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Over \$2 Billion and Counting for our Schools

GOVERNOR Christopher T. Sununu  
CHAIRMAN Debra M. Douglas  
COMMISSIONER H. Andy Crews  
COMMISSIONER Erle B. Pierce  
EXECUTIVE DIRECTOR Charles R. McIntyre

August 29, 2024

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

The New Hampshire Lottery Commission (Lottery) requests authorization to amend its existing contract with GYK Antler, LLC (Vendor Code #155251) of Manchester, New Hampshire, for the purpose of marketing and advertising of state lottery games, in the amount of \$6,750,000 (increasing total contract amount from \$9,425,000 to \$16,175,000), by exercising a contract extension option for an additional two (2) years from July 1, 2025 to June 30, 2027. The original contract was approved by Governor and Council on May 18, 2022 (Item #93), and amended on October 18, 2023 (Item #111). Effective upon Governor and Council approval through June 30, 2027.

**100% Lottery Funds**

Funds are anticipated to be available in Fiscal Years 2026 and 2027, upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

	<u>FY2026</u>	<u>FY2027</u>
06-083-083-830013-20280000		
Lottery Division	\$3,375,000	\$3,375,000
069-500567 Advertising		

**EXPLANATION**

The current contract with GYK Antler began on July 1, 2022, following a contract procurement involving bids from five companies. As a result of the bid process, four vendors were requested to make oral presentations to the RFP committee. The Governor and Executive Council approved the current three (3) year contract on May 18, 2022. The contract was amended to request additional funding of \$700,000 for



His Excellency, Governor Christopher T. Sununu  
And the Honorable Council

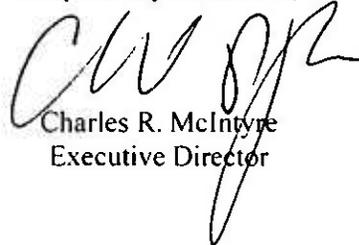
Fiscal Year 2024 (increasing FY cost from \$2,675,000 to \$3,375,000) and \$700,000 for Fiscal Year 2025 (increasing FY cost from \$2,675,000 to \$3,375,000), thus increasing the overall cost from \$8,025,000 to \$9,425,000, which Governor and Council approved on October 18, 2023 (item #111).

The original contract included the ability for the Lottery to extend the services by an additional two (2) years, at the current fee structure. GYK Antler has complied with the contract terms and has provided the Lottery with advertising that has supported the rapid expansion of the product line and contributed to record sales growth in both FY 2023 and FY 2024 as well. The Lottery's return to the Educational Trust Fund this past year alone, exceeded \$200 million.

The expectation is that the advertising and marketing program put in place for the contract extension will continue to motivate the sale of all lottery products. The Lottery Staff presented the reasoning to move ahead with the extension to the Commission for review and approval. The Commission approved the contract renewal at the June 21, 2024, meeting.

For the foregoing reasons, the Commission respectfully requests the Governor and Council approval to exercise this contract extension, which remains competitive with the bids offered in 2022 for RFP LOT 2021-03.

Respectfully Submitted,



Charles R. McIntyre  
Executive Director



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New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301  
TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com

**AMENDMENT NO.2 TO  
CONTRACT BETWEEN THE NEW HAMPSHIRE LOTTERY COMMISSION AND  
GYK ANTLER LLC**

**FOR ADVERTISING AND MARKETING SERVICES**

**DATED AUGUST 29, 2024**

This Amendment is made by and between the New Hampshire Lottery Commission ("NHLC") and GYK Antler, LLC ("GYK"), collectively referred to as "the Parties," as follows:

WHEREAS, the Parties entered into a contract agreement for advertising and marketing services approved by Governor & Executive Council on May 18, 2022 (Item #93) for the time period of July 1, 2022 through June 30, 2025 ("the Contract");

WHEREAS, NHLC sought and received additional budget funds in the amount of \$700,000 for Fiscal Year 2024 and Fiscal Year 2025 (\$1,400,000 total) from the legislature to support additional advertising initiatives, approved by Governor and Council October 18, 2023 (Item #111);

WHEREAS, Section 2.5 of the Contract permits the NHLC to renew the contract for one two-year extension under the same terms and conditions, upon agreement of the parties;

WHEREAS, NHLC has provided notice to GYK of their desire to renew the contract and GYK has agreed;

NOW THEREFORE, the Parties agree to amend the Contract as follows:

- 1.) Amend Section 1.7 Completion Date by **deleting** June 30, 2025 and **adding** June 30, 2027.
- 2.) Amend Section 1.8 Price Limitation by **deleting** \$9,425,000 and **adding** \$16,175,000.

All other terms and conditions of the Contract remain in place.

[SIGNATURE PAGE FOLLOWS]



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IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed as follows:

NEW HAMPSHIRE LOTTERY COMMISSION

Charles McIntyre

By: Charles McIntyre, Executive Director

Date: Sept 6<sup>th</sup>, 2024

GYK ANTLE

Travis York

By: Travis York, CEO

Date: August 29, 2024

OFFICE OF THE ATTORNEY GENERAL

Mark W. Bell

By: Mark W. Bell

Title: Assistant Attorney General

Date: 09/18/2024

Approval By Governor & Executive Council on:

\_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_



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TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com

# State of New Hampshire

## Department of State

### CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that GYK ANTLER, LLC is a New Hampshire Limited Liability Company registered to transact business in New Hampshire on July 14, 1975. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 16558

Certificate Number: 0006756212



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 22nd day of August A.D. 2024.

A handwritten signature in black ink, appearing to read "David M. Scanlan", is written over a faint circular stamp.

David M. Scanlan  
Secretary of State

New Hampshire Lottery  
Certificate of Authority  
September 22, 2024

I, Travis C. York as the sole board member and director of GYK Antler, certify that I am authorized to enter into a contract amendment with the State of New Hampshire, New Hampshire Lottery, on behalf of my company.

IN WITNESS WHEREOF, I have set my hand as the Sole board member and director of the Business this 3 day of September 2024.

T.C.Y.  
Travis C. York

State of New Hampshire

County of Hillsborough

On this the 3 day of September 2024, before me Tina Yanuszcwski undersigned

Officer, personally appeared TRAVIS YORK who acknowledged himself to be the sole board member and director of GYK Antler, a Business, and that he, as chairman being authorized to do so, executed the forgoing instrument for the purposes therein contained, by signing the name of the Business by himself as

TRAVIS YORK, Chairman

IN WITNESS THEREOF, I hereunto set my hand and official seal.

Tina Yanuszcwski  
Notary Public (Justice of the Peace)

My Commission expires:

6/30/26





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Wieczorek Insurance 166 Concord St.  Manchester NH 03104	CONTACT NAME: Cheryl Lapointe
	PHONE (A/C, No, Ext): (603) 668-3311 FAX (A/C, No): (603) 668-8413 E-MAIL ADDRESS: cheryl@wizinsurance.com
INSURED GYK Antler, LLC 175 Canal St.  Manchester NH 03101	INSURER(S) AFFORDING COVERAGE INSURER A: Hanover Insurance INSURER B: Beazley Insurance Group INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 24-25 AI REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ZBVH47459303	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Excluded GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ included Property damage-single limit \$ 100,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			AMVH468698	1/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			UMVH46766902	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Cov States NH, MA, MO, NY WBV-H468699-03	1/1/2024	1/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Professional Liability			V1A7D3240901	1/1/2024	1/1/2025	Occurrence/Aggregate/Ded \$1MM/\$3MM/\$10K
B	Cyber Liability			V1A7D3240901	1/1/2024	1/1/2025	Occurrence/Aggregate/Ded \$1MM/\$3MM/\$10K

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder is named as Additional Insured with regards to liability if required by written contract or agreement.

Leased/Rented Camera Equipment Physical Damage Limit \$400,000

## CERTIFICATE HOLDER

New Hampshire Lottery Commission  
14 Intergra Drive  
Concord, NH 03301

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Robert Wieczorek/DMD

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Over \$2 Billion and Counting for our Schools

GOVERNOR Christopher T. Sununu  
 CHAIRMAN Debra M. Douglas  
 COMMISSIONER H. Andy Crews  
 COMMISSIONER Erle B. Pierce  
 EXECUTIVE DIRECTOR Charles R. McIntyre

October 2, 2023

His Excellency, Governor Christopher T. Sununu  
 And the Honorable Council  
 State House  
 Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the New Hampshire Lottery Commission ("Lottery") to amend its contract with GYK Antler (vendor #155251) of Manchester, New Hampshire for the advertising and promotion of state lottery games by increasing the price limitation by \$1,400,000 from \$8,025,000 to \$9,425,000. This amendment is considered **Sole Source** as it exceeds 10% of the original contract price. Effective upon Governor and Council approval through June 30, 2025. Governor and Council approved the original three-year contract on May 18, 2022, item #93. **100% Lottery Funds.**

Funds are available in FY 2024 and FY 2025 as follows:

	<u>FY 2024</u>	<u>FY 2025</u>
06-083-083-830013-20280000		
Lottery Division		
069-500567 Advertising	\$700,000	\$700,000

**EXPLANATION**

The Lottery Commission is seeking authorization to enter into a **Sole Source** contract amendment to increase the price limitation of its' existing advertising contract by \$1,400,000 divided equally between Fiscal Year 2024 and Fiscal Year 2025. The majority of these funds will be earmarked for paid media to increase awareness and drive sales of key products, including KENO 603, NH iLottery, Sports Betting and scratch tickets. Paid media will also be used to promote the Lottery in general with the goal of continuing to maximize funding for education. Finally, Lottery Commission will use a portion of those dollars to support the production of marketing efforts to support the priority products mentioned.

The proposed amendment is intended to amplify the existing advertising and marketing scope of work and therefore, the Commission wishes to proceed with the incumbent contractor under to the contract



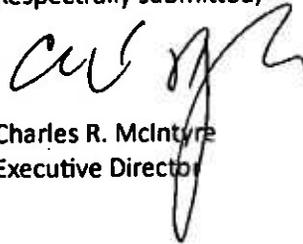
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provisions already in place. Accordingly, this amendment is being submitted a **Sole Source** as it exceeds 10% of the original contract price.

Fiscal Year 2023 saw the continued success of the Lottery Commission's collaboration with GYK Antler on marketing, advertising, and customer resource management, assisting the Commission to yet another record-setting year in ticket sales and dollars returned to education. This growth, however, has also increased the media costs required to adequately support these products beyond the limits of the existing contract. For that reason, we respectfully request that the Executive Council approve the requested action.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'C. McIntyre', written over the printed name.

Charles R. McIntyre  
Executive Director

**AMENDMENT NO. 1 TO  
CONTRACT BETWEEN THE NEW HAMPSHIRE LOTTERY COMMISSION AND  
GYKANTLER LLC  
FOR ADVERTISING AND MARKETING SERVICES  
DATED MAY 18, 2022**

This Amendment is made by and between the New Hampshire Lottery Commission ("NHLC") and GYK Antler, LLC ("GYK"), collectively referred to as "the Parties," as follows:

WHEREAS, the Parties entered into a contract agreement for advertising and marketing services approved by Governor & Executive Council on May 18, 2023 ("the Contract");

WHEREAS, the Contract includes a scope of work for paid media and creative production;

WHEREAS, the Parties agree that the growth of media channel options and the continued expansion of NHLC products requires additional investment in both paid media and content production;

WHEREAS, NHLC has sought and received additional budget funds in the amount of \$700,000 for Fiscal Year 2024 and Fiscal Year 2025 (\$1,400,000 total) from the legislature to support these advertising initiatives;

WHEREAS, the Parties agree that this additional investment can be made within the existing Contract's scope of work.

NOW THEREFORE, the Parties agree to amend the Contract as follows:

1. Amend Section 1.8 Price Limitation from \$8,025,000 to \$9,425,000.

All other terms and conditions of the Contract remain in place.

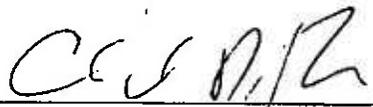
[SIGNATURE PAGE FOLLOWS]

TOY

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed as follows:

NEW HAMPSHIRE LOTTERY COMMISSION

GYK ANTLE

By:   
Charles McIntyre, Executive Director

By:   
Travis York, CEO

As to Form and Execution:

  
New Hampshire Department of Justice

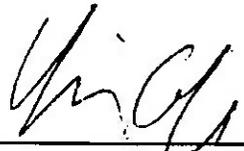
Approval By Governor & Executive Council on: \_\_\_\_\_

\_\_\_\_\_  
New Hampshire Secretary of State

New Hampshire Lottery  
Certificate of Authority  
September 19, 2023

I, TRAVIS YORK, as the sole board member and director of GYK Antler, certify that I am authorized to enter into a contract amendment with the State of New Hampshire, New Hampshire Lottery, on behalf of my company.

IN WITNESS WHEREOF, I have set my hand as the Sole board member and director of the Business this 19 day of September 2023.

  
\_\_\_\_\_  
Travis C. York

State of New Hampshire .

County of Hillsborough

On this the 19 day of July 2023, before me Tina Yanuszcwski, undersigned Officer, personally appeared TRAVIS YORK, who acknowledged himself to be the sole board member and director of GYK Antler, a Business, and that he, as chairman being authorized to do so, executed the forgoing instrument for the purposes therein contained, by signing the name of the Business by himself as

Chairman

IN WITNESS THEREOF, I hereunto set my hand and official seal.

  
\_\_\_\_\_  
(Notary Public/Justice of the Peace)  
Tina Yanuszcwski

My Commission expires:

6/30/26



Over \$2 Billion and Counting for our Schools

GOVERNOR Christopher T. Sununu  
CHAIRMAN Debra M. Douglas  
COMMISSIONER H. Andy Crews  
COMMISSIONER Erle B. Pierce  
EXECUTIVE DIRECTOR Charles R. McIntyre

May 3, 2022

His Excellency, Governor Christopher T. Sununu  
And the Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

Authorize the New Hampshire Lottery Commission ("Lottery") to enter into a contract with GYK Antler, LLC (Vendor Code #155251) Manchester, New Hampshire in the amount of \$8,025,000 for the purpose of marketing and advertising of state lottery games, for a period of three years from July 1, 2022 through June 30, 2025, effective upon Governor and Council approval, with an option to extend for one period of two (2) additional years, with the written consent of both parties at the current fee structure, subject to approved funding. **100% Lottery Funds.**

Funds are available and budgeted for FY 2023 and are anticipated to be available for FY2024 and FY 2025 through continued appropriation of funds in future operating budgets, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor & Council.

	<u>FY 2023</u>	<u>FY2024</u>	<u>FY2025</u>
06-083-083-830013-20280000			
Lottery Division	\$2,675,000	\$2,675,000	\$2,675,000
069-500567 Advertising			

**EXPLANATION**

The purpose of this contract is to secure a marketing and advertising partner to collaborate with and develop plans that increase brand awareness and the contribution to public education, promote our products, and increase sales. Over the past several years, the Lottery has seen a rapid expansion in its' product line including Keno, iLottery and sports betting. Lottery's return to the Education Trust Fund has grown from \$87 million in the first year of our previous advertising and marketing contract to \$146 million in FY 2021. The Lottery sought an advertising agency that can support and expand upon this level of growth.



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His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

On November 19, 2021, the New Hampshire Lottery Commission issued RFP 2021-03 for Marketing and Advertising Services. The RFP provided the option for vendors to bid on a core scope of work, a smaller digital scope of work, or both. In turn, the Lottery Commission reserved the right to award the scopes of work separately or together depending on the best interest of the State. The scoring committee consisted of the following individuals:

**Lottery Commission Chairman Debra Douglas:** Chairman Douglas has been a member of the Commission for nearly twelve (12) years and has overseen the marketing and advertising plans for the Commission over that time span.

**Lottery Commissioner H. Andy Crews:** Commissioner Crews has been a member of the Lottery Commission for nearly two (2) years and has extensive private sector advertising and marketing experience as the former President/CEO of the AutoFair Automotive Group.

**Director of Marketing Maura McCann:** Director McCann has over thirty-eight (38) years of experience with the New Hampshire Lottery Commission and oversees the day-to-day management of advertising and marketing activities at the agency.

**Digital Marketing Manager Sydney Albee:** Ms. Albee has nearly three (3) years of experience at the Lottery and oversees social media and digital marketing for the agency including project management for the Lottery's mobile application.

Five companies submitted proposals in response to the RFP with all five bidding on both scopes of work (core and digital). Based on initial written evaluations, the committee conducted an initial scoring and requested oral presentations from the top four proposers. The fifth proposal's scoring was lower based primarily on concerns regarding the current capacity to support Lottery's account. Following oral presentations which occurred on February 24, 2022, the committee finalized technical proposal scores for both scopes of work. Based on the fact that all four proposers submitted for both scopes of work, the committee determined that it was in the best interest of the Commission to award both scopes of work together under one contract as the RFP allows. The following scores resulted from the final technical and pricing scoring:

1. GYK/Antler	291.70
2. Periscope	290.25
3. Marcus Thomas/NPI	264.33
4. FuseIdeas	255.00
5. Wedu	86*

\* The Committee did not complete scoring for Wedu as they were not invited to Oral Presentations. A detailed scoring summary is attached for your review.



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and the Honorable Council

While the scoring between the top two vendors was very close, the committee ultimately determined that GYK Antler, LLC was the best qualified vendor based on their deep understanding of the Lottery and the New Hampshire market, the innovative approaches to both traditional and digital media, and their competitive pricing.

Based on the foregoing, the Lottery respectfully requests authority to enter into an agreement with GYK Antler, LLC.

Respectfully submitted,



Charles R. McIntyre  
Executive Director



	GYK Antler	Periscope	Fuse	Marcus Thomas	Wedu
Responsibility (10 points)	8	7	6	8	4
Administrative Proposal (50 points)	40	35	33	40	20
Case Study (40 points)	35	35	27	40	28
Price	24.45	25	50	33.33	N/A
Presentation for Invited Vendors (50 points)	40	40	22.5	28.75	N/A
<b>Core Score</b>	<b>147.45</b>	<b>142</b>	<b>138.5</b>	<b>150.08</b>	<b>52</b>
Responsibility (10 points)	8	7	6	8	4
Administrative Proposal (50 points)	40	35	33	40	20
Digital Case Study (20 points)	18.75	16.25	10	15	10
Price	37.5	50	45	22.5	N/A
Presentation for Invited Vendors (50 points)	40	40	22.5	28.75	N/A
<b>Digital Score</b>	<b>144.25</b>	<b>148.25</b>	<b>116.5</b>	<b>114.25</b>	<b>34</b>
<b>TOTAL POINTS</b>	<b>291.70</b>	<b>290.25</b>	<b>255.00</b>	<b>264.33</b>	<b>86.00</b>

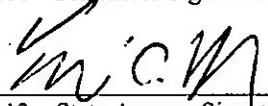
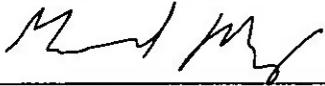
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name New Hampshire Lottery Commission		1.2 State Agency Address 14 Integra Drive, Concord NH 03110	
1.3 Contractor Name GYK Antler, LLC		1.4 Contractor Address 175 Canal Street, Manchester, NH 03101	
1.5 Contractor Phone Number 603-625-5713	1.6 Account Number AU#1029001 AC#500567	1.7 Completion Date June 30, 2025	1.8 Price Limitation \$8,025,000
1.9 Contracting Officer for State Agency Charles McIntyre, Executive Director		1.10 State Agency Telephone Number 603-271-3391	
1.11 Contractor Signature  Date: 4/28/22		1.12 Name and Title of Contractor Signatory Travis York, Director and CEO	
1.13 State Agency Signature  Date: 5/2/2022		1.14 Name and Title of State Agency Signatory Charles McIntyre, Executive Director	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By:  Director, On:			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: 5/2/2022			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: G&C Meeting Date:			

**2. SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete

compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

## 8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

## 9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and

submit to the State a Transition Plan for services under the Agreement.

## 10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

11. **CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

## 12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. **INDEMNIFICATION.** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

#### 14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9; or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

#### 15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. **CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. **HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. **SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

23. **SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

**STATE OF NEW HAMPSHIRE**  
**NEW HAMPSHIRE LOTTERY COMMISSION**

**Advertising and Marketing Services**

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**GENERAL TERMS AND CONDITIONS**

**SECTION 2 - INTRODUCTION**

This Contract is by and between the State of New Hampshire, acting through the New Hampshire Lottery Commission ("State" or "Lottery") and GYK Antler, LLC d/b/a GYK Antler ("Contractor" or GYK).

The general scope of the project is to provide advertising and marketing services, as proposed by Contractor in response to New Hampshire Lottery Commission RFP LOT 2021-03 "Marketing and Advertising Services."

**2.1 Incorporation of Documents**

This Agreement consists of the following, which are incorporated by reference and which together with any and all amendments hereto, is hereafter referred to as the "Agreement":

- A. State of NH Form P37; and
- B. General Terms and Conditions; and
- C. The Exhibits to this Contract, which are attached as noted:

Exhibit A	Special Provisions
Exhibit B	Scope of Work
Exhibit C	Payment Terms
Exhibit D	Service Level Agreements
Exhibit E	New Hampshire Lottery Commission RFP LOT 2021-03 "Marketing and Advertising Services."
Exhibit F	Contractor's Proposal Response to RFP LOT 2021-03 "Marketing and Advertising Services" submitted on January 21, 2022.

**2.2 Order of Precedence**

In the event of a conflict among any of the provisions in this agreement, the following Order of Precedence shall apply:

- a. The documents identified in Section 2.1, A;
- b. The documents identified in Section 2.1, B;
- c. Exhibits A-D;
- d. Exhibit E;
- e. Exhibit F.

**2.3 Timing of the Work**

Contractor shall commence work on July 1, 2022 unless instructed otherwise by the Lottery. Time is of the essence in the performance of Contractor's obligation under the contract.

Date:

4/28/22

Contractor Initials:

TC1

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**2.4 Non- Exclusive Contract**

Lottery reserves the right to contract with other entities for some or all of the services identified in the Scope of Work.

**2.5 Contract Term**

The initial term of this Agreement shall be as set forth in Part I, Section 1.7: *Completion Date*. The Lottery may exercise an option to extend the term of the contract by one two (2) year terms under the same terms and conditions.

