

Camelot Illinois

Request for Proposals for Office Space  
Lease in Springfield, Illinois

April 6, 2018

## 1 Introduction

The **Illinois Department of Lottery** [www.illinoislottery.com](http://www.illinoislottery.com) awarded the Private Management Agreement (PMA) to Camelot Illinois on September 22, 2017 following a bid submission. Following the Notice of Award, the PMA was executed on October 13, 2017.

Camelot Illinois, as part of an overall business strategy to grow revenue for the Illinois Lottery, has plans as part of a Technology Transformation program, to roll out a new, robust and engaging iLottery website that will help grow the number of registered players over the term of the PMA, while still growing the retail channel in parallel.

The Technology Transformation program, which will be managed by Camelot Global on behalf of Camelot Illinois, aims by December 2018 to replace or upgrade the existing draw games central system, retail hardware, communications network and the iLottery channel (website and mobile apps).

To support the transition and growth plans, Camelot Illinois requires office space to support a retail call center for the Illinois Lottery Retailers (Tel-Sell) and is issuing this Request for Proposals for Office Space Lease in Springfield, Illinois (RFP).

The chosen Vendor will be expected to engage with Camelot Illinois project teams and take an active part in creating the procedures that support lease acquisition and design activities for the use of this office space.

## 2 Instructions

This document invites interested organizations to submit a response to this RFP (Proposal) for new Physical Office Space Lease necessary to support the Tel-Sell Retail Support Center.

Requirements are set out in Section 7.

## 2.1 Timetable

Your Proposal should be submitted by April 25, 2018 by 5:00 pm CT to the attention of:

Email: [procurement-services@camelotillinois.com](mailto:procurement-services@camelotillinois.com)

The headline RFP milestones are as follows:

Issue RFP	April 6, 2018
Last Date for Vendor Questions	April 13, 2018 by 5:00 pm CT
Answers to Vendor questions posted	April 18, 2018
Vendor intends to submit a Proposal	April 19, 2018
<b>RFP submission date</b>	<b>April 25, 2018 by 5:00 pm CT</b>
Site Visits	April 27, 2018 - May 3, 2018
<b>Estimated Date of Award</b> <i>(subject to contract)</i>	<b>May 9, 2018</b>

Camelot Illinois reserves the right to make any necessary amendments to the above timetable. Any such changes will be posted on the Illinois Lottery website and companies that submit Proposals (Vendors) will be notified in writing of any changes to these dates. Responses submitted late will not be considered.

## 2.2 Contacts

Please communicate any questions [procurement-services@camelotillinois.com](mailto:procurement-services@camelotillinois.com). Questions regarding this RFP must be emailed before April 13, 2018 at 5:00 pm CT. A consolidated response to any questions will be posted on the Illinois Lottery website under the Business/Procurement Opportunities tab <sup>1</sup> and will be made available to all Vendors without identifying the Vendor that asked the question. Camelot Illinois reserves the right to decline to answer specific questions.

## 2.3 Vendor Intends to Submit a Proposal

If Camelot Illinois' business is of interest to you, Vendors are required to notify Camelot Illinois that they intend to submit a Proposal via email [procurement-services@camelotillinois.com](mailto:procurement-services@camelotillinois.com) by April 19, 2018 at 5:00 pm CT.

---

<sup>1</sup> [http://www.illinoislottery.com/en-us/Business\\_Procurement\\_Opportunities.html](http://www.illinoislottery.com/en-us/Business_Procurement_Opportunities.html)

## 2.4 Response Format

Please provide the following information on the cover page of Vendor's Proposal and ensure that Vendor's name appears on each subsequent page of the document:

- A. Vendor's Name;
- B. Vendor's Address;
- C. Contact Name;
- D. Contact Job Title;
- E. E-mail Address; and
- F. Telephone Number.

Ensure that Vendor's Proposal follows Camelot Illinois' format (e.g., numbering answers in the format of this document). Failure to do so may result in the Proposal being misinterpreted or missed. Please answer all questions fully. Proposals should be delivered in electronic format via email to [procurement-services@camelotillinois.com](mailto:procurement-services@camelotillinois.com)

The Proposal should explain how the Vendor could support Camelot Illinois in the achievement of its objectives.

Where possible, the Proposal should also include the following:

- A. Innovative ideas on meeting Camelot Illinois requirements;
- B. Why Camelot Illinois should choose you as a Vendors; and
- C. How your space / design differs from the competition.

