who will act as the contact person for all inquiries that the GLC may have during the proposal evaluation process. Such person shall be authorized to make representations for and bind the firm contractually. Bidders are expected to examine this RFP, scope of services, samples, if any, and all instructions. Failure to do so will be at bidder's risk.

ALL PROPOSALS MUST BE SUBMITTED IN A SEALED ENVELOPE AND PROPERLY ADDRESSED TO THE PURCHASING MANAGER AT THE GLC.

NON-EXCLUSIVE RIGHTS

By this RFP, the GLC does not intend to grant any firm the exclusive rights to provide all equipment, materials, and services required by the GLC during the period covered by any contract resulting from this RFP. If the GLC determines that creation and production of materials and services by various firms is in the GLC's best interest, the GLC shall have the right to purchase, contract for, and use these materials and services without infringing upon or terminating any contract resulting from this RFP.

PROPOSAL DELIVERY

It is the firm's responsibility to assure that its proposal is delivered at the proper time and place, as specified in this RFP. Proposals which, for any reason, are not so delivered will not be considered by the GLC. Late proposals will not be accepted; they will be returned unopened to the responding firm. **Proposals transmitted by telegram, telephone, or fax will not be accepted.** A proposal may not be altered after delivery, unless requested by the GLC.

ACCEPTANCE OF PROPOSAL BY THE GLC

The GLC reserves the right to accept or reject any and all proposals and to award a contract pursuant to this RFP that is in the best interests of the GLC and the State of Georgia. The GLC also reserves the right to negotiate with any or all firm(s) in any manner necessary to serve the Corporation's best interests.

PROPOSALS SUBJECT TO OPEN RECORDS

All data, material and documentation originated and prepared for the GLC pursuant to this RFP shall belong exclusively to the GLC and may be available to the public in accordance with the Georgia Open Records Act, O.C.G.A. § 50-18-70, as amended. However, in accordance with the Georgia Open Records Act, O.C.G.A. § 50-27-25, the GLC will make reasonable attempts to maintain the confidentiality of any trade secrets or proprietary information identified by any firm if such firm properly identifies the particular data or other materials which are trade secrets or proprietary information in writing by page, paragraph and sentence prior to or upon submission to the GLC of the data or other materials to be protected. The firm should also state the reasons such confidentiality is necessary. However, under no circumstance will the GLC be liable to any firm or to any other person or entity, for any disclosure of any such trade secret or confidential information. The GLC may not consider proposals in which all or a substantial portion of the proposal is declared by the firm to constitute trade secrets or confidential information.

ADVERTISING AND NEWS RELEASES

In submitting a proposal, the firm agrees not to use the results thereof as a part of any commercial or trade advertising without the prior written consent of the GLC. The GLC is the only entity authorized to issue news releases relating to this RFP, its evaluation, and the award of any contract and performance thereunder. Under no circumstances shall any firm issue any such news releases without the express prior written consent of the GLC in each instance.

INTERPRETATIONS AND DISPUTES

Any questions concerning conditions and specifications in this RFP shall be directed in writing to the GLC Purchasing Manager. Inquiries must reference this RFP and the date that delivery of the proposal is due to the GLC Purchasing Manager. No interpretation shall be considered binding unless provided in writing by the GLC through the Purchasing Manager. Any actual or prospective firm which disputes the reasonableness or appropriateness of the terms, conditions, and specifications of this RFP or any action taken by the GLC in connection with this RFP or the contract to be awarded pursuant hereto, must first pursue and exhaust any and all remedies available to it in accordance with the dispute resolution procedures adopted by the GLC, as amended from time to time. Any appeal of any decision by the Board of Directors of the GLC must be made in accordance with such dispute resolution procedures and 50-27-31 of the Georgia Lottery for Education Act.

NONASSIGNABILITY

Any award resulting from this RFP cannot be assigned in whole or in part without the prior express written approval of the GLC.

REQUEST FOR PROPOSAL

SPECIFICATIONS & PRICING SHEET TO BID

This is a request for proposal for a **Digital Signature Solution for the Georgia Lottery Corporation (“GLC”)**.

Overview

The GLC desires to obtain a solution that provides the ability to route documents electronically through a system for one or more individuals to review, edit, and provide signatures.

In addition, the solution should have the following capabilities:

- Ability to control and monitor document movement
- Ability to alleviate delays and expense(s)
- Ability to assign tasks or deadlines
- Enable users inside and outside the organization to access documents from any device
- Protection from forgery and repudiation
- Authentication needs to take place when user signs on
- Ability to assign tasks or deadlines

Requirements

Features

1	Solution must allow documents to be routed sequentially or all at one time
2	Solution must allow review and edit feature
4	Solution should allow automated secondary signature
5	Solution must provide secure electronic signature
7	Solution must allow signing and notarize capability
8	Solution must provide versioning
9	Solution must provide ability to upload photo ID's
10	Solution must provide document upload capability
11	Solution must provide 'lock down only' fields capability
12	Solution should have PDF capability
13	Solution must provide ability for initiation user to choose reviewers and/or approvers
14	Solution must provide flexibility to create workflow based on business unit need
15	Solution must provide date / time stamp
16	Solution must have a tracking mechanism that shows where the document is located at any given time
17	Solution must have defined document retention
18	Solution must have a defined routing tree. (Includes if employee is not available who may sign in their place.)

System and Integration Requirements

19	Any GLC employee needs to be authenticated using Active Directory
20	Databases hosted by GLC must be SQL Server
21	It must support Citrix virtual applications
22	It must have a single management interface for the entire solution

Security Requirements

101	Solution must provide validation procedure for signature
102	Solution must capture IP address (for authentication)
103	Solution must provide Encryption of Data & Signature (based on 3 encryption strength)
104	Any repository that holds the uploaded data described above shall protect the data with no less than 256-bit encryption. In summary, the data described above shall be encrypted when received, in transport and at rest.
105	If hardcopy fax or e-fax is utilized for transmitting any PCI, PII, or non-public information, the software application that electronically receives the transmission must provide a minimum 256-bit encryption of the data.
106	Solution must be able to integrate into our current environment
107	Solution must be expandable
108	Solution must validate user
109	Solution must provide multiple device capability (including iPhone)

REFERENCES

Company / Firm: _____ **Date:** _____

Provide References – Please list four (4) major accounts with which you have provided similar products and/or services.

Company: _____

Company: _____

Address: _____

Address: _____

Contact: _____

Contact: _____

Phone #: _____

Phone#: _____

E-mail: _____

E-mail: _____

Company: _____

Company: _____

Address: _____

Address: _____

Contact: _____

Contact: _____

Phone #: _____

Phone#: _____

E-mail: _____

E-mail: _____

PRICING SHEET

Company / Firm: _____ Date: _____

License Fees:

Initial One-Time Perpetual License Fee \$ _____

Additional License Fee, per License \$ _____

Maintenance \$ _____

Hardware: \$ _____

Software Implementation:

Implementation Services \$ _____

End-User Training:

Training Cost per Day \$ _____

Please Indicate Number of Training Days Required _____

Technical Support:

Tech Support via Telephone, Web, and/or E-Mail \$ _____

Software Upgrades: \$ _____

Other Optional Services: \$ _____

TOTAL \$ _____