**2.6 Change of Ownership**

In the event that Contractor should change more than 50% of ownership for any reason whatsoever that results in a change of control of the Contractor, the Lottery shall have the option of:

- a. continuing under the Agreement with Contractor, its successors or assigns for the full remaining term of the Agreement;
- b. continuing under the Agreement with Contractor, its successors or assigns for such period of time as determined necessary by the Lottery; or
- c. immediately terminate the Agreement without liability to or further compensation owed to Contractor, its successors or assigns.

**2.7 Financial Health and Stability**

If Contractor experiences a material change in financial condition during the term of any resultant contract, Contractor must notify Lottery of such change of condition within a reasonable time after that change is known. Financial stability being a key condition for performance of the Agreement, the Lottery reserves the right to terminate this Agreement based on a material change of condition that may impact the Contractor's ability to successfully perform the services identified in this contract. "Material Change" is defined as any event that, following Generally Accepted Accounting Principles (GAAP) would require disclosure in the annual report of a publicly traded United States corporation or that would be required to be disclosed under State or Federal law.

**2.8 Governing Law, Venue and Jurisdiction**

As set forth in Part I, Section 18, this agreement shall be construed in accordance with the laws of the State of New Hampshire. Any action on this Agreement may only be brought in the State of New Hampshire in accordance with the dispute resolution procedures of this Agreement set forth herein. The Parties agree to venue in Merrimack County Superior Court.

**2.9 Force Majeure**

Neither Contractor nor the Lottery shall be responsible for delays or failures in performance resulting from events beyond the control of such party and without fault or negligence of such party. Such events shall include, but not be limited to, acts of God, strikes, lock outs, riots, and acts of War, epidemics, acts of Government, fire, power failures, nuclear accidents, earthquakes, and unusually severe weather.

Date: 4/28/22

Contractor Initials: TCY

**STATE OF NEW HAMPSHIRE**  
**NEW HAMPSHIRE LOTTERY COMMISSION**  
**Advertising and Marketing Services**

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**SECTION 3 – CONTRACT MANAGEMENT**

**3.1 Project Management**

The Project requires the coordinated efforts of a Project Team consisting of both Contractor and Lottery personnel. Contractor shall provide all necessary resources to perform its obligations under the Contract in accordance with Contractor's RFP submission. Contractor is responsible for providing all appropriate resources and personnel to manage this scope of work.

**3.2 Contractor's Contract Manager**

Contractor shall assign a Contract Manager who will be responsible for all Contract authorization and administration. Contractor's Contract Manager is:

Travis York  
CEO  
175 Canal Street  
Manchester, NH 03101  
Tel: 603.792.2043  
Email: travis@gykantler.com

**3.3 Contractor's Project Manager**

Contractor shall assign a Project Manager who is qualified to perform or supervise the Contractor's obligations under this Agreement. Contractor's Project Manager is:

Jeff Newman  
Group Account Director  
175 Canal Street  
Manchester, NH 03101  
Tel: 617.620.4200  
Email: jnewman@gykantler.com

Contractor's selection of the Project Manager shall be subject to the prior written approval of the Lottery. The Lottery's approval process may include, without limitation, at the Lottery's discretion, review of the proposed Project Manager's resume, qualifications, references, and background checks, and an interview. The Lottery may require removal or reassignment of Project Manager who, in the sole judgment of the Lottery, is found unacceptable or is not performing to the Lottery's satisfaction. Project Manager must be qualified to perform the obligations required of the position under the Contract, shall have full authority to make binding decisions under the Contract, and shall function as Contractor's representative for all administrative and management matters. Project Manager must be available to promptly respond during Normal Business Hours within two (2) hours of inquiries from the Lottery Project Manager must work diligently and use his/ her best efforts on the Project.

**STATE OF NEW HAMPSHIRE**  
**NEW HAMPSHIRE LOTTERY COMMISSION**

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**3.4 Change of Project Manager**

Contractor may not change its assignment of Project Manager without providing the Lottery written notice and obtaining the prior approval of the Lottery of the replacement Project Manager. Lottery approvals for replacement of Project Manager shall not be unreasonably withheld. The replacement Project Manager is subject to the same requirements and review as set forth in Section 3.3, above. Contractor shall assign a replacement Project Manager within ten (10) business days of the departure of the prior Project Manager, and Contractor shall continue during the ten (10) business day period to provide competent project management services through a qualified interim Project Manager.

**3.5 Termination for Lack of Project Management**

Notwithstanding any other provision of the Contract, the Lottery shall have the option, at its discretion, to terminate the Contract, declare Contractor in default and pursue its remedies at law and in equity, if Contractor fails to assign a Project Manager meeting the requirements and terms of the Contract.

**3.6 Contractor Key Project Staff**

The Lottery considers the staff identified in the RFP and the Contractor's RFP response to be Key Project Staff.

The Lottery reserves the right to require removal or reassignment of Key Project Staff who are found unacceptable to the Lottery. Any background checks shall be performed in accordance with the provisions of this Agreement. Contractor shall not change Key Project Staff commitments without providing the Lottery written notice and obtaining the prior written approval of the Lottery. Lottery approvals for replacement of Key Project Staff will not be unreasonably withheld. The replacement Key Project Staff shall have comparable or greater skills than Key Project Staff being replaced.

**3.7 Termination for Lack of Key Project Staff**

Notwithstanding any other provision of the Contract to the contrary, the Lottery shall have the option to terminate the Contract, declare Contractor in default and to pursue its remedies at law and in equity, if Contractor fails to assign Key Project Staff meeting the requirements and terms of the Contract or if it is dissatisfied with Contractor's replacement Key Project Staff.

*Remainder of this page intentionally left blank*

Date: 4/28/22

Contractor Initials: TCY

**STATE OF NEW HAMPSHIRE**  
**NEW HAMPSHIRE LOTTERY COMMISSION**

**Advertising and Marketing Services**

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**3.8 Lottery Contract Manager**

The Lottery shall assign a Contract Manager who shall function as the Lottery's representative with regard to Contract administration. The Lottery Contract Manager is:

Maura McCann  
Director of Marketing  
New Hampshire Lottery Commission  
14 Integra Dr., Concord, NH 03301  
Tel: 603-271-7111  
Email: Maura.A.McCann@Lottery.nh.gov

**3.9 Lottery Project Manager**

The Lottery shall assign a Project Manager. The Lottery Project Manager is:

Maura McCann  
Director of Marketing  
New Hampshire Lottery Commission  
14 Integra Dr., Concord, NH 03301  
Tel: 603-271-7111  
Email: Maura.A.McCann@Lottery.nh.gov

The Lottery Project Manager's duties shall include the following:

- a. Leading the Project;
- b. Engaging and managing all contractors working on the project;
- c. Reviewing operational performance in compliance with the contract and law;
- d. Reviewing financial reporting and accountability;
- e. Reviewing risk management strategies;
- f. Coordinating marketing and messaging;
- g. Managing stakeholders' concerns;
- h. Documenting meetings and action items on behalf of lottery.

**3.10 Change Orders**

The Lottery may make changes or revisions at any time by written Change Order. Within five (5) business days of Contractor's receipt of a Change Order, Contractor shall advise the Lottery, in detail, of any impact on cost (e.g., increase or decrease), the Schedule, and the Work Plan.

Contractor may request a change within the scope of the Contract by written Change Order, identifying any impact on cost, the Schedule, and the Work Plan. The Lottery shall acknowledge receipt of Contractor's requested Change Order within five (5) business days. The Lottery must approve all Change Orders in writing. The Lottery shall be deemed to have rejected the Change Order if the parties are unable to reach an agreement in writing within 30 days of receipt of the Change Order.

Date: 4/28/22

Contractor Initials: TCY

**STATE OF NEW HAMPSHIRE**  
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**Advertising and Marketing Services**

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A Change Order which is accepted and executed by both parties shall amend the terms of this Agreement. Change Orders that do not alter the Price Limitation set forth in Section 1.8 do not require approval from Governor & Executive Council.

**3.11 Dispute Resolution**

Prior to the filing of any formal proceedings with respect to a dispute (other than an action seeking injunctive relief with respect to intellectual property rights or Confidential Information), the party believing itself aggrieved (the "Invoking Party") shall call for progressive management involvement in the dispute negotiation by written notice to the other party. Such notice shall be without prejudice to the Invoking Party's right to any other remedy permitted under the Contract.

The parties shall use reasonable efforts to arrange personal meetings and/or telephone conferences as needed, at mutually convenient times and places, between negotiators for the parties at the following successive management levels, each of which shall have a period of allotted time as specified below in which to attempt to resolve the dispute:

**Dispute Resolution Responsibility and Schedule Table**

<b>LEVEL</b>	<b>GYK Antler</b>	<b>LOTTERY</b>	<b><u>CUMULATIVE ALLOTTED TIME</u></b>
<b>Primary</b>	Jeff Newman, Group Account Director	Maura McCann, Director of Marketing	5 Business Days
<b>First</b>	Francis Ferrara, CFO	John Conforti, Chief Compliance Officer	10 Business Days
<b>Second</b>	Travis York, CEO	Charles McIntyre, Executive Director	15 Business Days

The allotted time for the first level negotiations shall begin on the date the Invoking Party's notice is received by the other party. Subsequent allotted time is days from the date that the original Invoking Party's notice is received by the other party.

**3.12 Travel Expenses**

Contractor must assume all reasonable travel and related expenses incurred by Contractor in performance of its obligations under this Agreement.

**3.13 Shipping Fees**

The Lottery will not pay for any shipping or delivery fees unless specifically itemized in this Agreement.

Date: 4/28/22

Contractor Initials: TCY

**STATE OF NEW HAMPSHIRE**  
**NEW HAMPSHIRE LOTTERY COMMISSION**

**Advertising and Marketing Services**

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**3.14. Access and Cooperation**

Subject to the terms of this Agreement and applicable laws, regulations, and policies, the Lottery may provide the Contractor with access to program files, libraries, personal computer-based systems, software packages, network systems, security systems, and hardware as required to complete the contracted Services.

**3.15 Record Retention**

Contractor and its Subcontractors shall maintain all project records including but not limited to books, records, documents, and other evidence of accounting procedures and practices, which properly and sufficiently reflect all payments owed to Lottery and paid in the performance of their respective obligations under the Contract. Contractor and its Subcontractors shall retain all such records for three (3) years following termination of the Contract, including any extensions. Records relating to any litigation matters regarding the Contract shall be kept for one (1) year following the termination of all litigation, including the termination of all appeals or the expiration of the appeal period.

Upon prior notice and subject to reasonable time frames, all such records shall be subject to inspection, examination, audit and copying by personnel so authorized by the State and federal officials so authorized by law, rule, regulation or Contract, as applicable. Access to these items shall be provided within Merrimack County of the State of New Hampshire, unless otherwise agreed by the Lottery. Delivery of and access to such records shall be at no cost to the Lottery during the three (3) year period following termination of the Contract and one (1) year term following litigation relating to the Contract, including all appeals or the expiration of the appeal period. Contractor shall include the record retention and review requirements of this section in any of its subcontracts.

The Lottery agrees that books, records, documents, and other evidence of accounting procedures and practices related to Contractor's cost structure and profit factors shall be excluded from the Lottery's review unless the cost of any other Services or Deliverables provided under the Contract is calculated or derived from the cost structure or profit factors.

**3.16 Accounting**

Contractor shall maintain an accounting system in accordance with Generally Accepted Accounting Principles. The costs applicable to the Contract shall be ascertainable from the accounting system.

**3.17 Work Hours**

Unless otherwise agreed to by the Lottery, the Contractor's project management personnel shall work a minimum of forty (40) hour weeks between the hours of 8:30 a.m. and 5:00 p.m., (Eastern Time), excluding State of New Hampshire holidays. This management requirement does not alleviate the need for Contractor or its subcontractors to operate 24/7/365 with respect to website support and maintenance or to provide coverage for hours when project management staff are not available.

Date: 4/28/22

Contractor Initials: TCX

**STATE OF NEW HAMPSHIRE**  
**NEW HAMPSHIRE LOTTERY COMMISSION**

**Advertising and Marketing Services**

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**SECTION 4 – CONFIDENTIALITY REQUIREMENTS**

**4.1 State Confidential Information**

In performing its obligations under this Agreement, Contractor may gain access to information of the State, including State Confidential Information. "State Confidential Information" shall include, but not be limited to, information exempted from public disclosure under New Hampshire RSA Chapter 91-A: *Access to Public Records and Meetings* (see e.g. RSA Chapter 91-A: 5 *Exemptions*). *Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of any Agency of the State or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personally Identifiable Information (PII), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.* Contractor shall not use the State Confidential Information developed or obtained during the performance of, or acquired, or developed by reason of the Agreement, except as directly connected to and necessary for the performance of the Agreement. Contractor shall maintain the confidentiality of and protect from unauthorized use, disclosure, publication, and reproduction (collectively "release"), all State Confidential Information.

Subject to applicable federal or State laws and regulations, Confidential Information shall not include information which:

- (i) shall have otherwise become publicly available other than as a result of disclosure by the receiving party in breach hereof;
- (ii) was disclosed to the receiving party on a non-confidential basis from a source other than the disclosing party, which the receiving party believes is not prohibited from disclosing such information as a result of an obligation in favor of the disclosing party;
- (iii) is developed by the receiving party independently of, or was known by the receiving party prior to, any disclosure of such information made by the disclosing party; or
- (iv) is disclosed with the written consent of the disclosing party.

A receiving party also may disclose Confidential Information to the extent required by an order of a court of competent jurisdiction. Any disclosure of the State Confidential Information shall require the prior written approval of the State. Contractor shall immediately notify the State if any request, subpoena, or other legal process is served upon Contractor regarding the State Confidential Information, and Contractor shall cooperate with the Lottery in any effort the Lottery undertakes to contest the request, subpoena or other legal process, at no additional cost to the Lottery.

In the event of the unauthorized release of State Confidential Information, Contractor shall immediately notify the Lottery, and the Lottery may immediately be entitled to pursue any remedy at law and in equity, including, but not limited to, injunctive relief.

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**4.2 Contractor Confidential Information**

Contractor shall clearly identify in writing all information it claims to be confidential or proprietary upon providing such information to the Lottery. For the purposes of complying with its legal obligations, the Lottery is under no obligation to accept the Contractor's designation of material as confidential. Contractor acknowledges that the Lottery is subject to State and federal laws governing disclosure of information including, but not limited to, RSA Chapter 91-A. The Lottery shall maintain the confidentiality of the identified Contractor Confidential Information insofar as it is consistent with applicable State and federal laws or regulations. In the event the Lottery receives a request for the information identified by Contractor as confidential, the Lottery shall notify Contractor and specify the date the Lottery will be releasing the requested information. At the request of the Lottery, Contractor shall cooperate and assist the Lottery with the collection and review of Contractor's information, at no additional expense to the Lottery. Any effort to prohibit or enjoin the release of the information shall be Contractor's sole responsibility and at Contractor's sole expense. If Contractor fails to obtain a court order enjoining the disclosure, the Lottery shall release the information on the date specified in the Lottery's notice to Contractor, without any liability to the Lottery.

**4.3 Survival**

All of the terms in Section 4 of this Agreement shall survive the termination or expiration of the Agreement.

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**SECTION 5 – LIMITATION OF LIABILITY**

**5.1 No Consequential Damages Against Lottery**

Subject to applicable laws and regulations, in no event shall the Lottery be liable for any consequential, special, indirect, incidental, punitive, or exemplary damages.

**5.2 Survival**

All of the terms in Section 5: *Limitation of Liability* of this Agreement shall survive the termination or expiration of the Agreement.

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**SECTION 6 – TERMINATION**

**6.1 Termination for Default**

Any one or more of the following acts or omissions of the Contractor may, at the sole discretion of the Lottery, constitute an event of default hereunder (“Event of Default”):

- a. Failure to perform the Services satisfactorily or on schedule;
- b. Failure to perform the Services in a lawful manner;6.2
- c. Failure to submit any report required; and/or
- d. Failure to perform any other covenant, term or condition of the Contract

**6.2 Remedies Upon Default**

Upon the occurrence of any Event of Default, the Lottery may take any one or more, or all, of the following actions:

The Lottery shall provide Contractor written notice of default and require it to be remedied within a reasonable period of time. (“Cure Period”). If Contractor fails to cure the default within the Cure Period, the Lottery may terminate the Contract with a written notice of termination and/or treat the Contract as breached and pursue its remedies at law or in equity or both.

**6.3 Lottery Default**

The Contractor shall provide the Lottery with written notice of default, and the Lottery shall cure the default within thirty (30) days.

**6.4 Termination for Convenience**

The Lottery may, at its sole discretion, terminate the Contract for convenience, in whole or in part, by one hundred and eighty (180) days written notice to Contractor. During the one hundred and eighty (180) day period, Contractor shall wind down and cease services as quickly and efficiently as reasonably possible, without performing unnecessary Services or activities and by minimizing negative effects on the Lottery from such winding down and cessation of Services. The Lottery will be responsible only for reasonable costs to the Contractor in winding down Services under this provision.

**6.5 Termination for Conflict of Interest**

The Lottery may terminate the Contract with 30 days written notice if it determines that a conflict of interest exists, including but not limited to, a violation by any of the parties hereto of applicable laws regarding ethics in public acquisitions and procurement and performance of Contracts. In such case, the Lottery shall be liable for cost of all services provided through the date of termination but will not be liable for any costs for incomplete Services or winding down the contract activities.

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**6.6 Termination Procedure**

Upon termination of the Contract, the Lottery, in addition to any other rights provided in the Contract, may require Contractor to deliver to the Lottery any property, including without limitation, website code and player data after receipt of a notice of termination, and except as otherwise directed by the Lottery, Contractor shall:

- a. Stop work under the Contract on the date, and to the extent specified, in the notice;
- b. Promptly, but in no event longer than thirty (30) days after termination, terminate its orders and subcontracts related to the work which has been terminated and settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Lottery to the extent required, which approval or ratification shall be final for the purpose of this Section;
- c. Take such action as the Lottery directs, or as necessary to preserve and protect the property related to the Contract which is in the possession of Contractor and in which the Lottery has an interest;
- d. Transfer title to the Lottery and deliver in the manner, at the times, and to the extent directed by the Lottery, any property which is required to be furnished to the Lottery and which has been accepted or requested by the Lottery; and
- e. Provide written Certification to the Lottery that Contractor has surrendered to the Lottery all said property.

**6.7 Transition Services upon termination**

If an awarded contract is not renewed, or is terminated prior to the completion of a project, or if the work on a project is terminated, for any reason, the Contractor shall provide, for a period up to one hundred and eighty (180) days after the expiration or termination of this project or contract, all reasonable transition assistance requested by the State at no additional cost, to allow for the expired or terminated portion of the services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such services to the State or its designees ("transition services"). Reasonable transition services shall include delivery of data and property owned by the Lottery and meetings/consultations with the successive contractor. Any activities that are beyond reasonable transition costs may be compensated at rates consistent with the cost of those activities during the term of the agreement.

**6.8 Survival**

All of the terms in Section 6 of this Agreement shall survive the termination or expiration of the Agreement.

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**SECTION 7 – CONTRACT WARRANTIES AND REPRESENTATIONS**

**7.1 Software**

The Contractor warrants that any software provided as part of this Agreement, including but not limited to the individual modules or functions furnished under the Contract, is properly functioning, compliant with the requirements of the Contract, and will operate in accordance with the Specifications and Terms of the Contract and all applicable laws.

For any breach of the above Software warranty, in addition to all its other remedies at law and in equity, at the Lottery's option the Contractor shall correct the program errors that cause breach of the warranty.

**7.2 Compatibility**

Contractor warrants that all System components, including but not limited to the components provided, including any replacement or upgraded System Software components provided by Contractor to correct Deficiencies or as an Enhancement, shall operate with the rest of the System without loss of any functionality.

**7.3 Services**

Contractor warrants that all Services to be provided under this Agreement will be provided expediently, in a professional manner, in accordance with industry standards and that Services will comply with performance standards, Specifications, and terms of the Contract.

**7.4 Service Level Agreements and Liquidated Damages**

Contractor agrees that it will meet service levels as set forth in Appendix D. The Lottery may assess liquidated damages in the amount specified for each material failure to meet an agreed upon service level. The Parties agree that it will be extremely impractical and difficult to determine actual damages as a result of any material deviation from the service level agreements. Liquidated damages are not intended as a penalty. It is expressly agreed that the waiver of any liquidated damages due the Lottery shall constitute a waiver only as to such liquidated damages and not a waiver of any future liquidated damages. Failure to demand payment of liquidated damages within any period of time shall not constitute a waiver of such claim by the Lottery.

In no case shall liquidated damages be measured in terms of potential lost revenue or potential lost net profit to the Lottery, unless and to the extent that a court of competent jurisdiction should determine that a liquidated damages provision is unenforceable as a matter of law.

Assessment of liquidated damages shall be in addition to, and not in lieu of, such other remedies as may be available to the Lottery. Except and to the extent expressly provided herein, the Lottery shall be entitled to recover liquidated damages under each section applicable to any given incident.

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**SECTION 8 – DATA SECURITY REQUIREMENTS**

**8.1 Data Use Ownership and Restrictions**

**A. Ownership of Data**

The Parties agree that data collected as a result of Contractor's work under this Agreement, including but not limited to, the identification and personal information of players, bet transaction data and financial information (hereinafter referred to as "Lottery Data") is the property of the Lottery and is in the possession of the Contractor solely to provide the services requested under this Agreement. Contractor will be responsible for protecting such information and transmitting requested data to the Lottery at the conclusion of the Agreement in any reasonable format requested by the Lottery.

**B. Business Use and Disclosure of Confidential Information.**

1. The Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract.
2. The Contractor must not disclose any Confidential Information in response to a request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying the Lottery so that the Lottery has an opportunity to consent or object to the disclosure.
3. The Contractor agrees that Lottery Data or derivative there from disclosed to a third-party must only be used pursuant to the terms of this Contract.
4. The Contractor agrees Lottery Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
5. The Contractor agrees to grant access to the data to the authorized representatives of the Lottery for the purpose of inspecting to confirm compliance with the terms of this Contract.