## 2.5 Vendor Meeting / Site Visit

Those Vendors selected to go forward may be given the opportunity to demonstrate their ability to meet Camelot Illinois' requirements through Vendor meetings and, if appropriate, site visits to their premises.

Arrangements will be made following receipt of the Proposal.

## 3 Conditions of the RFP

### 3.1 General Considerations

The issuing of this RFP does not constitute a legal offer capable of acceptance.

Camelot Illinois reserves the right to reject any or all of the Proposals submitted, or to withdraw the RFP at any time. Camelot Illinois also reserves the right to accept a Proposal from Vendors in part only.

Camelot Illinois will not be liable for any costs incurred by any company in connection with the preparation of a response to this RFP, or for any costs incurred for attendance at meetings, presentations, clarifications or demonstrations.

The numbering of this RFP is an important aid in the evaluation process. Please utilize it within your Proposal as this may affect our evaluation of it.

Vendors may not take advantage of any apparent error or omission in this RFP. In the event that any errors or omissions are discovered, a Vendor shall notify Camelot Illinois immediately.

Please provide complete and accurate information against the specification contained within this RFP. If you are unable to meet any requirements, then this should be clearly noted in the appropriate response section(s). Any assumptions within your Proposal should be clearly stated.

Any commitment made in this Proposal will be binding on the applicable Vendor. A commitment includes any guarantee or representation made in the Proposal, accompanying documentation or subsequent negotiation.

### 3.2 Confidentiality

Subject to Appendix A - Private Manager Agreement Incorporated Terms, of this RFP, any information disclosed in, or in connection with this RFP becomes the property of Camelot Illinois, subject to the Vendor's redaction of confidential, proprietary and other sensitive material in accordance with the PMA and State Policies and Rules. Such information will be available to the public in accordance with State Policies and Rules. The failure to designate any materials as "proprietary and confidential" at the time of delivery of such information to Camelot Illinois does not prohibit the Vendor from subsequently designating any information as proprietary and confidential. However, this designation does not necessarily exempt such information from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*

### 3.3 Employment

From the time this RFP is issued until either (i) six (6) months after the award of a contract pursuant to this RFP or (ii) the rejection of all Proposals received by Camelot Illinois, Vendors are prohibited from officially or unofficially making any employment offer or proposing any business arrangement with Camelot Illinois' employees.

## 3.4 Compliance

Failure to comply with any specific instruction(s) detailed in this RFP may, at Camelot Illinois' discretion, exclude the Vendor from further consideration in the process.

## 3.5 Selection of Vendor

Any response that fails to meet the requirements set out in this RFP will be disqualified.

The table below defines the evaluation criteria and the relative importance of each criteria that will be used to evaluate the responses received. Requirements are identified in Section 7.

<b>Response Elements</b>	<b>Relates to requirements</b>	<b>Maximum # of Points Possible</b>
Company Information	C1 - C6	5
Physical Office Location	R1 - R5	20
Physical Office Accommodations	R10 - R31	20
Security & Safety Requirements	R50 - R60	20
Pricing Schedule	P1 - P5	25
<b>TOTAL</b>		<b>90</b>

Camelot Illinois reserves the right to adjust selection criteria until April 18, 2018. Any such changes will be posted on the Illinois Lottery website, no later than April 18, 2018 to permit any necessary refinement of Proposals prior to submission.

Camelot Illinois' selection of a Vendors will be determined by the highest overall score achieved based on the above criteria, and, if appropriate, updated following any presentations. Camelot Illinois reserves the right to revise the initial scoring following an on-site visit for Requirements R1 through R60. Camelot Illinois' decision will be final.

## 3.6 Terms and Conditions

Vendors should note that any contract/purchase order award will also be subject to Camelot Illinois' terms and conditions.

Camelot Illinois operates within a regulated environment, and it is a requirement of the PMA that Vendors be vetted or approved by the State regulator in advance. Accordingly, the prospective Vendors must complete State disclosure and certification documents. For further information about this requirement, please email [procurement-services@camelotillinois.com](mailto:procurement-services@camelotillinois.com).

The PMA requires Camelot Illinois to pass through various non-negotiable provisions to all Vendors. Camelot Illinois will achieve this by including a separate schedule entitled "Private Manager Agreement Incorporated Terms" into the Vendor's contract. This will take priority over any conflicting term in the rest of the contract. Refer to Appendix A of this RFP for the Private Manager Agreement Incorporated Terms.

From the time this RFP is issued until the end of the contract term, the Vendor represents and warrants that (i) it shall not be debarred or prohibited from doing business with the State of Illinois for any reason; nor, (ii) likely to have a material and/or adverse effect on the interests of the Illinois Lottery.

