



Connecticut Lottery Corporation
15 Sterling Drive
Wallingford, CT 06492
860-713-2791

**Audio-Video Editing Services
Request For Qualifications & Pricing (RFQ)
CLC202404**

Submissions Deadline: Tuesday, February 27, 2024

The Connecticut Lottery Corporation (CLC) is seeking audio-video (AV) file editing of its daily lottery drawing videos when the CLC brings drawings in-house (planned in next few months). Please review CLC's needs below and respond with your statement of qualifications and pricing by Tuesday, February 27, 2024.

Current video condition:

- Video created by TV station during live broadcast, and edited lightly for YouTube file.

Needed from respondents:

- Recommendations for camera and lighting equipment that CLC should purchase for use in its draw studio. Also include any recommendations for operating equipment and creating raw files that will be beneficial to your work effort.
- Download raw lottery drawing video file from secure portal each day. Video file will be approximately one hour in length due to cameras started in advance of the first drawing and turned off after completion of the last drawing. Lottery drawings normally occur over a 30-minute period each night, and a 10-minute period for daytime drawings. Drawings are held 365 days per year.
- Two cameras will be used for each drawing, one to capture full view of draw machine and staff member, and one to capture a close-up of the ball tray showing the balls that were drawn. Currently this is done by an inset. CLC is open to various ways to display the full shot and the close-up (side-by-side, top and bottom, other methods you suggest). It is a requirement to show the mixing of the balls in the full view. Both the full view and the inset view must be synchronized.
- The date and time must be continuously displayed on the video, and can be stacked or separated as they are now. The game logo(s) for the drawn game(s) must be displayed continuously during the video, and changed from one logo to another as it applies (e.g. Cash5 to Lotto!). A green screen will be present on the wall behind the drawing equipment and staff member. The crawler message shown at bottom of current videos is not required.
- Edit video file down to two Play3-Play4 files (one for day and one for night), a Cash5 file, and on the applicable days, a Lotto! file. There will be audio included on the file.
- The final edited video files must include a daytime file for Play3-Play4, a nighttime file for Play3-Play4, a Cash5 file, and a Lotto! file (for the two days of the week Lotto! drawings occur). The files must be completed and returned to the CLC no later than 11:00 a.m. the following business



day (e.g. Tuesday files returned by 11:00 a.m. Wednesday. Friday, Saturday and Sunday files returned by 11:00 a.m. Monday).

CLC anticipates a multi-year services contract with the selected respondent, which will include state contracting provisions concerning nondiscrimination, gifts, and campaign contributions.

Please submit your experience and capabilities to CLC by the February 27th deadline. Respondents should provide a quote for the daily AV editing work as well as a separate quote for time and effort of the initial set up and preparation. Lastly, sign and return a [Campaign Contribution Certification, OPM Form 1](#).

CLC will host Q&A meetings between February 14th–22nd with any respondent requesting one to ensure an accurate understanding of this RFQ and its requirements prior to submission.

Email responses to linda.tarnowski@ctlottery.org and stephen.day@ctlottery.org.