**8.2 Methods of Secure Transmission of Data**

For the purposes of this section "End User" is defined as the Contractor and any subcontractors or other entities relied upon by the Contractor to perform the Scope of Work.

1. Application Encryption. If End User is transmitting Lottery data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Portable Storage Devices. End User may not use portable storage devices, such as a thumb drive, as a method of transmitting Lottery data.

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3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) or transport layer security (TLS) must be used and the web site must be secure.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.
9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

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**8.3 Retention and Disposition of Identifiable Records**

**A. Retention**

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup-data and Disaster Recovery locations.
2. The Contractor agrees to ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Lottery confidential information for contractor provided systems.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Lottery confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section 8.4.
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a whole, must have aggressive intrusion-detection and firewall protection.

**B. Disposition**

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. If requested, electronic media containing Lottery data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the Lottery and Contractor prior to destruction.
2. At the time specified in this Agreement, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.

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3. At the time specified in this Agreement, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

**8.4 Procedures For Security**

Contractor agrees to safeguard the Lottery Confidential Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Lottery confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
2. The Contractor will maintain policies and procedures to protect Lottery confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).
3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Lottery confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Lottery confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Lottery confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Lottery to sign and comply with all applicable State of New Hampshire system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.

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9. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The Lottery shall recover from the Contractor all costs of response and recovery from the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.
10. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information.
11. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doi/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
12. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the Lottery of any security breach within two (2) hours of the time that the Contractor learns of its occurrence. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
13. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such Confidential Data to perform their official duties in connection with purposes identified in this Contract.
14. The Contractor must ensure that all End Users:
  - a. Comply with such safeguards as referenced above, implemented to protect Confidential Information that is furnished by State under this Contract from loss, theft or inadvertent disclosure.
  - b. Safeguard this information at all times.
  - c. Ensure that laptops and other electronic devices/media containing Confidential Information are encrypted and password protected.
  - d. Send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
  - e. Limit disclosure of the Confidential Information to the extent permitted by law.
  - f. Confidential Information received under this Contract and individually identifiable data derived from Lottery Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
  - g. Only authorized End Users may transmit the Confidential Data, including any derivative

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files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as defined above.

- h. In all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
  - i. Understand that their user credentials (username and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third-party application.
15. Contractor is responsible for oversight and compliance of their End Users. Lottery reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided herein, applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

**8.5 Data Breach Notification**

RSA 359-C:20 requires public breach notification to individuals whose information has been or may be misused. All legal notifications required as a result of a breach of information collected pursuant to this Contract shall be coordinated with the Lottery.

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**SECTION 9 – MISCELANEOUS TERMS AND CONDITIONS**

**9.1 Extension in Case of Emergency**

Notwithstanding the contract term set forth in this Agreement, the Lottery reserves the right to reactivate or further extend the initial contract, or any extension thereof, at the rates and upon the terms and conditions then in effect on thirty (30) days' notice for up to one (1) additional year.

**9.2 Cooperation with Successor Contractors**

Contractor agrees that it will fully cooperate with all reasonable requests to assist a successor contractor in transition of the contracted services at the conclusion of the term of this Agreement. Contractor shall, at a minimum, fully cooperate with migration of the Lottery's data in a reasonable timeframe and in any reasonably requested format. Contractor acknowledges that the Lottery will pay no additional charges for these transition services and that all such services are to be compensated by the Contractor's payment during the course of this Agreement.

**9.3 Business Continuity and Disaster Recovery Plan**

Contractor must provide the State with their proposed Business Continuity and Disaster Recovery Plan to be used in the event that the Contractor's primary place of business is rendered inoperable due to acts of terrorism, forces of nature or other unforeseen events. This plan must be reviewed and updated on an annual basis.

**9.4 Taxes, Fees and Assessments**

Contractor shall pay all taxes, fees and assessments, however designated, levied or based. The State of New Hampshire is exempt from State and local sales and use taxes on the services provided pursuant to this contract.

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EXHIBIT A

SPECIAL PROVISIONS

Paragraph 9 of the P-37, "Termination," is deleted in its entirety.

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**EXHIBIT B**

**SCOPE OF WORK**

**Core Advertising and Marketing Scope of Work**

**I. General Scope of Work**

Contractor will provide the following marketing and advertising services on behalf of Lottery during the Term of the Contract. Unless specifically noted otherwise, the payment terms identified in Exhibit C, Part I shall be the exclusive compensation to the Contractor for these services.

- A. An annual strategic, advertising/marketing plan, which is planned prior to the start of each fiscal year;
- B. Print, broadcast, and promotional creative planning, execution, and production;
- C. Print, broadcast and digital media planning and buying;
- D. Public Relations expertise and assistance with key communication issues including Product Support and Corporate Communications;
- E. Assisting in the development of the Marketing plan as defined by the RFP;
- F. Developing an advertising plan to support Lottery initiatives;
- G. Budget control and shared responsibility for cost control;
- H. Providing research services including brand tracking and awareness, and advertising effectiveness;
- I. Developing presentations regarding marketing initiatives for the Lottery Commission / Meetings, product meetings and industry conferences;
- J. Assisting with retailer and community events and promotional event services;
- K. Development of a digital strategy to support the Marketing and Advertising Plans;
- L. Developing, managing, and executing a social strategy to promote community engagement across social channels to build engagement, and monitoring and analyzing conversations through all social networks;
- M. Managing and executing promotional services; and

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- N. Providing analysis, advice, and support for key Lottery initiatives to include, but not limited to:
- Lottery App
  - Winning/Winner Awareness
  - Asset collaboration
  - Responsible Gambling
- O. Media Services
- P. Web Services Management
- Q. Retail Marketing Programs
- R. Social Channel Management (Facebook, Instagram, Twitter, YouTube and any other channel agreed to by the parties).

**II. Work Requirements for Contractor**

The general scope of work set forth above shall be completed in the following manner:

- A. Financial Controls
1. The Contractor must provide experienced accounting staff support to implement timely, and accurate reports and billing to meet Lottery specifications.
  2. The Contractor must develop an annual budget for:
    - Advertising Expenditures.
    - Public Relations/Communications (fees and hard costs).
    - Web Management (fees and hard costs) and
    - Other services required by the resulting contract.
  3. The level of anticipated annual spending will be determined by the Lottery. Lottery will expect the Contractor to develop a cost-efficient plan that is responsive to Lottery's marketing, public relations/communications, and web management needs. The Contractor must recommend ways to generate cost savings wherever possible and provide quantitative and qualitative measurements that illustrate the Return on Investment for each.
  4. The initial budget will be reviewed monthly and must be revised as required by the Lottery. Subsequent budgets must be incorporated in the Advertising Plan and are subject to Lottery approval. The Contractor shall not make any commitments on behalf of Lottery without Lottery's prior written approval.

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5. Monthly, the Contractor must provide the Lottery with a summary of all approved expenditures to date for the current fiscal year which runs July 1 through June 30. The summary must indicate the current amount billed to Lottery during the fiscal year, the amount billed that has not yet been paid, and amounts committed that have not been billed.
6. The Contractor must implement a system to ensure all media is run or published according to any contracts or placement instructions. Affidavits, tear sheets or other documentation must be provided.
7. The Contractor must make Lottery aware of any cost savings that might be achieved by the expedited payment of media or other invoices.
8. The Contractor must prepare an estimate for any expenditure and obtain the Lottery's written approval before making any commitment on Lottery's behalf. Lottery will not be responsible for any expenditure for which prior written approval was not obtained.
9. All estimates must be segregated by fiscal year and by budget category, as defined by Lottery (Media, Production, Brand, Public Relations, Web Services, Research, Sports Partnerships, etc.). Estimates must include a product start date and target completion date. Media estimates must include flight dates.
10. Lottery will not be responsible for expenditures exceeding the estimate. The Contractor may submit revised estimates for consideration if it appears that the costs of a particular estimate will exceed the originally approved amount.
11. All costs relating to research, public relations, or other special project work must be completely detailed in any estimate submitted for approval. The approval of any such estimate will be contingent upon the subsequent submission and approval of required documentation. All estimates must be numbered. The Contractor must maintain a list of all approved estimates, including the amount and description of the expenditure, and provide Lottery with an updated list of all such estimates monthly. The estimated numbers shall appear on the invoice. No payment will be made without a signed estimate.
12. The Contractor will submit invoices to Lottery on a timely basis upon completion of services approved in a specific estimate. Invoices should include necessary backup documentation to substantiate charges. In general, jobs should be closed within 90 days of completion, with the exception of media buys. The Contractor will provide notice of circumstances when invoices will exceed 90 days after completion of the services to the Lottery Project Manager and Chief Financial Officer.
13. Payment will be made only after the completion of services of goods authorized in an approved invoice unless indicated on an approved project estimate, in which case the payment terms on the approved project estimate will prevail.

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**B. Ownership of Work**

1. The State shall own all right, title and interest in and to any software, documentation, products, Point of Sale materials, advertising for television, radio, print, internet or other media, or deliverables which result from services rendered by Vendor to the State under this Contract.

**C. Advertising Activities**

1. Contractor will develop and produce advertising campaigns based on the approved Advertising and Communications Plans, Lottery initiatives, and key products and develop material or campaigns to support any new promotions; products; or initiatives, including responsible gambling initiatives, that Lottery proposes to bring to the marketplace.
2. The Contractor must offer alternative campaigns, rather than only one creative solution to a particular game or promotion. Unless agreed to by the Lottery, at least three versions of TV storyboards, radio scripts, digital ads and all other creative products must be offered when the Contractor makes a creative presentation to Lottery, unless otherwise approved by the Lottery.
3. The Contractor will be expected to obtain written approval from Lottery before producing any advertising or related material. When producing any creative work, the Contractor must not vary from approved scripts, storyboards, or print layouts without the Lottery's approval. Failure to adhere to approved scripts, storyboards or layouts may void Lottery's approval of the estimate for the project. The Contractor will be liable for all costs if advertisements or collateral materials are executed in a manner not consistent with the Lottery's written approval.
4. The Contractor shall charge Lottery one time only for artwork that is used in multiple forms. Artwork required for any print advertisements must be billed as a one-time item on a separate invoice. Any duplication of charges for artwork will be rejected. All original artwork becomes the property of Lottery and will be delivered to Lottery upon request. The prohibition on multiple charges shall not apply to charges to modify or re-size existing work or to third-party license fees.
5. Following creative bid approval by the Lottery, the Contractor will be responsible for the execution, creation, and production of Lottery advertising materials, including but not limited to print, digital, broadcast advertisements, out of home advertising, social, point-of-sale (POS) items, and other materials that may be required by Lottery. The Contractor must develop multi-media campaigns in support of the brand, games, promotions, and initiatives identified by the Lottery. The Contractor may also be required to assist the Lottery in developing game names, game logos or art for other uses.
6. The Contractor will submit for Lottery approval all production estimates. Estimates must clearly indicate any subcontractors or other parties who will be involved in the production work and where those parties are located. Any production work to be conducted at a

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location outside of New Hampshire must be specified, and the Contractor must demonstrate to the Lottery's satisfaction that locations, facilities and/or resources within the state were not adequate for the production work required. The Contractor should always work towards having production work done in-state.

7. There will be routine meetings held between Lottery and the Contractor. These meetings will include discussion regarding schedules and planning, as well as discussion regarding concept approvals, pre-production of advertisements, and POS or other agency produced materials. Routine meetings be held to discuss business analytics, interpretation and meaning of the data for more informed decision-making, greater revenue return and improve operational efficiency. Additional meetings may be held with certain Lottery personnel on an as-needed basis.
8. The Contractor must provide Lottery with a timely response to its advertising and public relations/communications needs within agreed upon timelines. Additional expenditures due to missed timelines by the Contractor will be the sole responsibility of the Contractor, unless approved in writing prior by Lottery.

D. Media Plan and Strategic Development

1. The Contractor will be required to develop an annual media plan by August of the following fiscal year that is consistent with and furthers Lottery's Marketing Plan. A fiscal year begins on July 1 and ends on June 30. The Media Plan must support Lottery brand, games, promotions, and initiatives. The Contractor, along with Lottery vendors, may have input into the development of the Marketing Plan. The Media Plan must be submitted to Lottery for approval. The plan will be reviewed monthly and may be revised as required by changes in the Marketing Plan, economic factors, other market conditions, or as desired by the Lottery. The Contractor must submit a new Media Plan of each new yearly Marketing Plan adopted by the Lottery.
2. The Advertising Plan must detail all campaigns planned during each fiscal year, including budget estimates. Lottery recognizes that all plans are subject to change based upon current market realities. The Advertising Plan must also provide a breakdown of the proposed spending by media type and proposed production costs.

E. Advertising Sensitivity

The Lottery is an agency of the state of New Hampshire. As such, all advertising campaigns must be in good taste and must not make unsubstantiated promises. Lottery advertisements or promotions must not be of a nature that unduly influences any person to purchase a lottery ticket or number of tickets. Specifically:

- There must be sensitivity that some people may be inclined to spend more money than they should when gambling.
- Advertising must not encourage people to play excessively and must adhere to providing the odds of winning and any disclaimers where appropriate.

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- Responsible Gambling should be considered in all modes of communication where appropriate.
- The Contractor must adhere to Lottery's adopted advertising guidelines when developing any marketing program for the New Hampshire Lottery.

**F. Collateral Material and Signage**

1. The Contractor will be responsible for the creative design and project dependent, may be responsible for production of some pieces, in support of the Lottery's advertising efforts and will be approved by the Lottery. This requirement includes, but is not limited to, such items such as posters, displays, and other POS items intended for temporary use. The Contractor may be required to produce retailer newsletters or other printed items. Lottery owns all original artwork, layout, design, and final product and can use as needed.
2. The majority of print jobs will be awarded through the Department of Graphic Services bid process. The Contractor must provide print specifications for such jobs and provide artwork. The Contractor may be expected to review proof(s) provided by printer and work further with the printer to achieve the final piece. For print jobs that do not go through the Department of Graphic Services, the Contractor must present to Lottery, an estimate for print jobs for the Lottery's review and approval. The Contractor will be expected to review and approve the proof as well as direct the printer to provide the final pieces to Lottery.
3. The Contractor may be required to design and produce interior and exterior signage, which identifies retail locations as Lottery Retailers.

**G. Trade Shows/Special Events/Meetings**

1. The Contractor must be familiar with all aspects of the Lottery that can affect the Contractor's ability to effectively service the Lottery account. The Contractor will be expected to attend various trade shows, special events and meetings-at the Contractor's expense. All travel related expenses as well as registration fees are the responsibility of the Contractor. In addition, the Contractor's staff shall attend Lottery Commission Meetings, held monthly as well as the Tri-State Lotto Commission Meetings held up to six times a year, in order to better understand the goals and needs to the Lottery.
2. The Contractor may also be required to solicit and encourage joint advertising and promotional opportunities with other New Hampshire entities. Such ventures shall not be exclusive, unless a general solicitation has been made to all co-promoters offering comparable goods, services, or opportunities. The Contractor must indicate the potential benefits to the Lottery from any co-promotion recommended.

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H. Media Planning and Buying

1. The Contractor must develop specific media plans for each campaign that are cost-efficient and effective in providing Lottery with the desired reach and frequency for all Lottery products. All applicable media rebates, discounts and/or AVBs must be passed back to Lottery. Such payments will be included on media invoices.
2. The Contractor must attempt to negotiate free bonus spots or additional promotional support from all radio and TV stations included in a Lottery buy. Any bonus spots or additional promotional support provided by participating stations must be identified in the summary of any media buy, and the value of the bonus spots or additional promotional support must be calculated as an added value to the Lottery. For any spots not run on either medium, the Contractor must attempt to negotiate make-good spots.
3. The Contractor will be responsible for the negotiation, purchase and instructions for the placement of all media time and space. Contractor will not commit the Lottery to any such purchase outside of the approved media plan without obtaining the Lottery's written approval. In negotiating media purchases, the Contractor shall make the Lottery aware of any savings that might be achieved through long-term commitments or other special programs. Any such commitments must be approved by the Lottery and any savings achieved must be passed on to the Lottery.
4. The Contractor must notify the Lottery before approving any "make goods" for ads that did not run as scheduled. All such materials shall be maintained by the successful and must be available for inspection by authorized Lottery representatives. Affidavits and tear sheets must accompany any final billings.
5. The Contractor will be required to provide the Lottery with post-buy analyses indicating the reach and frequency goals of each buy were achieved within budget. In addition, the post-buy analyses must be provided for media buys that use new rating information for the buy period, when available.
6. No more than 60 days after completion of each media campaign, Contractor must provide Lottery an analysis of the media campaigns initial goals and metrics met, and a description of any issues with Proposers and resolutions if any. Each analysis must include a recommendation regarding proposed changes in media purchasing for future campaigns.

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I. **Media Services**

The Contractor shall be responsible for developing and updating an annual or campaign Media Plan, for negotiating and placing Lottery materials effectively and efficiently, and for verifying actual placement as required by Lottery. More specifically:

- If requested by Lottery, the Contractor shall develop a plan that maximizes results, achieves specific objectives, and supports creative and other strategic direction to provide measurable results. The plan could include such elements as an identification of when and what type of media should be written and placed, time schedules for identifying and analyzing demographic market and delivering media coverage, and a means to determine the effectiveness of the media campaign.
- The Contractor shall be responsible for the negotiation, purchase, instruction and delivery of materials for the placement of media time and space.
- In negotiating media purchases, the Contractor shall make Lottery aware of any savings that might be achieved through long-term commitments or other special programs. Any such commitments shall be approved by Lottery and any savings shall be passed on to lottery.
- When Lottery is contacted by a company offering media or promotional opportunities for Lottery, Lottery will direct the inquiring party to provide the information to the Contractor. For all opportunities recommended by the Contractor, a written evaluation shall be provided to Lottery in context with Lottery objectives and strategies.
- The Contractor shall have a process in place to reply to each inquiring media party. This will be available for review by Lottery upon request.
- The Contractor shall implement a system to ensure that all media was run or published according to any contracts or placement instructions.
- The Contractor shall notify Lottery before approving any make goods for any ads that did not run as scheduled. All such materials shall be maintained by the Contractor and shall be available for inspection by Lottery or authorized Lottery representatives.
- The Contractor shall submit to Lottery any invoices for paid media advertising or campaigns in a timely manner. Affidavits and tear sheets must accompany final billings.
- Lottery may at any time cancel, at no cost, any space or time previously authorized for publication or broadcast provided the publisher or other owner or said space or time will accept such cancellation without financial penalty. Lottery may also cancel any space or other time previously authorized for which there is a cancellation penalty, but such penalty will be paid by Lottery.
- The Contractor shall present alternative outreach options to Lottery such as but not limited to movie theatres, billboards, vehicle wraps and more.

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J. Web Management

Contractor shall maintain the NHLottery.com and nhlotterysubs.com websites, including current registration of the website domains. The websites shall have the following functionality:

1. Contractor must maintain the ability to dynamically import multiple Lottery XML files into existing website database for display on the Lottery website and the mobile app.
2. Contractor must maintain an automated process to:
  - Display winning numbers on the homepage along with top/jackpot prize amounts and where they were won
  - Ability to Check Your Tickets
3. Contractor must maintain communication and integration with third party application vendors for Sports Betting, NH iLottery and the mobile app.
4. Contractor shall maintain a "Where to Play" function including:
  - Ability to search by City and Zip Code, files sent monthly
  - Ability to filter search by traditional, KENO 603 retailers other retailers as applicable, files sent weekly
5. Contractor shall maintain a "Winners Gallery"
  - List of winners posted monthly by draw, instant and iLottery
  - Photos of winners provided by the lottery along with accompanying copy to post
6. Ad Rotator
  - Feature homepage image rotation to display promotional graphics
  - Administrator must have the ability to schedule addition of images, setting start and end dates
7. High Jackpot and other Image Takeovers
  - Based upon specific direction, artwork, images need to dynamically post to the homepage with a product schedule
  - Jackpot alert needs to post within a designated period with the amount to be provided and may need updating
8. New Game Development/Old Game Removal
  - Add, update and delete images, pages, and information to coordinate with product schedule
  - Stay consistent with look and information available with other games
  - Add/remove games to Check your Ticket accordingly

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9. Game Information

- Display how to play, display game matrix, how to play, FAQ and more where appropriate
- Dynamically display scratch ticket games by price point, linked to a game page for each game, remaining top prizes, scratch ticket game schedule and more
- Dynamically display e-Instant games, progressive jackpot games all linked to the 3rd party vendors
- Dynamically display Tri-State Fast Play games and the Fast Play progressive games with their corresponding jackpot amount.

10. Beneficiary Support

- Display contribution copy and links to financial reports
- Display and provide PDF of historical revenue since 1964, annual CAFR documents and other such requests

11. New Features

The Contractor will be able to design, develop and implement new features as the Lottery requests. The Contractor is expected to present possible enhancements for the Lottery to consider. For example (not limited to) winners ticker, further customization of the iLottery/e-Instant games, etc.

12. Hosting

- The Contractor is responsible for purchasing or leasing all necessary equipment to provide the following services equal to or above existing levels. The web environment should include:
  - Onsite replication of the website and database as well as both onsite and offsite backups across multiple datacenters
  - Server with current, patched and supported Server Operating System running on Enterprise, Server Grade Hardware
  - The capability of serving an average of 25,000 visits a day, the ability to scale to 100,000 or more visits during high jackpot periods.
- The Contractor is responsible for development, maintenance, administration, and performance tuning of all servers.
- The Contractor is responsible for backing up the website content and backend databases. Daily backups are to be retained for at least 2 weeks and restoration tested at least once a month.
- The Contractor is responsible for Domain Name Software (DNS) management including failover, load balancing, Domain name purchase, mail services, etc.
- The Contractor will work with Lottery and State of New Hampshire IT staff when and if Lottery determines it best to assume ownership of website and DNS Hosting. In this case, the Contractor would work on transitioning account ownership or migration to a Lottery owned account without impact to site availability. Site management would then remain the Contractor's responsibility.