Camelot Illinois is looking to establish a contract for an initial lease term of five (5) years with an option to renew based on Vendor's performance and Camelot Illinois' evolving requirements and strategy; this will be subject to negotiations during the contracting stage.

## 3.7 Validity of Proposal

Proposals shall be binding offers, binding for a period of ninety (90) days from the date the Proposal is submitted.

## 4 Estimated Timings

### 4.1 Occupancy of Office Space

Camelot Illinois is taking a phased approach as the Private Manager. This RFP seeks physical office space that is timed to support the launch of changes to the Retail environment, which is currently estimated to commence around December 2018. Occupancy, however, should be considered as early as September 2018 to allow for build-out, set-up, and pre-go-live training sessions. Based on how much work needs to occur on the selected property, this date will be variable, and may be sooner than estimated.

The Vendors will be required to remain engaged with Camelot Illinois during the development period and ensure that the site is ready for occupancy at full operational capacity at an agreed upon date, prior to the go-live date.

## 5 Response Approach and Format

Vendors are requested to provide the following:

- A. A completed version of the Company Information section, with brief responses;
- B. A completed version of the Requirements section with full responses against each requirement (where applicable); and
- C. A completed pricing schedule with any variation included at the end.

Where necessary, Vendors may supplement responses with additional material but should ensure that material is focused on the information requested and references the section for which they apply. (Camelot Illinois may be unable to search through generic material to attempt to find relevant information).

If the Vendor needs to exclude some requirements from their Proposal, this should be accompanied by a clear statement of which items are excluded and why.

If the Vendor feels that additional services, not mentioned in the requirements, should be provided in order to supply a full-service solution, please provide a clear statement of which additional items are included and why.



## 6 Vendor Information

Please provide the following information about the Vendor:

#	Company Information	Response
C-1	Vendor's Name	Answer in Full
C-2	Vendor's Background, including details of ownership	Answer in Full
C-3	Relevant examples of similar properties managed and/or owned	Answer in Full
C-4	Please summarize your experience relevant to the requirements	Answer in Full
C-5	Strengths and points of difference between Vendor and its competitors	Answer in Full
C-6	<p>Please describe the resources that will be allocated to support Camelot Illinois and Vendor's overall organizational structure.</p> <p>(If Vendor is selected to make a presentation, the people who would have day-to-day involvement with Camelot Illinois should make up a significant part of the presentation team).</p>	Answer in Full

## 7 Requirements

Vendor should answer the following requirements in full by describing how each requirement will be addressed and/or resolved.

If Vendor is unable or unwilling to address and/or resolve a requirement, then any mitigating circumstances or alternative approaches may be offered, however these may not be accepted as compliant.

#	Physical Office Location	Response
R-1	Physical location must be within 35 miles of 3201 Robbins Road, Springfield, IL.	Answer in Full
R-2	Indicate the proximity of the location to 3201 Robbins Road, Springfield, IL.	Answer in Full
R-3	Indicate the proximity and access to local expressways from the location.	Answer in Full
R-4	Indicate proximity of nearest retail sites, such as, but not limited to, restaurants, grocery stores, gas stations, etc.	Answer in Full
R-5	Indicate proximity to nearest industrial park (light or heavy).	Answer in Full
R-6	Please describe your current tenant mix.	Answer in Full