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13. Security and Disaster Recovery

- The Contractor is responsible for utilizing appropriate methods to minimize page load time as well as backend process performance.
- The Contractor to maintain minimum Website/Server up time of 99% within 30 days.
- The Contractor to maintain data/content accuracy minimum of 99% for a 30-day period.
- The Contractor's system will send winning number emails, weekly e-newsletters and other promotional materials.
- The Contractor will provide an updated Disaster Recovery plan annually.
- The Contractor will provide a system that is sufficiently flexible to meet the Lottery's evolving requirements.
- The Lottery will conduct a series of acceptance tests, which the Contractor is obliged to support. Lottery acceptance testing will be conducted at the Lottery Headquarters.
- The Contractor shall immediately report any security procedural violation, violation of law (e.g., theft), or disappearance of any software or material used or to be used in the performance of this Contract.

K. Promotional Relations

The Contractor may be responsible for the design, production, and delivery of merchandising items approved by Lottery (such as t-shirts, key chains, hats and a variety of other items that may be used as retailer or consumer premiums). The Contractor will be expected to present a quote for review by Lottery and recommend to Lottery a cost-effective program to make merchandising items available for promotions.

L. Public Relations

1. The Contractor shall provide:

- Comprehensive public relations/communications consultation, advice, and recommendations
- Assistance in the development and execution of a communications plan
- Media relations counsel and response
- Media/presentation training
- Crisis communication planning and response
- Winner awareness programs
- Responsible gambling education and awareness initiatives
- Beneficiary communications
- Event and promotion support for product awareness
- Corporate and community outreach
- Assistance with Web services management as needed

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2. The public relations component will include product support and corporate communications support.

**M. Product and Marketing Support**

1. Contractor shall provide the following marketing support services:

- Consultation, advice, and recommendations for the Lottery.
- Preparation and implementation of a product promotions plan that parallels and complements the objectives of Lottery's marketing programs.
- Coordination with Lottery and Contractor personnel to ensure a good public relations focus during promotions and marketing events.
- Provision of support for publicity, special events, and public relations for programs in the Advertising Plan and the Communications Plan.
- Evaluation, recommendations, and implementation support for partnerships and additional consumer promotions.
- Development of a corporate and community-based communication programs as described in the approved Advertising Plan and the Communications Plan.

2. Contractor shall provide the following "Comprehensive Corporate Communications Support":

- Development of strategic communications and comprehensive stakeholder plans:
  - Short-term: 1 year/biennium
  - Long-term: 3-5 years
- Provision of consistent, on-going public relations and media relations counsel
- Support Lottery leadership with internal and external communications planning and development
- Support for media relations efforts, including:
  - Development of plans for online newsroom, editorial board calendars, key message development, opinion editorials, stories, articles, features, news conferences, and news release distribution.
  - Provision of media training and speakers/presentation training for the Speaker's Bureau development.
  - Back-up media relations, response to Lottery staff for press releases, press events, crisis situations, jackpot notification to media, and related activities, and
  - Senior staff member to review all external communications before it is delivered to Lottery to ensure the document is accurate in content, tone, punctuation, and grammar.
- Development of an overall Crisis Communication Plan
- Development and/or implantation of an enhanced statewide Winner Awareness Plan
- Assistance with the development and support of a comprehensive education and awareness program for responsible gambling initiatives, including securing support for the development of new responsible gambling television and radio public service announcements (PSAs).

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- Development of a full community involvement/outreach program that enhances Lottery's mission and creates a positive image of the lottery in New Hampshire Communities.
- Development of a beneficiary communications plan that includes enhancing partnerships with key education organizations and differentiates Lottery from other gaming/entertainment options by showing how Lottery supports New Hampshire (specifically public education). Review and assessment of the best methods to communicate where Lottery dollars go.
- Supporting events and promotions for corporate and community outreach programs.
- Assistance with Web services management as needed for development and content.

N. Public Service Announcements

Because Lottery is a state agency, the Contractor may be required to develop informational materials to be provided to media outlets as public service announcements to run at no charge to the Lottery on an annual basis. The Contractor must develop a plan to achieve media acceptance of these materials, propose low-cost production of these materials, and provide Lottery with periodic report on the reported usage of such materials.

O. Research

1. The Contractor shall:

- Work with the Lottery to identify advertising and marketing issues and to assist in formulating strategies, as needed
- Conduct focus group testing of advertising concepts for major campaigns, brand positioning, product, or other marketing-related issues
- Conduct other formal market research for concepts, as required by Lottery
- Schedule meetings quarterly (or as needed) with Lottery staff to share consumer feedback obtained through Account Planning/Research fieldwork activity
- Lottery will own all research, materials, and databases generated on behalf of Lottery.

P. Retailer Visits

At the direction of Lottery, the Contractor may be required to send personnel to visit Lottery retailers to review POS material and provide feedback on effectiveness or elicit retailer comments.

Q. Retail Marketing Support

1. The Contractor shall:

- Develop and produce POS materials to complement advertising campaigns based on the approved Advertising Plan and the Marketing Plan.
- Assist Marketing and Sales staff to develop a comprehensive POS program, including a POS

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- Assist Marketing staff to develop a comprehensive POS program, including developing a POS package for retailers.
- Assist in developing POS to use at events and other promotions as needed and directed by Lottery
- Coordinate and support the development of materials at Lottery's direction.
- Develop grand and promotion/game enhancement POS as described in the approved Advertising/Marketing Plan.
- Develop a comprehensive POS program, including new elements for increased exposure on Lottery vending machines and other hardware enhancements.
- Assist in integrating Corporate Account POS needs into the general POS program as directed by Lottery.
- Assist in the development of retailer information sheets or other communication vehicles.
- Develop promotions and programs that are focused on increasing Lottery traffic in retail and event locations.

R. Strategic Planning

1. The Contractor shall:

- Develop strategic communications and comprehensive stakeholder plans:
- Short-term: 1 year/biennium
- Long-term: 3-5 years
- Provide ongoing strategic counsel for Lottery's core products and corporate brand by providing direction on Lottery initiatives, marketing, communication, strategic frameworks and development issues.
- Create an annual Advertising/Marketing Plan for Lottery's fiscal year advertising and promotion campaigns based on Lottery's marketing plans.
- Assist in situation analysis and development of overall goals, objectives, and strategies.
- Advise Lottery regarding advertising, marketing, communications, and sales opportunities via the Internet, social media, and mobile; oversee the website and other e-business advertising, marketing and sales development.
- Develop an Advertising/Marketing plan using minority and local community media.
- Provide weekly status report to Lottery-designated Marketing and Sales managers and a weekly conference call reporting on all actionable initiatives.
- Provide insight and counsel, as directed by Lottery, in further development of the user of technology (software and hardware), social media and mobile.
- Perform quarterly field market checks to provide Lottery with additional strategic feedback on products and programs.
- Perform monthly statewide media clip reports to monitor issues/opportunities relevant to Lottery.
- Perform quarterly media impression reports to track paid/earned media.

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**S. Staffing**

1. Contractor is responsible for ensuring that the requisite projects and assignments are completed in a timely, efficient, and creative manner, and that all essential services are fulfilled. The Contractor will provide a high level of service through a team that has the necessary experience and skills to get the job done. The Contractor will be expected to staff the Lottery account through appointment of qualified individuals for the management of the Lottery accounts.
  
2. Contractor will provide the following key personnel for the project meeting the specified requirements:
  - a. Executive Sponsor
    - Minimum of ten years' experience
    - Experience managing and directing major advertising accounts
    - Senior level position; preferably a principal who reports to, or is the CEO or President of the Contractor
  
  - b. Senior Account Executive
    - Minimum of 2-3 years' of managing a major advertising account(s) or a minimum five years of advertising account experience.
  
  - c. Account Coordinator
    - Minimum two years of advertising account experience.
  
  - d. Creative Director
    - Minimum ten years' experience
    - The Lottery requires at least one creative professional as a designated team member. This person should be a senior level professional who reports directly to the chief creative professional.
  
  - e. Media Director
    - Minimum of ten years' experience managing and supervising a team in day-to-day media management while also leading the process of strategic media planning/execution and be results driven. This position should have experience in all relevant media channels, outlets and be able to, by using analytics, be able to optimize media strategies to maximize audience reach.

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f. Social Community Strategist

- Minimum of two years of cross channel execution planning
- Proficient in strategic deliverables including:
  - Scope of work
  - Social listening
  - Content planning and
  - Key Performance Indicators
  - Develop relevant content topics to reach the target customers

g. Public Relations Account Director

- Minimum of five years' experience
- Experience managing and director major public relations/communications account
- Strong experience in media relations including New Hampshire media as well as experience with national media.
- Efficient in proofreading and grammar
- Proven experience in crisis communications for two or more major accounts
- At least one position with 20% time commitment to the Lottery account.
- Senior level position – preferably a principal who reports to the CEO or President of the Contractor.
- Government and public affairs experience required. Established media relationships required.

3. Additional Staffing

The Contractor must be able to provide these services and the associated personnel required to implement Lottery initiatives. Below is an example of additional positions utilized in the past:

- Media Planning Staff
- Account Planning Staff
- Creative Team Members
  - Producers
  - Copywriters
  - Art Directors
  - Production Artists
- Public Relations Account Executives
- Billing Coordinator

4. Employees assigned to the Lottery account must have significant experience with products and marketing issues similar to those offered by Lottery. Staff account experience is preferred in retail grocery and convenience stores merchandising.

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5. Brand development, awareness and research is vital to Lottery. The Contractor must have a competent team with appropriate staffing levels and a cost-effective mix of experiences and less experienced personnel led by a 100% dedicated Account Supervisor.
6. Staff account experience is required in brand development, product support and beneficiary awareness across all media and social channels, including an understanding of both product and consumer research knowledge of merchandising at variety of retail environments.
7. The staff assigned to the Lottery account should be those who best meet Lottery's needs based on the Scope of Work.
8. All Contractor personnel assigned to the Lottery account will be expected to be familiar with the Lottery's enabling legislation (Chapter 284:21-a), State of New Hampshire ethics (ethicsBooklet.pdf (state.nh.us)), the Lottery's history, products, marketing plan and operating procedures as they relate to any services, products, or activities provided by or in conjunction with the Contractor. All such personnel must be thoroughly orientated and possess this knowledge prior to being assigned to work on any aspect of the Lottery account.

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**Digital Media Scope of Work**

Lottery plans to allocate approximately \$400,000 (\$300,000 from the \$2.6 million New Hampshire Lottery budget and \$100,000 from the \$1.8 million Tri-State Budget) to spend on digital/online marketing for NH iLottery. The dollars will support the e-Instant games, Powerball, Mega Millions and Tri-State Gimme 5 (other games may be added to this platform) purchased online.

Contractor shall provide an Omni channel digital marketing strategy that may include but is not limited to the following media of Search Engine Optimization, Pay-per-Click, Social Media Marketing, Content Marketing, Mobile Marketing, Marketing Analytics and more.

Contractor will recommend dollar spend to attain the following business objectives:

- Continuous stream of new iLottery players
- Increase the conversion rate of players
- Increase sales from the existing player base
- Build the NH iLottery Brand
- Lower the Cost per Acquisition
- Improve the quality of traffic
- Better Search Engine Marketing

With the media dollars allotted, the execution of a marketing strategy will be across the suggested digital channels to reach monthly, quarterly and annual goals.

Contractor will clearly articulate the aims and goals of the suggested digital initiatives, along with clearly targeting digital personas, and methodically choosing which channels to go after them and how.

Contractor will agree upon key performance indicators with the Lottery and the strategy of the digital plan (media spend) will be presented to deliver on those goals. Audience segmentation will be presented to the Lottery to develop rich personas. From those identified personas, based upon their digital behavior, will further define the suggested digital channels to target them. Customer reach, customer acquisition and customer retention will map those channels.

For each channel, there should be a clear measurement framework in place, to measure the effectiveness by channel and produce a matrix of core metrics that will be indicative of if the targets will be met or not, as well as the plan to pivot when not meeting the target goals.

As a result of the contract award, with the expectation of ever-evolving technology, Contractor will be expected to be educated in those changes and present such changes to the Lottery.

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**Staffing**

Contractor shall staff the following positions which are considered to be the core team that will be overseeing the digital media buy.

- a. Digital Media Buyer  
Minimum of five years' experience in managing budgets and buying media space. This would include negotiating and acquiring the advertising as well as watching various media channels, assessing performance for campaign effectiveness.
  
- b. Digital Media Planner  
Minimum of three years' experience in developing digital media strategies. This would include monitoring, optimizing and reporting on campaign performance.

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**EXHIBIT C**

**PRICE**

**Core Scope of Work**

Contractor agrees to perform the services identified in Exhibit B, I "Core Scope of Work" for a Fixed Retainer Fee of 20.45% of the Lottery's Annual Advertising Spend. The deliverables for the retainer fee shall be as set out in GYK Antler's Price Proposal ("Defined Deliverables").

The Parties agree that deliverables outside of the Core Scope of Work and Defined Deliverables will be estimated by Contractor and approved by Lottery at the time of request. The Lottery reserves the right to contract with separate vendors/providers for any of the services identified outside of the Core Scope of Work and Defined Deliverables. Contractor will work with any ancillary advertising service providers retained by the Lottery.

**Digital Scope of Work**

Contractor agrees to perform the services identified in Exhibit B "Digital Scope of Work" for a Fixed Retainer Fee of 12% of the Lottery's Digital Advertising Spend

Date: 4/28/22

Contractor Initials: TCY

**STATE OF NEW HAMPSHIRE**  
**NEW HAMPSHIRE LOTTERY COMMISSION**  
**Advertising and Marketing Services**

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**EXHIBIT D**

**SERVICE LEVEL AGREEMENTS**

1. Contractor shall ensure that the Lottery's website is Available, as measured over the course of each calendar month during the Term (each such calendar month, a "Service Period"), at least 99.5% of the time, excluding only the time the website is not Available solely as a result of one or more Exceptions (the "Availability Requirement"). "Available" means the website is available and operates for access and use by the Lottery and its players over the internet in material conformity with the Contractor's normal functionality.

No period of website degradation or inoperability will be included in calculating Availability to the extent that such downtime or degradation is due to any of the following ("Exceptions"):

- a. Failures of the Lottery's, or any individual player's, internet connectivity, hardware or software;
  - b. Internet or other network traffic problems other than problems arising in or from networks actually or required to be provided or controlled by the Contractor or its Subcontractors; or
  - c. Scheduled emergency maintenance.
2. If the website fails in any respect to meet or exceed the Availability Requirement in any month, such failure shall be subject to Liquidated Damages in the following amounts:
    - a. If the website is not Available 99.5% of the time but is available more than 99.0% of the time, then in addition to any other remedies available under this Agreement or applicable Law, the Lottery shall be entitled to a credit in the amount of \$25,000 each month this service level is not satisfied;
    - b. If the website is not available more than 99.0% of the time, then in addition to any other remedies available under this Contract or applicable Law, the Lottery shall be entitled to a credit in the amount of \$50,000 each month this service level is not satisfied.

If the actual Availability of the website is less than the Availability Requirement in any two of four consecutive months, then, in addition to all other remedies available to the Lottery, the Lottery may terminate this Agreement on written notice to the Contractor.

Date: 4/28/22

Contractor Initials: TCY

STATE OF NEW HAMPSHIRE  
NEW HAMPSHIRE LOTTERY COMMISSION  
Advertising and Marketing Services

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EXHIBIT E  
RFP LOT 2021-03

RFP Lot 2021-03 is attached hereto as Exhibit E.

*Remainder of this page intentionally left blank*

Date: 4/28/22

Contractor Initials: TCY

# State of New Hampshire

## Department of State

### CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that GYK ANTLER, LLC is a New Hampshire Limited Liability Company registered to transact business in New Hampshire on July 14, 1975. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 16558

Certificate Number: 0005764875



IN TESTIMONY WHEREOF.

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 22nd day of April A.D. 2022.

A handwritten signature in black ink, appearing to read "D. Scanlan", is written over a circular embossed mark.

David M. Scanlan  
Secretary of State

**NEW HAMPSHIRE LOTTERY**

Certificate of Authority

April 27, 2022

I, Travis York, as the sole board member and director of GYK Antler, certify that I am authorized to enter into a contract with the State of New Hampshire, New Hampshire Lottery, on behalf of my company.

IN WITNESS WHEREOF, I have set my hand as the Sole board member and director of the Business this 27 day of April, 2022.



State of New Hampshire

County of Hillsborough

On this the 27 day of April, 2022, before me Tina Yaruszewski

the undersigned Officer, personally appeared TRAVIS YORK, who

acknowledged himself to be the sole board member and director of GYK Antler, a Business, and

that he, as such chairman being authorized to do so, executed the foregoing instrument for the

purposes therein contained, by signing the name of the Business by himself as

Chairman,

IN WITNESS WHEREOF I hereunto set my hand and official seal.

  
(Notary Public/Justice of the Peace)

My Commission expires:

6/30/2024



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/23/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Wieczorek Insurance 166 Concord St.  Manchester NH 03104		<b>CONTACT NAME:</b> Cheryl Lapointe <b>PHONE (A/C, No. Ext):</b> (603) 668-3311 <b>E-MAIL ADDRESS:</b> cheryl@wixinsurance.com <b>FAX (A/C, No.):</b> (603) 668-8413	
<b>INSURED</b> GYK Antler, LLC 175 Canal St.  Manchester NH 03101		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hanover Insurance <b>INSURER B:</b> Ohio Security Insurance Company <b>INSURER C:</b> Beazley Insurance Group <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 24082	

**COVERAGES**      **CERTIFICATE NUMBER:** 22-23 Basic      **REVISION NUMBER:**

(THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.)

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ZBVR474593 01	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Excluded GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ included Property damage-single limit \$ 1,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BAS (22) 57778035	1/13/2022	1/13/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			UMVH467669 01	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Cov States MA & NH WBV-H468699-01	1/1/2022	1/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Professional Liability			VLA7D3210	1/1/2022	1/1/2023	2,000,000 each occurrence    10,000 ded 2,000,000 aggregate    10,000 ded

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder is named as Additional Insured with regards to liability if required by written contract or agreement.

**CERTIFICATE HOLDER**

New Hampshire Lottery Commission  
 14 Intergra Drive  
 Concord, NH 03301

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Robert Wieczorek/DMD

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STATE OF NEW HAMPSHIRE  
NEW HAMPSHIRE LOTTERY COMMISSION  
Advertising and Marketing Services

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EXHIBIT F

The Contractor's proposal in response to RFP Lot 2021-03 is incorporated herein by reference.

*Remainder of this page intentionally left blank*

Date: 4/28/22

Contractor Initials: TCY

## EXHIBIT E

# STATE OF NEW HAMPSHIRE LOTTERY COMMISSION



## RFP 2021-03 Marketing and Advertising Services

November 19, 2021



Over \$2 Billion and Counting for our Schools

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## AGENCY AND BUDGET OVERVIEW

The New Hampshire Lottery broke their sales record in Fiscal Year 2021, recording more than \$519 million in sales and other revenues, with more than \$146 million earmarked to support public education in the Granite State. The previous sales record was set in FY 2020 of \$392.2 million. Since its inception in 1964, the New Hampshire Lottery has contributed more than \$2.3 billion to education.

The New Hampshire Lottery was the first legal lottery in the United States, created in 1964. For a decade, from 1953 to 1963, Larry Pickett, a state legislator from Keene, tried unsuccessfully to introduce bills calling for a state lottery. The morality and ethics of gambling were called into question, yet in 1963, Pickett suggested that the revenues from a lottery should be earmarked for education and the rest is history. More than five decades later, 48 jurisdictions (45 states plus the District of Columbia, Puerto Rico, and the U.S. Virgin Islands) have followed New Hampshire's lead.

Our current game portfolio is robust and includes eight draw games: Powerball, Mega Millions, Lucky For Life, KENO 603, Tri-State Megabucks, Tri-State Gimme 5, Tri-State Pick 3 and Pick 4. In addition to the draw portfolio, we also launch approximately 50 - 60 scratch ticket games (price points of \$1 up to \$25) a year. Our scratch ticket sales account for approximately 65% of our annual sales. Tri-State Fast Play is similar to a scratch ticket yet it is printed directly from the lottery terminal. Players choose from rolling jackpot games with top prizes that increase with each ticket sold, to a variety of other Fast Play games – all with a number of different price points of \$1, \$2, \$5, \$10 and \$20. We sell all of these products at more than 1,300 retail locations statewide. KENO 603 is offered at more than 220 locations statewide, in taverns and restaurants across New Hampshire with drawings from 11 AM to 1 AM daily. Along with the traditional products listed, we also offer NH iLottery which was launched in September of 2018. NH iLottery's portfolio consists of more than 70 e-Instant games along with Powerball, Mega Millions and Tri-State Gimme 5. Sports Betting, launched in 2019, is also a part of our product offering through DraftKings mobile application and three DraftKings retail locations in Manchester, Seabrook and Dover. Our contract with DraftKings requires the lottery to support this product with a minimum promotional spend of \$250,000 annually.

New Hampshire is a state with an older age demographic. The population of the state (2020) is just shy of 1.4 million with those 18 years and older at approximately 1 million. The higher populated age groups are from age 50 to age 70. Our research shows that the demographic of the core player base in New Hampshire mirrors that older age demographic. We continually strive to attract the younger demographic with the challenge of making New Hampshire's Lottery fun for all by offering a number of different products, and to fulfill our mission in returning the maximum amount of net profits annually which are allocated for public education (grades K – 12).

The New Hampshire Lottery ("NH Lottery," "Lottery") works within two advertising budgets – a New Hampshire Lottery budget that oversees the New Hampshire Lottery games (scratch tickets, Powerball, Mega Millions, Lucky For Life, KENO 603, iLottery games, Sports Betting) as well as a separate, Tri-State budget that oversees the Tri-State Games (Megabucks, Gimme 5, Fast Play, Pick 3, Pick 4). New Hampshire advertising dollars are spent on the New Hampshire games and Tri-State advertising dollars are spent on the Tri-State games.

The contract that will result from this RFP will be for 3 years, with the Lottery holding an option to exercise an additional two-year extension or up to 5 years total. Any contract awarded from this RFP is subject to Governor and Executive Council approval as well as funding approval through the State budget process.

The New Hampshire Lottery is requesting proposals for management of the New Hampshire Lottery advertising account. The advertising funding for the current Fiscal Year 2021 is \$4.4 million, which is comprised of \$2.6 million for New Hampshire products and \$1.8 million for the Tri-State products. In presenting such a proposal, it would include traditional and digital media buys.