#	Physical Office Accommodations	Response																										
R-10	<p>Interior space must meet or exceed the space requirements below:</p> <table border="1" data-bbox="300 310 1279 1333"> <thead> <tr> <th data-bbox="300 310 1133 373">Description</th> <th data-bbox="1133 310 1279 373">Sq. Ft.</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 373 1133 436">Large Open Space with 22 6x6 cubicles</td> <td data-bbox="1133 373 1279 436">792</td> </tr> <tr> <td data-bbox="300 436 1133 499">2 Private Offices at 144 sq. ft. each</td> <td data-bbox="1133 436 1279 499">288</td> </tr> <tr> <td data-bbox="300 499 1133 562">Private Mothers' Room</td> <td data-bbox="1133 499 1279 562">64</td> </tr> <tr> <td data-bbox="300 562 1133 625">Telco/Network Closet</td> <td data-bbox="1133 562 1279 625">100</td> </tr> <tr> <td data-bbox="300 625 1133 688">Requested Storage Space</td> <td data-bbox="1133 625 1279 688">200</td> </tr> <tr> <td data-bbox="300 688 1133 793">Break room large enough to seat 18, with appliances, sink, counter space</td> <td data-bbox="1133 688 1279 793">341</td> </tr> <tr> <td data-bbox="300 793 1133 972">           Two Restrooms           <ul style="list-style-type: none"> <li>● 2 7x7 ADA Stalls with Sink = 98</li> <li>● 2 3x5 Non-ADA Stalls = 30</li> <li>● 2 7x7 Sink Areas = 98</li> </ul> </td> <td data-bbox="1133 793 1279 972">226</td> </tr> <tr> <td data-bbox="300 972 1133 1035">SUB-TOTAL</td> <td data-bbox="1133 972 1279 1035">2011</td> </tr> <tr> <td data-bbox="300 1035 1133 1098">25% Applied Circulation Factor</td> <td data-bbox="1133 1035 1279 1098">503</td> </tr> <tr> <td data-bbox="300 1098 1133 1161">GRAND TOTAL (no meeting area)</td> <td data-bbox="1133 1098 1279 1161">2514</td> </tr> <tr> <td data-bbox="300 1161 1133 1266">Training/Meeting Room for 30 with tables (can be shared space or within the confines of the private office space).</td> <td data-bbox="1133 1161 1279 1266">725</td> </tr> <tr> <td data-bbox="300 1266 1133 1329">GRAND TOTAL (with meeting area included)</td> <td data-bbox="1133 1266 1279 1329">3239</td> </tr> </tbody> </table>	Description	Sq. Ft.	Large Open Space with 22 6x6 cubicles	792	2 Private Offices at 144 sq. ft. each	288	Private Mothers' Room	64	Telco/Network Closet	100	Requested Storage Space	200	Break room large enough to seat 18, with appliances, sink, counter space	341	Two Restrooms <ul style="list-style-type: none"> <li>● 2 7x7 ADA Stalls with Sink = 98</li> <li>● 2 3x5 Non-ADA Stalls = 30</li> <li>● 2 7x7 Sink Areas = 98</li> </ul>	226	SUB-TOTAL	2011	25% Applied Circulation Factor	503	GRAND TOTAL (no meeting area)	2514	Training/Meeting Room for 30 with tables (can be shared space or within the confines of the private office space).	725	GRAND TOTAL (with meeting area included)	3239	Answer in Full
Description	Sq. Ft.																											
Large Open Space with 22 6x6 cubicles	792																											
2 Private Offices at 144 sq. ft. each	288																											
Private Mothers' Room	64																											
Telco/Network Closet	100																											
Requested Storage Space	200																											
Break room large enough to seat 18, with appliances, sink, counter space	341																											
Two Restrooms <ul style="list-style-type: none"> <li>● 2 7x7 ADA Stalls with Sink = 98</li> <li>● 2 3x5 Non-ADA Stalls = 30</li> <li>● 2 7x7 Sink Areas = 98</li> </ul>	226																											
SUB-TOTAL	2011																											
25% Applied Circulation Factor	503																											
GRAND TOTAL (no meeting area)	2514																											
Training/Meeting Room for 30 with tables (can be shared space or within the confines of the private office space).	725																											
GRAND TOTAL (with meeting area included)	3239																											
R-11	Interior must include a large continuous open space that can accommodate at least 22 cubicles along with aisles and empty space (Cubicle size is estimated at 6 ft. x 6 ft.)	Answer in Full																										
R-12	Interior space must be large enough that each cubicle can be entered directly (i.e., people should not be required to traverse through one cubicle to access another cubicle).	Answer in Full																										
R-13	Interior space must have at least 2 private offices with locking doors and a window into the interior. Offices must be at least 144 square feet.	Answer in Full																										
R-14	Interior space must have 2 separate restrooms within the secure office space.	Answer in Full																										