Alternatively, you have the option of bidding on an additional separate scope of work for digital media advertising in support of our online sales platform, NH iLottery. That budget stands at \$400,000 (\$300,000 from the \$2.6 million New Hampshire budget and \$100,000 from the Tri-State budget of \$1.8 million). The digital media channels would include but not be limited to, support of e-Instants as well as the online purchase of Powerball, Mega Millions and Tri-State Gimme 5 via display, social media, native, search, video, and email marketing. During the course of the contract, additional games will be added to this sales platform.

The New Hampshire Lottery reserves the right to award one contract for all scope of work identified in this RFP, or award a separate iLottery digital media advertising contract.

***The remainder of this page is intentionally left blank.***

## A. THE BIDDING PROCESS

The bidding process is divided into 4 sections:

Section 1: Deadlines and Questions

Section 2: How to Prepare and Submit a Proposal for this RFP

Section 3: Proposal Evaluation

Section 4: Contract Award

### Section 1: Deadlines and Questions

This section identifies important deadlines for this RFP and where to direct questions regarding the RFP.

The following table provides a Schedule of Events for this RFP through contract finalization and approval. Lottery reserves the right to amend this Schedule at its sole discretion and at any time through a published Addendum.

EVENT	DATE	LOCAL TIME
RFP Posting and Availability	November 19, 2021	
Proposer Inquiry Deadline	December 15, 2021	4:00 PM
All Questions Answered by	December 22, 2021	4:00 PM
Deadline for Submitting Proposals	January 21, 2022	4:00 PM
Presentations	TBD	
Anticipated Announcement of Apparent Successful bidder(s)	February 28, 2022	
Negotiate Contract(s)	March 7 to March 11, 2022	
Presentation to NH Governor and Council for approval	March 2022	
Contract Work Begins	July 1, 2022	

Questions regarding this RFP must be directed to the following:

Maura McCann, Director of Marketing

[Maura.A.Mccann@lottery.nh.gov](mailto:Maura.A.Mccann@lottery.nh.gov)

Tel: 603-271-7111

New Hampshire Lottery

14 Integra Drive

Concord, NH 03301

When emailing questions or concerns regarding this RFP, please copy the following:

John Conforti, Chief Compliance Officer

[John.J.Conforti@lottery.nh.gov](mailto:John.J.Conforti@lottery.nh.gov)

## Section 2 – How to prepare and submit a proposal for this RFP

This section identifies how to prepare and submit a proposal to the Lottery for this RFP. By responding to and submitting a bid, bidder acknowledges having read and understood the entire RFP and accepts all information contained within this RFP.

**2.1 Bidder Communications and Questions.** During the RFP process, all bidder communications regarding this RFP must be directed to the Lottery points of contact identified in Section 1. Proposers should rely on this RFP and written amendments to the RFP issued by the Lottery.

- Proposers are to make all inquiries regarding the RFP according to the RFP schedule deadlines in section 1. Inquiries received later than the conclusion of the Proposer Inquiry Deadline shall not be considered properly submitted and may not be considered. Lottery intends to issue official responses to all inquiries on or before the date specified in the Schedule section, herein; however, this date is subject to change at the Lottery's discretion. The Lottery may consolidate and/or paraphrase questions for efficiency and clarity. The Lottery may, at its discretion, amend this RFP on its own initiative or in response to issues raised by inquiries, as it deems appropriate. Oral statements, representations, clarifications, or modifications concerning the RFP shall not be binding upon the Lottery. Official responses by the Agency will be made only in writing by the process described above.
- If changes to this RFP are issued, those changes will be posted under Lottery News on [nhlottery.com](http://nhlottery.com) as well as the Division of Purchase and Property website posting. It is the responsibility of Proposers to monitor those locations for any updates and changes.
- From the date of release of this RFP until an award is made and announced regarding the selection of a Proposer, all communication with personnel employed by or under contract with the Lottery regarding this RFP is forbidden unless first approved by the RFP Points of Contact listed in the Proposal Inquiries section, herein. Lottery employees have been directed not to hold conferences and/or discussions concerning this RFP with any potential contractor during the selection process, unless otherwise authorized by the RFP Points of Contact. Proposers may be disqualified for violating this restriction on communications.

**2.2 Pre-Bid Conference.** The Lottery will **not** hold a pre-bid conference.

**2.3 Pricing Proposal.** Prices must include all cost components needed for the delivery of the goods and/or services as described in this RFP. See Exhibit C – Pricing Proposal.

- Pricing of this RFP will be provided in the form of a retainer fee as percentage of budget that will be paid on a monthly basis. The successful bidder will provide a range of services or deliverables in exchange for this set fee. The fee will serve the Lottery's overall marketing efforts. The services that are expected to be included in the retailer fee are listed in **Exhibit C – Pricing Proposal**. The Lottery may, at its sole option, seek pricing on individual projects not identified in this scope of work.
- Proposers must submit a proposal for the core advertising services and a separate proposal for iLottery digital media advertising if they wish to be considered for award of both scopes of work.

**Price Proposals must be sealed separately and conspicuously labeled as the price proposal.**

**2.4 Proposal Submittal Checklist – Required Proposal Submittals.** This section identifies the proposal submittals that must be provided for the Lottery to constitute it as a responsive proposal. The checklist provided below includes all of the documentation that must be submitted to be considered a complete proposal. Proposals that do not include the submittals identified below may be rejected as non-responsive. In addition, a proposer's failure to complete any submittal as instructed may result in the proposal being rejected. Proposers must identify each page of the submittals and any supplemental materials with proposer's name and the following naming convention.

- Exhibit B – Bidder Profile - This document is required information for contract administration purposes and to be considered responsive to this RFP.
- Exhibit C – Pricing Proposal
- Responses to the Administrative Proposal and Case Studies as set forth in Sections D and E (page 32).

**2.5 Proposal Format.** Proposals must be complete, legible and as applicable, signed. Unless otherwise specified in writing by Lottery, documents must be prepared in MS Word, MS Excel, or Adobe PDF and on plain white paper. The proposal must be signed (original, electronic, or scanned) by a person authorized to contract for the bidder.

**2.6 Submitting Proposals.** Your proposal must be delivered as follows:

Proposers are required to submit four (4) paper copies of their proposal, one full digital copy and one digital copy of the Proposal with all Confidential Information fully redacted. One paper copy must have original signatures and the others can have photocopied signatures. **The proposal, whether mailed or hand-delivered, must arrive at Lottery's headquarters no later than the date and time designated as the deadline for submission in this RFP.**

The proposal must be labeled and addressed as follows:

New Hampshire Lottery Commission  
Marketing and Advertising Services  
RFP 2021-03

New Hampshire Lottery  
14 Integra Drive  
Concord, NH 03301  
Attention: Maura McCann

Unless waived as a non-material deviation in accordance with the provisions of this RFP, late submissions will not be accepted and will be returned to the proposer unopened. Delivery of the Proposals shall be at the Proposer's expense. The time of receipt shall be considered when a Proposal has been officially documented by the Lottery, in accordance with its established policies, as having been received at the location designated above. The Lottery accepts no responsibility for mislabeled mail or mail that is not delivered or is undeliverable for whatever reason. Any damage that may occur due to shipping shall be the Proposer's responsibility.

## Section 3 – Proposal Evaluation

This section identifies how Lottery will evaluate RFP proposals.

### 3.1. Overview. Lottery will evaluate RFP proposals.

- Lottery reserves the right to: (1) Waive any informality; (2) Reject any or all proposals, or portions thereof; (3) Accept any portion of the items proposed unless the bidder stipulates all or nothing in their proposal; (4) Cancel an RFP and re-solicit proposals; and/or (5) Negotiate with the highest scored responsive and responsible bidder to determine if that proposal can be improved.
- Lottery will use the following process and evaluation criteria for an award of a contract:
  - Step 1: Responsiveness
  - Step 2: Initial-Evaluation
  - Step 3: Presentation
  - Step 4: Pricing
- Points will be awarded using the following scoring method:

EVALUATION CRITERIA	ASSIGNED POINTS
<b>Initial Evaluation</b>	
a. Responsibility Analysis	10
b. Administrative Proposal	50
c. Case Studies	40
1. Case Study – Digital (optional)	20
<b>Presentation (for Invited Proposers)</b>	50
<b>Price Proposal –</b>	
<b>Core Scope of Work</b>	50
<b>Digital Media Scope of Work- Optional</b>	50
<b>Total Possible Points</b>	
Core Scope of Work	200
Digital Media Scope of Work	220

**3.2 Responsiveness (Step 1).** Lottery will review proposals on a pass/fail basis to determine whether the proposal is “responsive” to this RFP. This means that Lottery will review each proposal to determine whether the proposal is complete and meets the requirements of the RFP. Lottery reserves the right, in its sole discretion, to determine whether a proposal is responsive. Proposers whose proposals are determined to be non-responsive will be rejected and will be notified of the reasons for this rejection.

**3.3 Initial Evaluation (Step 2).** Lottery’s evaluation team will evaluate and score each responsive proposal based on the evaluation criteria provided below.

**3.4 Responsibility Analysis.** Lottery will make reasonable inquiry to determine the proposer's responsibility. Lottery will determine bidder responsibility on a points basis as detailed above. In determining whether the bidder is a responsible bidder, Lottery will consider the information provided in Exhibit B – Bidder Profile and the Responses to Bidder Experience and Expertise in the Administrative Proposal:

- The character, integrity, reputation, judgement, experience, and financial capacity of the bidder;
- The quality of performance of previous contracts or services;
- Such other information as may be secured having a bearing on the decision to award the contract.

Lottery may request additional information including financial statements, credit ratings, record of past performance, satisfaction with the service/product, knowledge of products/services/industry, and timeliness. Lottery reserves the right to be its own reference.

**3.5 Administrative Proposal.** The Lottery will assess the proposer's general qualifications and experience as a contractor successfully providing services in connection with the Lottery's Scope of Work and will also determine whether the bidder has a proven track record for delivery of quality services, and the potential to consistently deliver such services, over the life of the contract. The Lottery will assess the effectiveness of the proposal leadership and staff, the staffing plan, in the context of the requirements related to providing services on the scale represented in this RFP, and the relevant qualitative and quantitative experience of proposed key personnel and subject matter experts who will be responsible for the proposer's delivery of services for the contract.

**3.6 Case Studies.** The Lottery will review the Case Study provided as it will assist in persuading the Lottery that the proposer has the right experience in marketing a consumer product. The Case Study will provide the opportunity to examine promotion, design, and branding of that product to be able to further evaluate the proposer's strengths; whether the proposer understands the essential channels to reach those goals; whether the proposer is aligned with Lottery's objectives, is able to generate tangible results; and/or overcome problems to attain those results.

**3.6. B Digital Case Study. (Optional).** The digital media buy Case Study will assist the Lottery in understanding if the proposer has the experience to advertise and promote a consumer brand using a number of platforms and digital channels. The expectation is that the case study will show that a similarity in media spend will in turn provide a stream of new buyers, increase the sales from the existing buyer base and to improve the quality of the traffic to purchase a product. The Lottery will be looking for the ability of the proposer to assess how the advertising chosen is performing on the various platforms and the various media channels and from that assessment, changes can be made to improve numbers.

**3.7 Presentation (Step 3).** The Lottery intends to select up to 5 proposers to provide an in-person presentation for the evaluation team. The Lottery reserves the right to select fewer than five proposers if deemed appropriate based on the scoring of the initial evaluation. Proposers selected by Lottery to provide an oral presentation will be provided an agenda detailing what they are expected to present. The presentation agenda will be sent with notification that the bidder has been identified as moving to the presentation step. Presentations will be held at New Hampshire Lottery in Concord, New Hampshire.

Each bidder will be allowed two hours for their presentation, followed by up to one hour of questions and answers.

The purpose of oral interviews is to clarify and expound upon information provided in the written Proposals. Proposers are prohibited from altering the basic substance of their Proposals during the oral interviews and product demonstrations. Scoring of the oral interviews will be based upon the ability of the bidder to connect with the New Hampshire Lottery, the introduction of key personnel who will work on the account to the Lottery, to listen to those present tell us about their qualifications, their understanding of the mission of the agency and overall, how their experience and knowledge of being part of the team assigned to the account will assist us in reaching our annual goals. The Lottery in turn, during the Oral Interviews, will be able to ask questions of those present which will further the Lottery's understanding of how well the bidder understands the needs of the Lottery and how the agency functions. The basis of the scoring by the Lottery will be assessing the proposer's ability to answer questions, the articulate those answers satisfactorily. Most importantly, your team will be part of our Team.

**3.8 Price Proposal (Step 4).** Following the scoring of presentations, the evaluation team will open the sealed price proposals and award points based on the following formula:

$$\text{Proposer's Score} = \text{Proposer's Score} / \text{Lowest Responsive Score} * 50 \text{ points}$$

**The Lottery will complete separate scoring for:**

- The proposer's submission for the core scope of work.
- The proposer's submission to provide digital media buying.

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## **Section 4 – Contract Award**

This section identifies how Lottery will award the contract. The initial term of this contract resulting from this RFP shall begin on July 1, 2022 and continue for a period of three (3) years. The contract may be renewed, at the option of the Lottery, for two (2) additional years upon the terms and conditions mutually agreeable to the parties for a total contract period not to exceed five (5) years.

**4.1 Announcement of Apparent Successful Bidder (ASB).** Lottery will determine the ASB. The ASB will be the responsive and responsible bidder whose proposal, based on the evaluation scoring Lottery, best meets the requirements of this RFP and presents the best total value to the Lottery. As noted in this document, the Lottery reserves the right to identify a separate ASB for the digital medial scope of work.

**4.2 Contract Negotiations.** The Lottery will negotiate with the ASB to finalize contract terms and to determine if the proposal may be improved. If, after a reasonable period of time, Lottery, in its judgement, cannot reach agreement on acceptable contract terms with the ASB, Lottery may suspend negotiations and undertake negotiations with the next bidder as determined by the evaluations.

**4.3 Contract Execution.** The Lottery will require the successful Proposer to execute a Firm Fixed Price/Not to Exceed Contract using the Standard Terms and Conditions of the State of New Hampshire which is attached as Exhibit D.

The Lottery may consider modifications of this form during negotiations. To the extent that a Proposer believes that exceptions to the standard form contract will be necessary for the Proposer to enter into the Agreement, the Proposer should note those issues during the Proposer Inquiry Period. The Lottery will review requested exceptions and accept, reject or note that it is open to negotiation of the proposed exception at its sole discretion. If the Lottery accepts a Proposer's exception the Lottery will, at the conclusion of the inquiry period, provide notice to all potential proposers of the exceptions which have been accepted and indicate that exception is available to all potential proposers. Any exceptions to the standard form contract that are not raised during the proposer inquiry period are waived. In no event is a Proposer to submit its own standard contract terms and conditions as a replacement for the State's terms in response to this solicitation:

The contract will be submitted to the Governor and Executive Council for approval for the Lottery to finalize and enter into a contract with the ASB(s). All State Departments and Agencies must seek approval of both receipt and expenditures of state and federal funds, budgetary transfers within the department and all personal service contracts with a value of \$10,000 and all contracts with a value of \$10,000.

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## **Section 5 – Terms and Conditions Related to the RFP Process**

**5.1 RFP Addendum.** The Lottery reserves the right to amend this RFP at its discretion, prior to the Proposal submission deadline. In the event of an addendum/addenda to this RFP, the Lottery, at its sole discretion, may extend the Proposal submission deadline, as it deems appropriate.

**5.2 Non-Collusion.** The Proposer's signature on a Proposal submitted in response to this RFP guarantees that the prices, terms and conditions, and Work quoted have been established without collusion with other Proposers and without effort to preclude the Lottery from obtaining the best possible competitive Proposal.

**5.3 Property of the Agency.** All material received in response to this RFP shall become the property of the State and will not be returned to the Proposer. Upon Contract award, the State reserves the right to use any information presented in any Proposal.

**5.4 Confidentiality of a Proposal.** Unless necessary for the approval of a Contract, the substance of a Proposal must remain confidential until the Effective Date of any Contract resulting from this RFP. A Proposer's disclosure or distribution of Proposals other than to the Lottery will be grounds for disqualification.

**5.5 Public Disclosure.** Pursuant to RSA 21-G:37, all responses to this RFP shall be considered confidential until the award of a Contract. At the time of receipt of Proposals, the Lottery will post the number of responses received with no further information. No later than five (5) business days prior to submission of a Contract to the Governor and Executive Council pursuant to this RFP, the Lottery will post the name and rank or score of each Proposer. In the event that the Contract does not require Governor and Executive Council approval, the Lottery shall disclose the rank or score of the Proposals at least 5 business days before final approval of the Contract.

The content of each Proposer's Proposal shall become public information upon the award of any resulting Contract. Any information submitted as part of a response to this Request for Proposal (RFP) may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any Contract entered into as a result of this RFP will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>). Accordingly, business financial information and proprietary information such as trade secrets, business and financials models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV.

If you believe any information being submitted in response to this Request for Proposal, Bid or Information should be kept confidential as financial or proprietary information; you must specifically identify that information in a letter to the Lottery, and must mark/stamp each page of the materials that you claim must be exempt from disclosure as "CONFIDENTIAL". A designation by the Proposer of information it believes exempt does not have the effect of making such information exempt. The Lottery will determine the information it believes is properly exempted from disclosure.

Marking of the entire Proposal or entire sections of the Proposal (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this RFP to the contrary, Proposer pricing will be subject to disclosure upon approval of the Contract. The Lottery will endeavor to maintain the confidentiality of portions of the Proposal that are clearly and properly marked confidential.

If a request is made to the Lottery to view portions of a Proposal that the Proposer has properly and clearly marked confidential, the Lottery will notify the Proposer of the request and of the date the Lottery plans to release the records. By submitting a Proposal, Proposers agree that unless the Proposer obtains a court order, at its sole expense, enjoining the release of the requested information, the Lottery may release the requested information on the date specified in the Lottery's notice without any liability to the Proposers.

**5.6 Non-Commitment.** Notwithstanding any other provision of this RFP, this RFP does not commit the Agency to award a Contract. The Agency reserves the right, at its sole discretion, to reject any and all Proposals, or any portions thereof, at any time; to cancel this RFP; and to solicit new Proposals under a new acquisition process.

**5.7 Proposal Preparation Cost.** By submitting a Proposal, a Proposer agrees that in no event shall the Agency be either responsible for or held liable for any costs incurred by a Proposer in the preparation of or in connection with the Proposal, or for Work performed prior to the Effective Date of a resulting Contract.

**5.8 Ethical Requirements.** From the time this RFP is published until a contract is awarded, no bidder shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded an RFP, or similar submission. Any bidder that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any bidder who has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or who is subject to a pending criminal charge for such an offense, shall be disqualified from bidding on the RFP, or similar request for submission and every such bidder shall be disqualified from bidding on any RFP or similar request for submission issued by any state agency. A bidder that was disqualified under this section because of a pending criminal charge which is subsequently dismissed, results in an acquittal, or is annulled, may notify the department of administrative services, which shall note that information on the list maintained on the State's internal intranet system, except in the case of annulment, the information, shall be deleted from the list.

**5.9 Challenges on Form or Process of the RFP.** Any challenges regarding the validity or legality of the form and procedures of this RFP, including but not limited to the evaluation and scoring of Proposals, shall be brought to the attention of the Lottery at least ten(10) business days prior to the Proposal Submission Deadline. By submitting a Proposal, the Proposer is deemed to have waived any challenges to the form or procedures set forth in this RFP.

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## **B. 1. SCOPE OF WORK – New Hampshire Lottery Contract**

The Lottery seeks a marketing and advertising partner, to collaborate with and develop plans that increase brand awareness and the contribution to our beneficiary, education (kindergarten through grade 12), promote our products, and increase sales. An ideal partner will also help increase engagement, likability, and reach, as well as understand the Lottery's strategic goals and to help achieve these goals.

Plans mentioned within this scope of work include:

- **Marketing Plan** – a comprehensive document that outlines the advertising and marketing efforts for the coming year. It incorporates business activities involved in accomplishing specific marketing objectives within a designated time frame.
- **Advertising Plan** – outlines the creative and media tactics, budget, schedule and other elements based upon the agency and marketing strategic plans.
- **Communications Plan** – a comprehensive plan to increase brand awareness, trust and likeability, to help our business achieve optimum results in the media.
- **Media Plan** – the process by which marketers determine where, when and how often they will run an advertisement in order to maximize engagement and ROI. An effective media plan will result in a set of advertising opportunities that target a specific audience and fit in with the Lottery's marketing budget.
- **Strategic Plan** – an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. It may also extend to control mechanisms for guiding the implementation of the strategy.

All Marketing, Advertising, Communication and Media plans must incorporate pre-identified metrics that define performance of the successful bidder.

Proposers participating in this RFP will be evaluated on proven and demonstrated creativity, resourcefulness, and capacity to help the Lottery meet or exceed future sales goals, beneficiary contribution, and Lottery initiatives. The purpose of this procurement is to identify and select the bidder Lottery believes in the best advertising and marketing solutions partner.

The successful bidder shall provide services including, but not limited to, the following:

- Strategic advertising and promotional planning;
- 3-year strategic, advertising/marketing plan;
- Print, broadcast, and promotional creative planning, execution, and production;
- Print, broadcast and digital media planning and buying;
- Public Relations expertise and assistance with key communication issues;
- Assisting in the development of Marketing plan;
- Developing an advertising plan to support Lottery initiatives;
- Budget control and shared responsibility for cost control;
- Researching brand tracking and awareness, and advertising effectiveness
- Developing presentations regarding marketing initiatives for the Lottery Commission Meetings, product meetings and industry conferences.
- Assisting with retailer and community events.
- Development of a digital strategy to support the Marketing and Advertising Plans;

- Developing, managing, and executing a social strategy to promote community engagement across social channels to build engagement, and monitoring and analyzing conversations through all social networks;
- Managing and executing promotional services;
- Providing analysis, advice, and support for key Lottery initiatives to include, but not limited to:
  - Lottery App
  - Winning/Winner Awareness
  - Asset collaboration
  - Responsible Gambling

The successful bidder will be expected to perform all functions normally required of a full service-advertising agency. Agencies that do not offer all of these services are invited to join together with providers that offer a service.

- Media Services
- Public Relations: Product Support, Corporate Communications
- Promotional Events Services
- Research
- Web Services Management
- Retail Marketing Programs
- Social Channel Management

In addition to the broad functions listed above, the successful bidder will manage the account within specific guidelines. The following areas of critical concern will be described in detail in this RFP:

- Adequate Staffing Levels and Seniority;
- Advertising Plan Development;
- Public Relations; Comprehensive Communications Support;
- Communications Plan Development;
- Budget Development;
- Timely and Efficient Accounting and Billing; and
- Adherence to Bidding Processes.

**Accounting.** The successful bidder must provide experienced accounting staff support to implement timely and accurate reports and billing to meet Lottery specifications.

The successful bidder must develop an annual budget for:

- Advertising Expenditures.
- Public Relations/Communications (fees and hard costs).
- Web Management (fees and hard costs) and
- Other services required by the resulting contract.

The level of anticipated annual spending will be determined by the Lottery. Lottery will expect the successful bidder to develop a cost-efficient plan that is responsive to Lottery's marketing, public relations/communications, and web management needs. The successful bidder must recommend ways to generate cost savings wherever possible, and provide quantitative and qualitative measurements that illustrate the Return on Investment for each.

The initial budget will be reviewed monthly and must be revised as required by the Lottery. Subsequent budgets must be incorporated in the Advertising Plan and are subject to Lottery approval. The successful bidder shall not make any commitments on behalf of Lottery without Lottery's prior written approval.

Monthly, the successful bidder must provide the Lottery with a summary of all approved expenditures to date for the current fiscal year which runs July 1 through June 30. The summary must indicate the current amount billed to Lottery during the fiscal year, the amount billed that has not yet been paid, and amounts committed that have not been billed.

The successful bidder must implement a system to ensure all media is run or published according to any contracts or placement instructions. Affidavits, tear sheets or other documentation must be provided.

**Cost Savings.** The successful bidder must make Lottery aware of any cost savings that might be achieved by the expedited payment of media or other invoices.

**Estimates Required.** The successful bidder must prepare an estimate for any expenditure and obtain the Lottery's written approval before making any commitment on Lottery's behalf. Lottery will **not** be responsible for any expenditure for which prior written approval was not obtained.

All estimates must be segregated by fiscal year and by budget category, as defined by Lottery (Media, Production, Brand, Public Relations, Web Services, Research, Sports Partnerships, etc.). Estimates must include a product start date and target completion date. Media estimates must include flight dates.

Lottery will not be responsible for expenditures exceeding the estimate. The successful bidder may submit revised estimates for consideration if it appears that the costs of a particular estimate will exceed the originally approved amount.

All costs relating to research, public relations, or other special project work must be completely detailed in any estimate submitted for approval. The approval of any such estimate will be contingent upon the subsequent submission and approval of required documentation. All estimates must be numbered. The successful bidder must maintain a list of all approved estimates, including the amount and description of the expenditure, and provide Lottery with an updated list of all such estimates monthly. The estimated numbers shall appear on the invoice. No payment will be made without a signed estimate.

**Invoices.** The successful bidder must submit invoices to Lottery on a timely basis upon completion of services approved in a specific estimate. Invoices should include necessary backup documentation to substantiate charges. In general, jobs will be closed 60 days after the date that the approved estimate was signed by the Lottery, with the exception of media buys made on a quarterly or annual basis.

**Advance Payments.** Payment will be made only after the completion of services of goods authorized in an approved invoice.

**Ownership of Work.** The State shall own all right, title and interest in and to any software, documentation, products, Point of Sale materials, advertising for television, radio, print, internet or other media, or deliverables which result from services rendered by Vendor to the State under this Contract.

**Advertising.** The successful bidder will:

- Develop and produce advertising campaigns based on the approved Advertising and Communications Plans, Lottery initiatives, and key products;
- Develop material or campaigns to support any new promotions; products; or initiatives, including responsible gambling initiatives, that Lottery proposes to bring to the market place; and

#### **Advertising Development**

**Alternative Solutions.** The successful bidder must offer alternative campaigns, rather than only one creative solution to a particular game or promotion. At least three versions of TV storyboards, radio scripts, digital ads and all other creative products must be offered when the successful bidder makes a creative presentation to Lottery, unless otherwise approved by the Lottery.

**Approval.** The successful bidder will be expected to obtain written approval from Lottery before producing any advertising or related material. When producing any creative work, the successful bidder must not vary from approved scripts, storyboards, or print layouts without the Lottery's approval. Failure to adhere to approved scripts, storyboards or layouts may void Lottery's approval of the estimate for the project. The successful bidder will be liable for all costs if advertisements or collateral materials are executed in a manner not consistent with the Lottery's written approval.

**Artwork Changes.** The successful bidder shall charge Lottery one time only for artwork that is used in multiple forms. Artwork required for any print advertisements must be billed as a one-time item on a separate invoice. Any duplication of charges for artwork will be rejected. All original artwork becomes the property of Lottery and will be delivered to Lottery upon request.

**Creative Services.** Following creative bid approval by the Lottery, the successful bidder will be responsible for the execution, creation, and production of Lottery advertising materials, including but not limited to print, digital, broadcast advertisements, out of home advertising, social, point-of-sale (POS) items, and other materials that may be required by Lottery. The successful bidder must develop multi-media campaigns in support of the brand, games, promotions, and initiatives identified by the Lottery. The successful bidder may also be required to assist the Lottery in developing game names, game logos or art for other uses.

**Production.** The successful bidder will submit for Lottery approval all production estimates. Estimates must clearly indicate any subcontractors or other parties who will be involved in the production work and where those parties are located. Any production work to be conducted at a location outside of New Hampshire must be specified, and the successful bidder must demonstrate to the Lottery's satisfaction that locations, facilities and/or resources within the state were not adequate for the production work required. The successful bidder should always work towards having production work done in-state.

**Routine Meetings.** There will be routine meetings held between Lottery and the successful bidder. These meetings will include discussion regarding schedules and planning, as well as discussion regarding concept approvals, pre-production of advertisements, and POS or other agency produced materials. Routine meetings be held to discuss business analytics, interpretation and meaning of the data for more informed decision-making, greater revenue return and improve operational efficiency. Additional meetings may be held with certain Lottery personnel on an as-needed basis.

**Timelines.** The successful bidder must provide Lottery with a timely response to its advertising and public relations/communications needs within agreed upon timelines. Additional expenditures due to missed timelines by the successful bidder will be the sole responsibility of the successful bidder, unless approved in writing prior by Lottery.

**Media Plan and Strategic Plan Development.** The successful bidder will be required to develop an annual media plan by August of the following fiscal year that is consistent with and furthers Lottery's Marketing Plan. A fiscal year begins on July 1 and ends on June 30. The Media Plan must support Lottery brand, games, promotions, and initiatives. The successful bidder, along with Lottery vendors, may have input into the development of the Marketing Plan. The Media Plan must be submitted to Lottery for approval. The plan will be reviewed monthly and may be revised as required by changes in the Marketing Plan, economic factors, other market conditions, or as desired by the Lottery. The successful bidder must submit a new Media Plan of each new yearly Marketing Plan adopted by the Lottery.

The Advertising Plan must detail all campaigns planned during each fiscal year, including budget estimates. Lottery recognizes that all plans are subject to change based upon current market realities. The Advertising Plan must also provide a breakdown of the proposed spending by media type and proposed production costs.

**Advertising Sensitivity.** The Lottery is an agency of the state of New Hampshire. As such, all advertising campaigns must be in good taste and must not make unsubstantiated promises.

Lottery advertisements or promotions must not be of a nature that unduly influences any person to purchase a lottery ticket or number of tickets. Specifically:

- There must be sensitivity that some people may be inclined to spend more money than they should when gambling.
- Advertising must not encourage people to play excessively, and must adhere to providing the odds of winning and any disclaimers where appropriate.
- Responsible Gambling should be considered in all modes of communication where appropriate.

The successful bidder must adhere to Lottery's adopted advertising guidelines when developing any marketing program for the New Hampshire Lottery.

#### **Collateral Material and Signage**

**Collateral Materials.** The successful bidder will be responsible for the creative design and project dependent, may be responsible for production of some pieces, in support of the Lottery's advertising efforts and will be approved by the Lottery. This requirement includes, but is not limited to, such items such as posters, displays, and other POS items intended for temporary use. The successful bidder may be required to produce retailer newsletters or other printed items. Lottery owns all original artwork, layout, design, and final product and can use as needed.

**Printers.** The majority of print jobs will be awarded through the Department of Graphic Services bid process. The successful bidder must provide print specifications for such jobs and provide artwork. The successful bidder may be expected to review proof(s) provided by printer and work further with the printer to achieve the final piece. For print jobs that do not go through the Department of Graphic Services, the successful bidder must present to Lottery, an estimate for print jobs for the Lottery's review and approval. The successful bidder will be expected to review and approve the proof as well as direct the printer to provide the final pieces to Lottery.

**Signage.** The successful bidder may be required to design and product interior and exterior signage, which identifies retail locations as Lottery Retailers.

**Trade Show Attendance/Special Events/Meetings.** The successful bidder must be familiar with all aspects of the Lottery that can affect the successful proposer's ability to effectively service the Lottery account. The successful bidder will be expected to attend various trade shows, special events and meetings at the successful proposer's expense. All travel related expenses as well as registration fees are the responsibility of the successful bidder. In addition, the successful proposer's staff shall attend Lottery Commission Meetings, held monthly as well as the Tri-State Lotto Commission Meetings held up to six times a year, in order to better understand the goals and needs to the Lottery.

**Co-Promotions.** The successful bidder may also be required to solicit and encourage joint advertising and promotional opportunities with other New Hampshire entities. Such ventures shall not be exclusive, unless a general solicitation has been made to all co-promoters offering comparable goods, services, or opportunities. The successful bidder must indicate the potential benefits to the Lottery from any co-promotion recommended.

**Media Planning and Buying.** The successful bidder must develop specific media plans for each campaign that are cost-efficient and effective in providing Lottery with the desired reach and frequency for all Lottery products. All applicable media rebates, discounts and/or AVBs must be passed back to Lottery. Such payments will be included on media invoices.

**Bonus Commercials.** The successful bidder must attempt to negotiate free bonus spots or additional promotional support from all radio and TV stations included in a Lottery buy. Any bonus spots or additional promotional support provided by participating stations must be identified in the summary of any media buy, and the value of the bonus spots or additional promotional support must be calculated as an added value to the Lottery. For any spots not run on either medium, the successful bidder must attempt to negotiate make-good spots.

**Negotiation and Placement.** The successful bidder will be responsible for the negotiation, purchase and instructions for the placement of all media time and space. The successful bidder will not commit the Lottery to any such purchase without obtaining the Lottery's written approval. In negotiating media purchases, the successful bidder shall make the Lottery aware of any savings that might be achieved through long-term commitments or other special programs. Any such commitments must be approved by the Lottery and any savings achieved must be passed on to the Lottery.

**Placement Verification.** The successful bidder must notify the Lottery before approving any "make goods" for ads that did not run as scheduled. All such materials shall be maintained by the successful and must be available for inspection by authorized Lottery representatives. Affidavits and tear sheets must accompany any final billings.

**Post-Buy Analysis.** The successful bidder will be required to provide the Lottery with post-buy analyses indicating the reach and frequency goals of each buy were achieved within budget. In addition, the post-buy analyses must be provided for media buys that use new rating information for the buy period, when available.

**Spending Analysis.** No more than 30 days after completion of each media campaign, successful bidder must provide Lottery an analysis of the media campaigns initial goals and metrics met, and a description of any issues with Proposers and resolutions if any. Each analysis must include a recommendation regarding proposed changes in media purchasing for future campaigns.

**Media Services.** The successful bidder shall be responsible for developing and updating an annual or campaign Media Plan, for negotiating and placing Lottery materials effectively and efficiently, and for verifying actual placement as required by Lottery. More specifically:

- If requested by Lottery, the successful bidder shall develop a plan that maximizes results, achieves specific objectives, and supports creative and other strategic direction to provide measurable results. The plan could include such elements as an identification of when and what type of media should be written and placed, time schedules for identifying and analyzing demographic market and delivering media coverage, and a means to determine the effectiveness of the media campaign.
- The successful bidder shall be responsible for the negotiation, purchase, instruction and delivery of materials for the placement of media time and space.
- In negotiating media purchases, the successful bidder shall make Lottery aware of any savings that might be achieved through long-term commitments or other special programs. Any such commitments shall be approved by Lottery and any savings shall be passed on to lottery.
- When Lottery is contacted by a company offering media or promotional opportunities for Lottery, Lottery will direct the inquiring party to provide the information to the successful bidder. For all opportunities recommended by the successful bidder, a written evaluation shall be provided to Lottery in context with Lottery objectives and strategies.
- The successful bidder shall have a process in place to reply to each inquiring media party. This will be available for review by Lottery upon request.
- The successful bidder shall implement a system to ensure that all media was run or published according to any contracts or placement instructions.
- The successful bidder shall notify Lottery before approving any make goods for any ads that did not run as scheduled. All such materials shall be maintained by the successful bidder and shall be available for inspection by Lottery or authorized Lottery representatives.
- The successful bidder shall submit to Lottery any invoices for paid media advertising or campaigns in a timely manner. Affidavits and tear sheets must accompany final billings.
- Lottery may at any time cancel, at no cost, any space or time previously authorized for publication or broadcast provided the publisher or other owner or said space or time will accept such cancellation without financial penalty. Lottery may also cancel any space or other time previously authorized for which there is a cancellation penalty, but such penalty will be paid by Lottery.
- The successful bidder shall present alternative outreach options to Lottery such as but not limited to: movie theatres, billboards, vehicle wraps and more.

**Web Management.** The successful bidder will be responsible for working with previous contractor to transfer all software, functionality and design of the Lottery's existing website, mobile application interface, and backend processing in its current technology. The transfer will include all data analytics and the servers that host this information. The successful bidder must agree to pay the existing contractor for any time required beyond the transition period to produce a fully functioning and error-free website. During the transition period, the current website will run in parallel to the new website until the new site meets accuracy and reliability standards. The successful bidder must be thoroughly familiar with our website content and be able to provide services including, but not limited to hosting, maintaining, troubleshooting, updating and development of new features.

**Data Feed.** Ability to dynamically import multiple Lottery XML files into existing website database for display on the Lottery website and the mobile app.

**Winning Numbers/Jackpot Amounts (automated process).**

- Display winning numbers on the homepage along with top/jackpot prize amounts and where won
- Ability to Check Your Tickets

**Third Party Vendors.** Maintain communication and integration with third party application vendors for Sports Betting, NH iLottery and the mobile app

**Where to Play.**

- Ability to search by City and Zip Code, files sent monthly
- Ability to filter search by traditional, KENO 603 retailers other retailers as applicable, files sent weekly

**Winners Gallery.**

- List of winners posted monthly by draw, instant and iLottery
- Photos of winners provided by the lottery along with accompanying copy to post

**Ad Rotator.**

- Feature homepage image rotation to display promotional graphics
- Administrator must have the ability to schedule addition of images, setting start and end dates

**High Jackpot and other Image Takeovers.**

- Based upon specific direction, artwork, images need to dynamically post to the homepage with a product schedule
- Jackpot alert needs to post within a designated period with the amount to be provided and may need updating

**New Game Development/Old Game Removal.**

- Add, update and delete images, pages, and information to coordinate with product schedule
- Stay consistent with look and information available with other games
- Add/remove games to Check your Ticket accordingly

**Game Information.**

- Display how to play, display game matrix, how to play, FAQ and more where appropriate
- Dynamically display scratch ticket games by price point, linked to a game page for each game, remaining top prizes, scratch ticket game schedule and more
- Dynamically display e-Instant games, progressive jackpot games all linked to the 3<sup>rd</sup> party vendors
- Dynamically display Tri-State Fast Play games and the Fast Play progressive games with their corresponding jackpot amount.

**Beneficiary Support.**

- Display contribution copy and links to financial reports
- Display and provide PDF of historical revenue since 1964, annual CAFR documents and other such requests

**New Features.** The successful bidder will be able to design, develop and implement new features as the Lottery requests. The successful bidder is expected to present possible enhancements for the Lottery to consider. For example, and not limited to: winners ticker, further customization of the iLottery/e-Instant games, etc.

**Hosting.**

- The successful bidder is responsible for purchasing or leasing all necessary equipment to provide the following services equal to or above existing levels. The web environment should include:
  - Mirrored environments (replication primary to backup) in two geographically diverse locations providing a fully functional backup site that mirrors the live site all backend processes and provide seamless failover.
  - Server with current, patched and supported Server Operating System no more than 36 months old running on Enterprise, Server Grade Hardware
  - The capability of serving an average of 25,000 visits a day, the ability to scale to 100,000 or more visits during high jackpot periods.
- The successful bidder is responsible for development, maintenance, administration, and performance tuning of all servers.
- The successful bidder is responsible for backing up the website content and backend databases. Daily backups are to be retained for at least 2 weeks and restoration tested at least once a month.
- The successful bidder is responsible for Domain Name Software (DNS) management including failover, load balancing, Domain name purchase, mail services, etc.
- The successful bidder will work with Lottery and State of New Hampshire IT staff when and if Lottery determines it best to assume ownership of website and DNS Hosting. In this case, the successful bidder would work on transitioning account ownership or migration to a Lottery owned account without impact to site availability. Site management would then remain the successful proposer's responsibility.

**Security and Disaster Recovery.****Performance/Reliability.**

- The successful bidder is responsible for utilizing appropriate methods to minimize page load time as well as backend process performance.
- The successful bidder to maintain minimum Website/Server up time of 99% within 30 days.
- The successful bidder to maintain data/content accuracy minimum of 99% for a 30-day period.
- The successful proposer's system will send winning number emails, weekly e-newsletters and other promotional materials.
- The successful bidder will write, for Lottery approval, a disaster recovery plan.
- The successful bidder will provide a system that is sufficiently flexible to meet the Lottery's evolving requirements.
- The Lottery will conduct a series of acceptance tests, which the successful bidder is obliged to support. Lottery acceptance testing will be conducted at the Lottery Headquarters.
- The successful bidder shall immediately report any security procedural violation, violation of law (e.g., theft), or disappearance of any software or material used or to be used in the performance of this Contract.

**Other Services.** Proposers should describe in detail any other services proposed to be provided to Lottery that are not specifically addressed in this RFP. Proposers should also specify how those services will assist Lottery in achieving the best value and furthering its mission.

**Promotional Items.** The successful bidder may be responsible for the design, production, and delivery of merchandising items approved by Lottery (such as t-shirts, key chains, hats and a variety of other items that may be used as retailer or consumer premiums). The successful bidder will be expected to present a quote for review by Lottery and recommend to Lottery a cost effective program to make merchandising items available for promotions.

**Public Relations.** The successful bidder shall provide:

- Comprehensive public relations/communications consultation, advice, and recommendations
- Assistance in the development and execution of a communications plan
- Media relations counsel and response
- Media/presentation training
- Crisis communication planning and response
- Winner awareness programs
- Responsible gambling education and awareness initiatives
- Beneficiary communications
- Event and promotion support for product awareness
- Corporate and community outreach
- Assistance with Web services management as needed

The public relations component will include product support and corporate communications support.

**Product (Marketing) Support.**

- Consultation, advice, and recommendations for the Lottery.
- Preparation and implementation of a product promotions plan that parallels and complements the objectives of Lottery's marketing programs.
- Coordination with Lottery and successful bidder personnel to ensure a good public relations focus during promotions and marketing events.
- Provision of support for publicity, special events, and public relations for programs in the Advertising Plan and the Communications Plan.
- Evaluation, recommendations, and implementation support for partnerships and additional consumer promotions.
- Development of a corporate and community-based communication programs as described in the approved Advertising Plan and the Communications Plan.

**Comprehensive Corporate Communications Support.**

- Development of strategic communications and comprehensive stakeholder plans:
  - Short-term: 1 year/biennium
  - Long-term: 3-5 years
- Provision of consistent, on-going public relations and media relations counsel.
- Support Lottery leadership with internal and external communications planning and development.
- Support for media relations efforts, including the development of plans for online newsroom, editorial board calendars, key message development, opinion editorials, stories, articles, features, news conferences, and news release distribution.

- Provision of media training and speakers/presentation training for the Speaker's Bureau development.
- Back-up media relations, response to Lottery staff for press releases, press events, crisis situations, jackpot notification to media, and related activities, and
- Senior staff member to review all external communications before it is delivered to Lottery to ensure the document is accurate in content, tone, punctuation, and grammar.
- Development of an overall Crisis Communication Plan.
- Development and/or implantation of an enhanced statewide Winner Awareness Plan.
- Assistance with the development and support of a comprehensive education and awareness program for responsible gambling initiatives, including securing support for the development of new responsible gambling television and radio public service announcements (PSAs).
- Development of a full community involvement/outreach program that enhances Lottery's mission and creates a positive image of the lottery in New Hampshire Communities.
- Development of a beneficiary communications plan that includes enhancing partnerships with key education organizations and differentiates Lottery from other gaming/entertainment options by showing how Lottery supports New Hampshire (specifically public education). Review and assessment of the best methods to communicate where Lottery dollars go.
- Supporting events and promotions for corporate and community outreach programs.
- Assistance with Web services management as needed for development and content.

**Public Service Announcements.** Because Lottery is a state agency, the successful bidder may be required to develop informational materials to be provided to media outlets as public service announcements to run at no charge to the Lottery on an annual basis. The successful bidder must develop a plan to achieve media acceptance of these materials, propose low-cost production of these materials, and provide Lottery with periodic report on the reported usage of such materials.

**Research.** The successful bidder shall:

- Work with the Lottery to identify advertising and marketing issues and to assist in formulating strategies, as needed
- Conduct focus group testing of advertising concepts for major campaigns, brand positioning, product, or other marketing-related issues
- Conduct other formal market research for concepts, as required by Lottery
- Schedule meetings quarterly (or as needed) with Lottery staff to share consumer feedback obtained through Account Planning/Research fieldwork activity
- Lottery will own all research, materials, and databases generated on behalf of Lottery.

**Retailer Visits.** At the direction of Lottery, the successful bidder may be required to send personnel to visit Lottery retailers to review POS material and provide feedback on effectiveness or elicit retailer comments.