R-15	Each restroom must have at least 2 stalls, one of which must be ADA compliant.	Answer in Full
R-16	Interior space must include a break room, separate from the working area, which is large enough to accommodate a refrigerator, at least 4 countertop appliances, a sink, and seating/table space for 2/3 of the staff (approximately 18 people). Size will vary based on available office configuration but must be able to accommodate these requirements comfortably. The break room must offer adequate electricity to power the refrigerator and countertop appliances.	Answer in Full
R-17	Interior space must have one private office that either has no windows or window treatments that block any view into the room for use as a Private Mother's Room. Office must be at least 64 square feet. Electricity capable of supporting a mini-refrigerator must be available in the room. This room must have a locking door.	Answer in Full
R-18	Interior space must have a storage room, equipped with a locking door, with a minimum size of 200 square feet.	Answer in Full
R-19	Interior space must have a locking room to be used as a Telco/Network Closet with a minimum size of 100 square feet with a 10-foot ceiling and an oversized door for equipment installation. Room must be able to accommodate the mounting of equipment to the walls and/or ceiling. This room must have the ability to provide additional outlets as needed. Specific power requirements will be discussed during build-out.	Answer in Full
R-20	Office Location must have an on-site parking lot and/or structure capable of housing 25 cars in addition to the cars from any other tenants and their visitors.	Answer in Full
R-21	Office parking must be free to the employee. If it is a pay-lot, there must be an arrangement where Camelot Illinois is charged directly, as opposed to the employee.	Answer in Full
R-22	There shall be a training/meeting room of approximately 800 square feet that can accommodate a training session with desks and chairs for at least 30 people.	Answer in Full
R-23	The training/meeting room may be within the private office space or can be a room shared by other tenants.	Answer in Full
R-24	Interior spaces must be able to accommodate wall hanging objects, including, but not limited to, flat screens, digital displays, whiteboards, bulletin boards, and similar items designed for wall display.	Answer in Full
R-25	Interior spaces must be able to accommodate the distribution of Telco/Network cabling either under the floor, in the walls or in the ceiling as a method of reaching open space cubicles. Having to run wiring from the ceiling into the cubicles or across the floor into the cubicles is unacceptable.	Answer in Full
R-26	Preventative and as-needed building maintenance must be provided with details to be outlined in the contract. This includes public and private spaces within the structure.	Answer in Full

R-27	Preventative and as-needed grounds maintenance must be provided, with details to be outlined in the contract.	Answer in Full
R-28	Up-to-date HVAC climate control must be provided.	Answer in Full
R-29	Lighting adequate for reading paper and computer terminals must be provided.	Answer in Full
R-30	Electrical outlets must be available in all offices and must be able to accommodate at least 22 cubicles in the open space. It can be assumed that each desk will require at least 4 power sources.	Answer in Full
R-31	Telco/Network closet must be equipped with a locking mechanism that can be audited to track who accessed the closet and when.	Answer in Full
#	<b>Security &amp; Safety</b>	<b>Response</b>
R-50	Entire office space, which includes all public access spaces, parking area, common spaces, exterior walkways and interior spaces must be compliant with all applicable state and federal laws and regulations including ADA (Americans with Disabilities Act).	Answer in Full
R-51	Entire office space, which includes all public access spaces, parking area, common spaces, exterior walkways, and interior spaces must comply with all existing State, local, and federal fire codes and requirements.	Answer in Full
R-52	Camelot Illinois' office space must be secure such that only authorized personnel can gain entrance into the such space from any public spaces.	Answer in Full
R-53	Secure access system must be auditable to track specifically who entered and at what time.	Answer in Full
R-54	There must be no access points from other tenant spaces directly into Camelot Illinois' office space.	Answer in Full
R-55	Security cameras must exist at all entry points into Camelot Illinois' office space. This includes, but is not limited to, doorways, elevators (freight included), delivery access points, and fire exits.	Answer in Full
R-56	The parking lot/garage must be monitored by security cameras.	Answer in Full
R-57	Security camera footage must be archived and retrievable.	Answer in Full
R-58	Parking lot/garage and all walkways must provide adequate lighting during non-daylight hours.	Answer in Full
R-59	Snow and ice removal in parking lot and all walkways must be provided in a timely manner.	Answer in Full
R-60	Building must have a backup generator that allows for a smooth shutdown of operations in the event of a power outage	Answer in Full

## 8 Price

### 8.1 Pricing assumptions

All prices should be quoted in USD.

Please provide as much background as possible on the pricing, including any explicit assumptions related to these requirements and any factors outside of this document. Itemization of prices is encouraged where applicable.

It is anticipated that requirements may change to meet service needs over time, so any limits, constraints and areas where flexibility is included in the pricing schedule should be highlighted.

### 8.2 Pricing Schedule

Section	Area, including but not limited to these tasks	Assumptions / basis of pricings	Price (USD)
P-1	Monthly Gross Lease Price		
P-2	Projected Annual Lease Increase		
P-3	Discount with 5-Year Lease Signing		
P-4	Additional Discounts or Incentives (please itemize and explain in full)		
P-5	Upfront Costs (please itemize and explain in full)		

## Appendix A - Private Manager Agreement Incorporated Terms

See separate pdf file available on the Illinois Lottery website, reference - Private Manager Agreement Incorporated Terms.pdf