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**Retail Marketing Support.** The successful bidder shall:

- Develop and produce POS materials to complement advertising campaigns based on the approved Advertising Plan and the Marketing Plan.
- Assist Marketing and Sales staff to develop a comprehensive POS program, including a POS
- Assist Marketing staff to develop a comprehensive POS program, including developing a POS package for retailers.
- Assist in developing POS to use at events and other promotions as needed and directed by Lottery
- Coordinate and support the development of materials at Lottery's direction.
- Develop grand and promotion/game enhancement POS as described in the approved Advertising/Marketing Plan.
- Develop a comprehensive POS program, including new elements for increased exposure on Lottery vending machines and other hardware enhancements.
- Assist in integrating Corporate Account POS needs into the general POS program as directed by Lottery.
- Assist in the development of retailer information sheets or other communication vehicles.
- Develop promotions and programs that are focused on increasing Lottery traffic in retail and event locations.

**Strategic Planning.** The successful bidder shall:

- Develop strategic communications and comprehensive stakeholder plans:
- Short-term: 1 year/biennium
- Long-term: 3-5 years
- Provide ongoing strategic counsel for Lottery's core products and corporate brand by providing direction on Lottery initiatives, marketing, communication, strategic frameworks and development issues.
- Create an annual Advertising/Marketing Plan for Lottery's fiscal year advertising and promotion campaigns based on Lottery's marketing plans.
- Assist in situation analysis and development of overall goals, objectives, and strategies.
- Advise Lottery regarding advertising, marketing, communications, and sales opportunities via the Internet, social media, and mobile; oversee the website and other e-business advertising, marketing and sales development.
- Develop an Advertising/Marketing plan using minority and local community media.
- Provide weekly status report to Lottery-designated Marketing and Sales managers and a weekly conference call reporting on all actionable initiatives.
- Provide insight and counsel, as directed by Lottery, in further development of the user of technology (software and hardware), social media and mobile.
- Perform quarterly field market checks to provide Lottery with additional strategic feedback on products and programs.
- Perform monthly statewide media clip reports to monitor issues/opportunities relevant to Lottery.
- Perform quarterly media impression reports to track paid/earned media.

**Staffing.** Lottery requests that the requisite projects and assignments are completed in a timely, efficient, and creative manner, and that all essential services are fulfilled. The successful bidder will provide a high level of service through a team that has the necessary experience and skills to get the job done. The successful bidder will be expected to staff the Lottery account through appointment of qualified individuals for the management of the Lottery accounts.

Proposers are to include, at a minimum, resumes for the following positions which are considered to be the core team that will be overseeing the New Hampshire Lottery Account. If additional positions will be part of the account team, please include those as well as their title and what they will do as part of the team. **Proposers must provide a proposed staffing plan that would best meet the needs of this RFP.**

**Executive Sponsor**

- Minimum of ten years' experience
- Experience managing and directing major advertising accounts
- Senior level position; preferably a principal who reports to or is the CEO or President of the successful bidder

**Senior Account Executive**

- Minimum of 2-3 years' of managing a major advertising account(s) or a minimum five years' of advertising account experience.

**Account Coordinator**

- Minimum two-years' of advertising account experience.

**Creative Director**

- Minimum ten years' experience
- The Lottery requires at least one creative professional as a designated team member. This person should be a senior level professional who reports directly to the chief creative professional.

**Media Director**

- Minimum of ten years' experience managing and supervising a team in day-to-day media management while also leading the process of strategic media planning/execution and be results driven. This position should have experience in all relevant media channels, outlets and be able to, by using analytics, be able to optimize media strategies to maximize audience reach.

**Social Community Strategist**

- Minimum of two years' of cross channel execution planning
- Proficient in strategic deliverables including:
  - Scope of work
  - Social listening
  - Content planning and
  - Key Performance Indicators
  - Develop relevant content topics to reach the target customers

### **Public Relations Account Director**

- Minimum of five years' experience
- Experience managing and directing major public relations/communications account
- Strong experience in media relations including New Hampshire media as well as experience with national media.
- Efficient in proofreading and grammar
- Proven experience in crisis communications for two or more major accounts
- At least one position with 20% time commitment to the Lottery account.
- Senior level position – preferably a principal who reports to the CEO or President of the successful bidder.
- Government and public affairs experience required. Established media relationships required.

This procurement calls for many different available disciplines, promotions, events, and interactive/digital marketing. The successful bidder must be able to provide these services and the associated personnel required to implement Lottery initiatives.

Below is an example of additional positions utilized in the past:

- Media Planning Staff
- Account Planning Staff
- Creative Team Members
  - Producers
  - Copywriters
  - Art Directors
  - Production Artists
- Public Relations Account Executives
- Billing Coordinator

Employees assigned to the Lottery account must have significant experience with products and marketing issues similar to those offered by Lottery. Staff account experience is preferred in retail grocery and convenience stores merchandising.

Brand development, awareness and research is vital to Lottery. The successful bidder must have a competent team with appropriate staffing levels and a cost-effective mix of experiences and less experienced personnel led by a 100% dedicated Account Supervisor.

Staff account experience is required in brand development, product support and beneficiary awareness across all media and social channels, including an understanding of both product and consumer research knowledge of merchandising at variety of retail environments.

The staff assigned to the Lottery account should be those who best meet Lottery's needs based on the Scope of Work.

Upon the successful proposer's need for staffing changes, the successful bidder shall notify and consult with Lottery to ensure qualified individuals are assigned to fulfill the Lottery contract. All personnel dedicated to the Lottery contract (regardless of position) are expected to become knowledgeable about the Lottery business, the political environment with which Lottery operates, and the products offered by Lottery.

Lottery will have the right to request removal of staff within 90 days of the appointment of a newly assigned staff if determined that the individual is not a good fit for the Lottery account.

**New Hampshire Lottery Orientation.** All successful bidder personnel assigned to the Lottery account will be expected to be familiar with the Lottery's enabling legislation ([Chapter 284:21-a](#)), State of New Hampshire ethics ([ethicsBooklet.pdf \(state.nh.us\)](#)), the Lottery's history, products, marketing plan and operating procedures as they relate to any services, products, or activities provided by or in conjunction with the successful bidder. All such personnel must be thoroughly orientated and possess this knowledge prior to being assigned to work on any aspect of the Lottery account.

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## **B. 2. SCOPE OF WORK – New Hampshire Lottery Digital Media Contract**

### **Statement of Work for Digital Media Purchase**

The Lottery is considering a separate digital media-buying agency to support our online sales platform. The allocation for digital media will be approximately \$400,000 (\$300,000 from the \$2.6 million New Hampshire Lottery budget and \$100,000 from the \$1.8 million Tri-State Budget) to spend on digital/online marketing for NH iLottery.

The dollars will support the e-Instant games, Powerball, Mega Millions and Tri-State Gimme 5 (other games may be added to this platform) purchased online. The lottery is looking for an Omni channel digital marketing strategy that may include but is not limited to the following media of Search Engine Optimization, Pay-per-Click, Social Media Marketing, Content Marketing, Mobile Marketing, Marketing Analytics and more.

The successful bidder will be asked to spend the dollars to attain the following business objectives:

- Continuous stream of new iLottery players
- Increase the conversion rate of players
- Increase sales from the existing player base
- Build the NH iLottery Brand
- Lower the Cost per Acquisition
- Improve the quality of traffic
- Better Search Engine Marketing

With the media dollars allotted, the execution of a marketing strategy will be across the suggested digital channels to reach monthly, quarterly and annual goals.

The successful bidder will clearly articulate the aims and goals of the suggested digital initiatives, along with clearly targeting digital personas, and methodically choosing which channels to go after them and how.

The successful bidder will agree upon key performance indicators with the Lottery and the strategy of the digital plan (media spend) will be presented to deliver on those goals. Audience segmentation will be presented to the Lottery to develop rich personas. From those identified personas, based upon their digital behavior, will further define the suggested digital channels to target them. Customer reach, customer acquisition and customer retention will map those channels.

For each channel, there should be a clear measurement framework in place, to measure the effectiveness by channel and produce a matrix of core metrics that will be indicative of if the targets will be met or not, as well as the plan to pivot when not meeting the target goals.

As a result of the contract award, with the expectation of ever-evolving technology, the successful bidder will be expected to be educated in those changes and present such changes to the Lottery.

The Lottery, the Advertising Agency and the Digital Media Buyer will collaborate as to what advertising will be provided to support the online platform.

**Staffing.** Proposers are to include, at a minimum, resumes for the following positions which are considered to be the core team that will be overseeing the digital media buy.

- **Digital Media Buyer**  
Minimum of five years' experience in managing budgets and buying media space. This would include negotiating and acquiring the advertising as well as watching various media channels, assessing performance for campaign effectiveness.
- **Digital Media Planner**  
Minimum of three years' experience in developing digital media strategies. This would include monitoring, optimizing and reporting on campaign performance.

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## C. ADMINISTRATIVE PROPOSAL

Bidder must provide a clear and concise response to each criterion listed in this section. It is preferable that bidder restate the criterion, then respond below the criterion description.

### Bidder Experience and Expertise

1. Provide an assessment of the proposer's core expertise and any other services that the bidder will offer to Lottery's account and the reason why bidder is the best fit for the work.
2. Provide the number of years of business experience providing the same or similar services as described in Scope of Work. List the account names and number of years' experience with each account.
3. Provide a current client list and percentage of total billings represented by each.
4. Provide a current credit rating (or other generally accepted credit verification).
5. Describe the system the bidder uses to ensure accurate client billing and cost monitoring.
6. Indicate whether the bidder currently has, or has in the past three (3) years, contracted with another government entity and explain the type of services performed under the resulting contract or project work as it relates to this scope.
7. Identify all new clients that have awarded a contract or project to bidder during the past three (3) years. Identify any client relationships that have ended during the past three (3) years. The clients identified in proposer's response to this section may be contacted by Lottery as a reference.
  - a. For new clients, list by each client name the services that were, are, or will be provided and length of each project or contract.
  - b. For each ended client relationships, list by each client name the services delivered and length of project or contract.
  - c. Provide proposer's total dollar billings, excluding media buys billings, for the last two (2) calendar years and provide the percentage of billings in each of the following areas: television, digital and social media, radio, print, out of home, collateral, email and other, during that time period.
  - d. List any industry awards or achievements received during the past three (3) years.
8. Identify where Lottery will fit within your current client roster in terms of size, scope and marketing products.
9. Explain proposer's capabilities and experience for the following items.
  - a. Account planning (how it interfaces with the departments or areas of the proposer's organization)
  - b. Research
    - i. Maintain an independent research method stance (so as to not influence the overall outcome of research regarding campaigns or promotion initiatives)
    - ii. Consumer testing (focus groups, surveys, etc.)
  - c. Strategic planning and brand management
  - d. Creative development (list types)
  - e. Media planning and buying (include planning and buying process and how you would ensure that Lottery received the maximum value for its dollar)
  - f. Promotions, planning, event activation and implementation
  - g. Interactive (internet/web development)
  - h. Production services (list types)
  - i. Public Relations: product support, corporate image support, crisis communication planning and response, media relations, community outreach development

- j. Logo development
- k. Web service management
- l. Social media
- m. Mobile marketing
- n. Other (include any service you would like to ensure Lottery is aware of)

**Contract Team and Key Personnel. Note:** Lottery reserves the right to review and/or disapprove of any employees before assignment to any Lottery contract. In addition, all employees associated with the resulting contract will be required to complete paperwork to approve the Lottery to perform a background check. This is consistent with Lottery's policy for contractors providing sensitive goods and services.

1. Provide staff names of all full time project and key personnel (key personnel may include freelancers/subcontractors), who will be assigned to perform services for Lottery's account along with the following information:
  - a. Job title
  - b. Brief description of proposed role and responsibilities under Lottery's account.
  - c. Identify whether any key persons assigned to perform services for Lottery are subcontractors/freelancers.
2. Provide a detailed resume for each key personnel identified above. All resumes should identify the number of years working at proposer's business, additional years of relevant experience working at other businesses, and summarize the expertise/knowledge in the areas relevant to each key personnel's proposed assigned role and responsibilities on Lottery's account.

#### **Business Approach and Processes**

1. Describe proposer's approach to client relationship building and account management.
2. Describe proposer's approach to on-boarding and understanding client products and brands.
3. Describe proposer's approach to remaining current on industry trends and on specific categories of advertising and how proposer's knowledge of those current trends have enabled bidder to better understand proposer's client's business and advertising needs.
4. Describe the proposer's approach to effective, day-to-day project communications between the parties.
5. Describe the proposer's approach to ensuring a high-level of transparency for reporting, and keeping Lottery informed of all projects or campaigns timelines and due dates, including key issues, approvals, decisions, and developments throughout the contract.

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**D. COMPLETE EXHIBIT B – BIDDERS PROFILE IN TOTALITY**

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## **E. CASE STUDY**

For each of the case studies listed include the following format:

- **Title**
- **Client**
- **Team Members**
- **What you are solving for**
- **The solution – include expected KPI's**
- **The results**
- **Visuals**

Bidder must provide a response of no more than three (3) single sided, 8.5" x 11" pages for each case study. At a minimum, the case study should succinctly state the objectives, strategies, and outcomes associated. Illustrative case study samples provided as hard copies or links to the web will not be accepted and may disqualify potential Proposers who submit them.

1. Tell us about a campaign that your team is proud of that increased brand awareness and likeability.
2. Tell us about a campaign where the objective was to increase product sales at convenience stores, that measurably shifted the needle and increased sales for a particular consumer product.
3. As a government agency, the net profit from the sale of lottery tickets, since 1964 has been earmarked for education. It is difficult for us to share the value of those contributions, because we can only share overall dollars provided either annually or in total, not a specific school or community. Tell us about a client who had similar issues, and how shared their story to elicit an emotional connection between the dollars contributed and those impacted.

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## **E. 1. CASE STUDY (Digital Media Buy ONLY)**

For each of the case studies listed include the following format:

- **Title**
- **The Client**
- **The Objective/Solutions**
- **The Results**
- **Visuals**

Bidder must provide a response of no more than three (3) single sided, 8.5" x 11" pages for each case study. At a minimum, the case study should succinctly state the objectives, strategies, and outcomes associated. Illustrative case study samples provided as hard copies or links to the web will not be accepted and may disqualify potential Proposers who submit them.

1. Tell us about a digital advertising campaign that your team is proud of, including who the client was and what marketing objective the client presented to you to achieve. The case study may be for a product launch, an existing product with stagnated sales, or a problem to resolve/overcome on behalf of your client.
2. Show us the campaign and how your solutions produced tangible results for your client. Provide creative examples along with the resulting metrics such as but not limited to key performance indicators, data and statistics that show the engagements of your work. You may include other digital marketing metrics.
3. Show us the parallel and similarities between your case study that include the results of your work and how those same efforts may apply to the online lottery product.

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## **F. EXHIBITS**

**Exhibit A: Additional Information**

Information regarding the Lottery, sales, historical funding for education, etc.

**Exhibit B: Bidder Profile - Complete, sign and include with proposal**

**Exhibit C: Pricing Proposal when responding to managing the core New Hampshire Lottery Account scope of work**

**Exhibit D: Pricing Proposal when responding to the digital media scope of work.**

**Exhibit E: State of New Hampshire Standard Form of Contract Form P-37.**

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## EXHIBIT A: LOTTERY INFORMATION

State Government in New Hampshire works on a biennial budget meaning the following budgeted amounts have been set:

FY 22 (current year) New Hampshire Lottery Advertising Budget \$2,675,000

FY 22 Tri-State Advertising Budget \$1,800,000

FY 23 New Hampshire Lottery Advertising Budget \$2,675,000

FY 23 Tri-State Advertising Budget TBD\*

### Lottery Yearly Revenue

Schedule of Net Profit for Education: Revised October 2021

[TSL6042 21 Yearly Revenue 2021 \(nhlottery.com\)](#)

### New Hampshire Lottery Sports Betting Summaries

FY 22 [Sports Betting Summary by Month.xlsx \(nhlottery.com\)](#)

FY 21 [Sports Betting Summary by Month.xlsx \(nhlottery.com\)](#)

FY 20 [Sports Betting Summary by Month.xlsx \(nhlottery.com\)](#)

### Annual Comprehensive Financial Report FY 20

[https://www.nhlottery.com/Files/PDFs/Financial-Reports/2021/FY20\\_CAFR\\_web](https://www.nhlottery.com/Files/PDFs/Financial-Reports/2021/FY20_CAFR_web)

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**NH LOTTERY FY 21 SPEND BY PRODUCT - \$2,535,318**

<b>Annual Approximate Spend:</b>		<b>Sales:</b>
Scratch Tickets	\$365,505	\$309,818,606
Powerball	\$193,568	\$31,014,156
Mega Millions	\$136,677	\$26,880,996
KENO 603	\$42,720	\$47,489,534
Lucky For Life	\$25,855	\$5,641,764
NH iLottery	\$1,374,019	\$32,206,435 (Net Gaming Revenue)
Sports Betting	\$396,970	\$16,723,887 (Net Gaming Revenue)

**TRI-STATE FY 21 SPEND BY PRODUCT - \$1,600,000**

<b>Annual Approximate Spend:</b>		<b>Sales:</b>
Tri-State Megabucks	\$362,061	\$7,964,328
Tri-State Gimme 5	\$376,776	\$3,756,764
Tri-State Fast Play	\$434,042	\$16,438,723
Tri-State Pick 3/Pick 4	\$352,676	\$11,039,785
Big Spin (Tri-State Scratch)	\$74,445	\$9,799,350

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## EXHIBIT B: BIDDER'S PROFILE

Over \$2 Billion and Counting for our Schools

COMPANY INFORMATION			
<b>Legal Company Name &amp; Address</b>			
<b>Company Name:</b>			
<b>Address:</b>			
<b>City, State, Zip:</b>			
<b>Phone:</b>			
<b>Indicate entity type (L.L.C., Inc., Corp., etc.)</b>		<b>Indicate state of registration/ incorporation:</b>	
<b>Principal Officers:</b>			
<b>Name:</b>			
<b>Title:</b>			
<b>Address:</b>			
<b>City, State, Zip:</b>			
<b>Phone:</b>			
<b>Name:</b>			
<b>Title:</b>			
<b>Address:</b>			
<b>City, State, Zip:</b>			
<b>Phone:</b>			
<b>Name:</b>			
<b>Title:</b>			
<b>Address:</b>			
<b>City, State, Zip:</b>			
<b>Phone:</b>			
<b>Contract Management Point of Contact</b>			
<b>Name:</b>			
<b>Email:</b>			
<b>Phone:</b>			

**CURRENT CONTRACTS WITH THE STATE OF NEW HAMPSHIRE**

If the bidder contracted with the state of New Hampshire during the past 24 months, provide the name of the agency, the contract number, and a description and/or other information available to identify the contract.

<b>Agency:</b>	
<b>Contract Number:</b>	
<b>Description of Requirement(s):</b>	

**NUMBER OF CONTRACTS AND TOTAL ADD BILLING FOR 2019, 2020 AND CURRENT YTD:**

<b>YEAR</b>	<b>TOTAL NUMBER OF CONTRACTS</b>	<b>BILLING</b>
<b>2019</b>		
<b>2020</b>		
<b>2021 (YTD)</b>		

If there has been a material change in any of the timeframes listed above, please provide an explanation as to why.

Do you anticipate that the material change will persist during the period of this contract?

**CURRENT LITIGATION AND INVESTIGATIONS**

The Lottery has a strong interest in contractors' current and continuing ability to produce and secure high-quality products and services. Each interested bidder must list and summarize, all pending or threatened litigation, administrative or regulatory proceedings, or similar matters that could affect its ability to produce and/or deliver the desired product or services. Bidders must also state whether they or any owners, officers, or primary partners have ever been convicted of a felony.

**NOTE:** Failure to disclose such matters may result in rejection of the bid or termination of any contract. This is a continuing disclosure requirement; any such matter commencing after submission of a bid and, with respect to the successful contractor after the execution of a contract, must be disclosed in a timely manner in a written statement to the Lottery.

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**SUBCONTRACTORS**

If applicable, identify any subcontractors who will perform services in fulfillment of contract requirements. State the nature of services to be performed and include a federal tax identification number (TIN) for each subcontractor. If TIN is a SSN, only provide the last four (4) digits.

The bidder, by including subcontractor(s) as part of your signed proposal, agrees to assume responsibility for contract obligations and any liability for all actions of such subcontractors. Lottery reserves the right to approve or disapprove any subcontractor.

<b>Subcontractor</b>	<b>TIN</b>	<b>Status</b>	<b>Services covered by Subcontractor</b>

**HISTORY**

Provide the following information for the bidder (company) and for any subsidiary or intermediary company, parent company, holding company, or partnership in which the bidder was a general partner.

1. If during the last five years you have had a contract terminated for default or for cause, fully describe the circumstances of that termination, including the other party's name, address, and telephone number.
2. If during the past three years you have been involved in any billing disputes of \$10,000 or more, fully describe the circumstances and resolution of those disputes.
3. If during the last two years you have been assessed any fine, penalty, liquidated or non-liquidated damages, claims or performance bond penalties, or have traded or given anything of value under any of its existing or past contracts, fully describe the reason for each such incident and state the estimated cost of that incident to the entity. A summary report is permitted when incidents would present a large volume of data. If a summary report is presented, however, additional information must be available upon request.
4. If during the last two years you were the subject of an order, judgment, or decree barring, suspending, or otherwise limiting your right to engage in any business, practice, or activity, fully explain those circumstances and include relevant dates.
5. If trading in your stock has ever been suspended, fully explain those circumstances and include relevant dates.
6. Without regard to whether the conduct in question related to services provided to a lottery, provide a detailed description of any state or federal felony conviction of the vendor, any portion of the vendor, any person whose name is required by this RFP, any vendor employee, owner, director, general partner or officers, and any person who owns 10% or more of the vendor's stock.
7. Provide a detailed description of any bankruptcy, insolvency, pending sale, reorganization, appointment of receivership, or litigation of the vendor.
8. Are you aware of any conflict of interest you may have in providing the New Hampshire Lottery the services stated in this RFP?

**COMPLETE AND RETURN WITH YOUR PROPOSAL**



Over \$2 Billion and Counting for our Schools

## **EXHIBIT C: PRICING PROPOSAL FOR NEW HAMPSHIRE LOTTERY ACCOUNT**

Please provide us with a Fixed Monthly Retainer Fee for the Initial Three Year Term of the Contract for an agency retainer that will cover all of the following services:

The Core Agency Team's work, which will include the time for following personnel:

- Executive Sponsor
- Strategic Lead
- Strategic Coordinator
- Senior Account Director
- Account Coordinator
- Media Supervisor
- Media Planner
- Creative Director/Copywriter
- Associate Creative Director/Art
- Multimedia Producer
- Technical Oversight/Strategy
- Production Supervisor
- Production Planner
- Public Relations Account Director
- Accounting Director
- Accounting Staff
- Administration

Additional staff time may not be added outside of the core personnel covered by the percentage fee without the Lottery's written consent.

In addition to staff time, the following work tasks specified in the Proposal and this RFP will be included in the percentage fee:

Web Maintenance – average of 50 hours per month for graphic updates, job postings, additional banner callouts and more.

Coding and database – launch of the e-Instant game, monthly Retailer uploads and monthly winner uploads for draw, instant and iLottery winners as well as troubleshooting.

Sales Dashboard Maintenance – Tableau is the current software that is used to for our analytics platform.

Monthly Graphic Retainer – includes the graphics used to support the new scratch tickets on sale including all website and social media graphics, retail monitor slides and bitmap advertising on the bottom of ticket dispensed by the lottery terminal.

Monthly Social Creative – content planning that includes the build and written copy for all creative graphics for the social media channels, not limited to Facebook, Instagram and Twitter.

Monthly Social Management – oversight of the channels that include but are not limited to Facebook, Instagram, Twitter and YouTube. Posting of the creative, social listening and fan engagement, reporting of questions and monitoring of comments as well as contest giveaway management.

**FIXED RETAINER FEE: \_\_\_\_\_ % Per Month**

**OTHER COSTS** *List any other fees/costs not included in the Fixed Monthly Retainer Fee:*



**EXHIBIT D: PRICING PROPOSAL FOR DIGITAL MEDIA BUY ONLY**

Offerors submitting a Proposal for Digital Media Planning and Buying Services for the Initial Three Year Term of the Contract, please provide us with a percentage fee for a digital media retainer that will cover the personnel for the following services.

- Digital Media Buyer
- Digital Media Planner
- Accounting Staff

At this time, approximately \$400,000 (\$300,000 from the existing New Hampshire Advertising budget of \$2.6 million and \$100,000 from the Tri-State Advertising budget of \$1.8 million) will be allocated in Fiscal Year 2023 for both the media retainer fee to plan and purchase the media as well as the submission of invoices.

All billing will be contracted through the successful bidder for the New Hampshire Advertising Contract.

**FIXED RETAINER FEE: \_\_\_\_\_ % Per Month**

**OTHER COSTS** *List any other fees/costs not included in the Fixed Monthly Retainer Fee:*

Subject: \_\_\_\_\_

**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name New Hampshire Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857	
1.3 Contractor Name		1.4 Contractor Address	
1.5 Contractor Phone Number  ( ) -	1.6 Account Number	1.7 Completion Date Select a Date	1.8 Price Limitation
1.9 Contracting Officer for State Agency Nathan D. White, Director		1.10 State Agency Telephone Number (603) 271-9631	
1.11 Contractor Signature  Date:		1.12 Name and Title of Contractor Signatory	
1.13 State Agency Signature  Date:		1.14 Name and Title of State Agency Signatory	
1.15 Approval by the N.H. Department of Administration, Division of Personnel <i>(if applicable)</i>  By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) <i>(if applicable)</i>  By: _____ On: _____			
1.17 Approval by the Governor and Executive Council <i>(if applicable)</i>  G&C Item number: _____ G&C Meeting Date: _____			

Contractor Initials \_\_\_\_\_  
 Date \_\_\_\_\_

**2. SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete

compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

**8. EVENT OF DEFAULT/REMEDIES.**

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

**9. TERMINATION.**

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and

submit to the State a Transition Plan for services under the Agreement.

**10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

**11. CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

**12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.**

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

**13. INDEMNIFICATION.** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the

Contractor Initials \_\_\_\_\_  
Date \_\_\_\_\_

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

#### 14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

#### 15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. **CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. **HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. **SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

23. **SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

# RFP 2021-03 Marketing and Advertising Services

## Addendum No. 1

### Responses to Proposer Questions

Question	Lottery Response
<p>The RFP states that, "The New Hampshire Lottery reserves the right to award one contract for all scope of work identified in this RFP, or award a separate iLottery digital media advertising contract."</p> <p>However, Section 3 – Proposal Evaluation on page 9, only provides Evaluation Criteria for the entire scope of work with Digital Media Advertising as an option and does not describe how scoring would be calculated if a vendor were to only bid for the iLottery Digital Media Buy Contract. Would the Lottery please provide clarification as to whether vendors can bid solely for the Digital Media Buy Contract and, if so, how such proposals would be evaluated?</p>	<p>A Proposer seeking to bid only for digital marketing should respond to the Responsibility Analysis, Administrative Proposal, Digital Media Case Study and Digital Media Price Proposal.</p> <p>The Lottery will provide an amended evaluation summary to clarify the scoring for proposals that are solely for Digital Media Scope of Work.</p>
<p>If vendors can bid solely on the Digital Media Buy portion—B.2 Scope of Work—of the RFP, please also specify which portions of the Administrative Proposal and Case Studies should be submitted?</p>	<p>A Proposer seeking to bid only for digital marketing should respond to the Responsibility Analysis, Administrative Proposal, Digital Media Case Study and Digital Media Price Proposal.</p>
<p>Regarding the printed submission, we will be delivering a book. Based on your criteria, can each page be 8.5 x 11? Or is the maximum size of the book opened 8.5 x 11?</p>	<p>The pages should be 8.5 x 11. Binders/Books can exceed that size.</p>
<p>Can you elaborate on what you're looking for in response to question #4 in the administrative proposal "Provide a current credit rating (or other generally accepted credit verification)?"</p>	<p>The Lottery is seeking a credit report from a recognized credit bureau. This document should be marked as confidential and will be treated as such by the Lottery Commission.</p>
<p>Is it possible to get a copy of the existing contract?</p>	<p>The existing contract is publicly available at <a href="https://sos.nh.gov/june-7-2017/">https://sos.nh.gov/june-7-2017/</a> (Item # 123)</p>

<p>If we are submitting cost proposals for Master and iLottery Digital work, do we need to duplicate the Bidder Profile content and form?</p>	<p>A proposer submitting for both scopes of work can submit a single bidder profile.</p>
<p>On Page 30 of the RFP it states, "Audience segmentation will be presented to the Lottery to develop rich personas." Are these personas expected to be provided by the offeror? Or are the personas coming from another third-party in this instance? Or is this ask part of the Research component on Page 25?</p>	<p>We will provide a portion of the sales data to the successful proposer. We expect the successful proposer/contractor to provide segmentation. Yes, this is part of the Research component.</p>
<p>For the paid digital media component, how is a new iLottery player defined, and is there a minimum deposit that needs to be made in order to classify that registration as a conversion?</p>	<p>A new iLottery player is defined as a registered player (someone who has completed the registration process, but has not yet made a deposit). First time depositors (registered players who make their first deposit) will need to make a minimum \$10 deposit.</p>
<p>What is a successful quantity of new iLottery players from the defined budget?</p>	<p>Fiscal Year 2021 garnered 38,979 registrations.</p>
<p>What attribution model is used to assign credit to various media for conversions? (Such as multi-touch attribution model, a last-touch model, or an overall net increase in conversions regardless of attribution source?)</p>	<p>We have begun exploring a multi-touch attribution model to assign value to various paid media conversions. Previously, we used a last-touch modeled approach.</p>
<p>For the goal of "Better search engine marketing" on page 30, does this include both paid search and search engine optimization?</p>	<p>Yes.</p>
<p>Are promo codes or other value exchanges available as a tool to drive new iLottery players?</p>	<p>Yes.</p>
<p>What is the current total of iLottery players/accounts in NH?</p>	<p>Approximately 121,000 members.</p>

<p>Are you open to a designed PDF response to help with visuals and content navigation? Or should the response be limited to Word document formatting?</p>	<p>We are open to a PDF response.</p>
<p>Is the NH Lottery willing to working with a company based outside NH and the lottery tri-state area?</p>	<p>Yes.</p>
<p>Is the incumbent participating in this search? Is there anything you're looking to improve upon with this next contract?</p>	<p>The incumbent contractor is not part of the review process for the RFP. Proposers should submit based on the information provided in this RFP.</p>
<p>Can you share more about your current PR needs? Are they serving you well? Are you working with any additional PR partners?</p>	<p>Currently, our PR team is responsible for drafting press releases to announce jackpots, new games and products, sales goals and more. They are also instrumental in getting media to public events in making announcements, second chance prizes and more. Further, they assist us with crisis management.</p>
<p>Can you share more about your website needs? Are you looking for improvement or evolution from your current solution? Or simple a change in management ownership?</p>	<p>Initially our expectation would be for the contractor to manage the existing website, however we are seeking potential improvements/evolution in the future. The scope of any such improvement/evolution would be dependent on budgetary limits.</p>
<p>On page 17, you mention "expenditures." Can you provide a definition for this? Does it mean out-of-pocket costs like video production? As part of our case studies, we'd like to provide Vimeo links to case study videos to supplement the thorough information we'll provide in our submission. Is this permitted?</p>	<p>Expenditure mentioned on page 17 may be any type of expense not defined in the original approved estimate. It could be but not limited to additional talent, additional production time, additional resources and more.</p> <p>Yes, we will accept Vimeo or some other type of broadcast production links so long as they are supplementary to the written submission.</p>
<p>For the budget provided on page 28 – is this inclusive of retainer fee? Out-of-pocket production? Or does it just represent media spend (working dollars), and retainer/OOP is in addition?</p>	<p>Page 28 of the RFP does not include a budget.</p>

<p>Will there be a brief/assignment for the oral presentation? And if so, will you be able to provide existing brand/audience information at that time?</p>	<p>Yes, we will identify an agenda if you are selected to present following the review of the written proposals.</p>
<p>How many creative/media campaigns are typically developed each year to support NH Lottery's individual product categories (also referenced on page 39 - spend and sales by product, including iLottery and Sports Betting)?</p>	<p>There are one or two large campaigns created annually, dependent upon the Lottery's goals. Smaller campaigns are also developed to support specific scratch tickets, jackpot alert needs, etc.</p>
<p>How many creative/media campaigns are typically developed each year to support Tri-State's individual product categories?</p>	<p>Two to three smaller campaigns may be produced to support current or new Fast Play games, refresh existing products or to support a Tri-State scratch ticket offered in Maine, New Hampshire and Vermont.</p>
<p>Are there certain games in the portfolio that resonate better with the younger age?</p>	<p>As mentioned in the RFP, New Hampshire has an older age demographic and as such, these are the people who are purchasing our products. The products of Sports Betting and iLottery tend to be played by a slightly younger demographic.</p>
<p>What product/game categories overall generate the most revenue for you?</p>	<p>Please see pages 64 to 68 of our Certified Annual Financial report.  <a href="https://www.nhlottery.com/Files/PDFs/Financial-Reports/2021/FY20_CAFR_web">https://www.nhlottery.com/Files/PDFs/Financial-Reports/2021/FY20_CAFR_web</a></p>
<p>Will there be opportunities to have conversations over the phone during this process for fielding questions &amp; answers vs. the written format only?</p>	<p>The process for communication is set forth in the RFP and any addenda thereto.</p>
<p>What is the current agency fee as a percentage of the FY21 budget</p>	<p>The current contract is available at <a href="https://sos.nh.gov/june-7-2017/">https://sos.nh.gov/june-7-2017/</a> Item 123.</p>
<p>Do you expect to see creative recommendations in the proposal/presentations? Is it optional, or is it intentionally not included and not desired as a part of the submission?</p>	<p>The Lottery may ask for creative during the oral presentation. The written submission asks for a case study which you are particularly proud of and part of that case study may be explanation of the creative supporting it.</p>

<p>Is it expected that a flat agency retainer fee will remain flat for the three (3) year contract period if the annual budget remains the same? Or is there opportunity for negotiation and evaluations of actual time spent at appropriate intervals (for example, following year one)?</p>	<p>The Lottery expects that the proposed retainer fee be flat for the initial period of the contract. Changes to the fee structure will only be addressed if there is a material change in the scope of work requested from the contractor.</p>
<p>In the Scope of Work you mention that "The Lottery seeks a marketing and advertising partner, to collaborate with and develop plans that increase brand awareness... increase engagement, likability..." Can you share any information on how you currently measure these areas or perhaps any brand measurement research information that you have to-date?</p>	<p>The Lottery has no formal metrics outside of what has been provided in the RFP.</p>
<p>Can you help us understand how the strategic plan referenced in section B.1 Scope of Work is different from the marketing and advertising plans?</p>	<p>The strategic plan is to define the goals of the Lottery while the marketing and advertising plan is what will be done to attain those goals.</p>
<p>Are you willing to share your fiscal 2021 and/or 2022 marketing and communications plans for reference? If not in full, can you share key elements that illustrate your current approach?</p>	<p>These documents are proprietary in nature and will not be shared.</p>
<p>On p.16, Promotional Events Services is listed as a full service agency service - can you give any further detail about what that typically entails in terms of agency involvement? Is this a service that will be included in the retainer fee, or estimated incrementally as event requests or recommendations are brought into consideration?</p>	<p>Examples of promotional events are new game announcements, game/product anniversaries, second chance drawing events and more. Those employees whose work is covered by the retainer fee may be asked to be in attendance. Time for employees not part of the retainer fee, may be included in an event estimate.</p>
<p>May we pre-bill approved media in the month that it's scheduled to run, then we reconcile the invoices, pay media directly, balance the account, and credit the client for any underspend.</p>	<p>No. Media is to be billed to the Lottery following the receipt of invoice(s) from a media outlet(s).</p>

What is the structure/staffing of the NH Lottery internal marketing group overall?	There are two employees who handle Marketing, Advertising and Public Relations work (the outward face of the Lottery) for the Lottery.
Do you have creative resources on staff such as designers, writers, or videographers?	Generally, no. Draft creative or copy may be provided by Lottery staff if deemed appropriate.
What are some of your favorite NH Lottery creative campaigns/examples over the past few years? And why?	Corporate campaigns are favorably received by the Lottery as well as other creative that captures and entertains our players.
Can you please clarify the note about approving all make-goods?	If/when a deliverable has failed, the Lottery reviews make-goods in order to make sure we receive something of a similar value.
Can you please clarify the note about affidavits and tear sheets accompanying billings?	Affidavits and tear sheets are to be provided with the media invoices.
Outside of the NH Lottery vs. Tri-State, Advertising vs. iLottery budget parameters below, can you optimize and spend dollars flexibly between product/game categories?	Products/game categories must be supported by the associated budget, however, there are opportunities where multiple budgets may be used to produce or support a campaign.
Is there any seasonality that we should be aware of?	There are seasonal trends that are important to the Lottery such as the traditional winter holidays and non-seasonal events such as high jackpots. The successful proposer/contractor should also be sensitive to how the seasons effect media consumption throughout the year.
Do you have any data on why consumers have continued, started, or stopped playing the NH Lottery?	No, we do not have data specific to those patterns of behavior.
Are there any "must buys" or "must avoids" when thinking about the media plan?	That would be discussed with the successful proposer/contractor during planning sessions.

<p>On a daily, weekly, monthly or quarterly basis, what questions are you asked about media performance?</p>	<p>An overall annual media plan is discussed and agreed upon between the agency and Lottery during the marketing and advertising planning at the beginning of the year. The monthly media spend is reviewed prior to the month, particularly if there is a need for a shift in channel or spend.</p>
<p>In the past, what has been the timeframe that you've allowed a channel to run prior to determining it is successful/unsuccessful?</p>	<p>Approximately 2 to 4 weeks prior to removing an underperforming/over performing channel or decreasing/increasing the spend on other channels/mediums.</p>
<p>What is the biggest barrier to entry for consumers playing the lottery?</p>	<p>There is no current research to answer this question.</p>
<p>Does the entire state need to get equitable coverage?</p>	<p>Coverage tends to follow the population of the state.</p>
<p>The RFP states "bidder will be responsible for working with previous contractor to transfer all software, functionality and design of the Lottery's existing website, mobile application interface, and backend processing in its current technology" Is this statement to indicate that the successive bidder will inherit all of the code from the current website? Or is this statement to indicate that the successive bidder is to write new code and deploy a new website with equivalent functionality?</p>	<p>The bidder will inherit all of the code from the current website to manage.</p>
<p>Specifically as it relates to "mobile application interface", can the Lottery clarify what this entails? We are unaware of an existing mobile app (iOS/Android) to examine against this statement.</p>	<p>The New Hampshire Lottery will be launching a mobile application in early 2022.</p>
<p>The RFP contemplates a "transfer period" for the website. Is this already defined? If not, how will this become defined?</p>	<p>The transition period is not defined at this time and will be established during the contract negotiation period if such a transfer is required.</p>

<p>The RFP indicates that the successive bidder will be responsible to “pay the existing contractor for any time beyond the transition period”. Disclosure of this cost structure would support a responsible bid response - can the Lottery please provide details?</p>	<p>The Lottery anticipates negotiating a reasonable transfer period between the existing and new contractor, if necessary. Costs would only be implicated if the migration is not completed within the reasonable transfer period.</p>
<p>In relation to the “Data Feed”, assuming the successive bidder is also not the developer of the mobile app, does this mean that the system must provide an integration method (e.g., APIs) to allow the app to fetch backend data to power its interface such as winning numbers, jackpots, retailer locations, etc.? If this is true, can the Lottery provide a list of mobile app features that will need to be supported?</p>	<p>We are currently working with a third party vendor on the creation and management of our mobile application. The appropriate APIs will be provided by our other vendors and will have no crossover with our website at this time. However, as the application develops, that does not guarantee that there will not be future enhancements that cross with website functionalities.</p>
<p>In regards to scratch ticket “prizes remaining” functionality - will this data be provided via a scheduled file transfer or via a real-time API?</p>	<p>This is currently a manual process. Information is provided by the Lottery on a weekly basis to update that information on our website.</p>
<p>Will the successive bidder be responsible for integration work to include registration, login, shopping cart and other iLottery player account management functions on the website? If so, what responsibility, if any, along these lines is required for the mobile app?</p>	<p>Our current iLottery program is maintained by a third party vendor. There will need to be collaboration between the successful bidder and this organization to host iLottery functionalities on the website. There is no responsibility, to date, that includes integration work for the mobile application, but that may be subject to change.</p>
<p>Is the expectation for web/app/backend development costs to be included in the “OTHER COSTS” section of Exhibit C?</p>	<p>Web and backend costs would be part of other costs. At this time, app development is not part of the advertising budget.</p>

# RFP 2021-03 Marketing and Advertising Services

## Addendum No. 2

The New Hampshire Lottery is amending this RFP as follows:

1. **Delete Evaluation Criteria on Page 9 and Add:**

**Evaluation Criteria  
Assigned Points**

**A. Core Scope of Work**

**Initial Evaluation**

a. Responsibility Analysis	10
b. Administrative Proposal	50
c. Case Studies	40

<b>Presentation (for Invited Proposers)</b>	<b>50</b>
<b>Price Proposal</b>	<b>50</b>

**Total Possible Points** 200

**B. Digital Media Scope of Work**

**Initial Evaluation**

a. Responsibility Analysis	10
b. Administrative Proposal	50
c. Case Studies	20

<b>Presentation (for Invited Proposers)</b>	<b>50</b>
<b>Price Proposal</b>	<b>50</b>

**Total Possible Points** 180

2. **Delete** "Illustrative case study samples provided as hard copies or links to the web will not be accepted and may disqualify potential Proposers who submit them." (Page 35) and **Add:**

"The Lottery will accept links within the case studies so long as they are supplemental to the written submission."

## RFP 2021-03 Marketing and Advertising Services

### Addendum No. 3

#### Additional Responses to Proposer Inquiries

Question	Lottery Response
Are you open to working with one agency (one point of contact), that partners with other agencies that specialize in certain areas of the scope, or is the preference that everything is handled by one agency?	We are open to a proposer subcontracting areas within the scope of work. Contractors should identify the key subcontractors that they intend to use within the RFP.
How often do you prefer to meet in person with the agency?	The Lottery meets with its' vendor once a week. Currently, these meetings take place virtually due to health and safety concerns. Normally, we would expect to meet in person a minimum of once per month and more often when dictated by the workload.
Does the selected vendor need to host the website on their own server, or are you open to third-party hosting solutions?	A proposer may propose a third-party hosting solution.
Besides the digital media purchase, what was the media buy total for FY 2021?	The media buy for FY21 was approximately \$1.6 million.
On page 44 the fixed retainer fee is set as a % per month. Should that be filled in as an actual percent, and if so is it a percent of the advertising budget spent each month? OR, should that be entered as a dollar amount per month?	<u>The Lottery is seeking an annual retainer that is billed monthly.</u> For example, if the proposer is proposing a 12% annual retainer, they should submit 12% on the cost proposal form (NOT 1% monthly). The notation of the /month only relates to the billing period.

## **RFP 2021-03 Marketing and Advertising Services**

### **Addendum No. 4**

The New Hampshire Lottery is amending this RFP by adding the following information:

#### **Technical Specifications for the Existing NHLottery.com Website**

- **CMS:**
  - Kentico
  
- **Backend:**
  - .NET
  - SQL Server
  - SQL Server Integration Services (these services import the winning number, Keno winning number, jackpot, and Fast Play jackpot data from Intralot)
  
- **JavaScript:**
  - Vue.js (framework)
  - Pikaday (date picker script)
  - Polyfill.io (for adding cross-browser support for specific JavaScript functionality)
  - Paho MQTT client (for subscribing to TWG progressive jackpot feeds)
  - custom JavaScript
  
- **Third-Party Integrations:**
  - NeoPollard Interactive game framework
  - NeoPollard Interactive progressive jackpot feeds
  - Instant Win Gaming progressive jackpot feeds
  - Salesforce/Exact Target (email client)
  - Google Analytics/Google Tag Manager

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