



Connecticut Lottery Corporation  
777 Brook Street  
Rocky Hill, CT 06067-3403

**Instant Ticket Packaging Solutions  
Request For Information (RFI)  
CLC #202305**

**This document is subject to change.  
Visit [ctlottery.org](http://ctlottery.org) for the most current information.**

## **I. INTRODUCTION**

The Connecticut Lottery Corporation (CLC), a quasi-public agency, is interested in learning about mailer and package solutions for its instant ticket shipments to lottery retailers (e.g., poly mailers, Kraft mailers, eco-mailers, etc.).

The CLC mails instant tickets to its lottery retailer network throughout Connecticut daily. Currently, the CLC uses Jiffy Utility #7 self-adhesive mailer envelopes (14.25" x 19"), and each envelope can weigh between one (1) to eight (8) pounds depending on the quantity of tickets mailed. The CLC is now seeking to gather knowledge, ideas, and additional perspective on alternative packaging options available to deliver its instant tickets to retailers in a secure and sustainable manner, as well as identify experienced companies that could potentially supply these options.

This RFI is an information gathering tool only. The CLC is not soliciting formal proposals or pricing from any supplier in this RFI. This RFI does not constitute a commitment by the CLC to issue a Request for Proposal or other solicitation, award a contract, or pay any cost incurred by a supplier to respond to this RFI. Further, this RFI is neither an offer nor a contract. The CLC will review information received, but is not obligated to notify suppliers of the results of this RFI.

## **II. SUBMISSION INSTRUCTIONS**

### **A. Submissions**

Suppliers are invited to submit their responses in any format that best communicates their ideas and the packaging options available to the CLC. Email responses to Fiscal Administrative Officer Stephen Day at [Stephen.Day@ctlottery.org](mailto:Stephen.Day@ctlottery.org) with the subject line "RFI Packaging Solutions – [Supplier Name]". Suppliers should not include proprietary or confidential material in their responses.

Suppliers must also submit packaging samples that, in their opinion, will offer the CLC the best overall solution in terms of quality, durability, sustainability, ease of use, security, protection, and other relevant factors. Please Note: It is imperative that adhesive properties of packaging

are of sufficient bond strength to ensure proper closure without failure and to avoid loss or damage to package contents due to various stresses that could occur during delivery.

PLEASE NOTE: It is imperative that the envelopes remain closed after sealing. In the past, the Lottery has experienced production issues as a result of changes made to the composition and/or application of the adhesive without the knowledge or approval of the Lottery. This substitution caused significant problems for the Lottery and for our courier delivery service and further risked the integrity of our inventory. It will, therefore, be **mandatory** that the Lottery be informed of and give our approval to any changes that might impact the quality of the product manufactured for and delivered to the Lottery especially insofar as the adhesive. Further it is also **mandatory** that the quality of the product manufactured for and delivered to the Lottery not be degraded or reduced in such a way as to hamper timely and accurate delivery of the envelopes to our retailers. Failure to produce and failure to deliver a quality product over the term of the contract may result in damage assessments and/or termination of the Contract.

Send packaging samples to:

Stephen Day  
Fiscal Administrative Officer  
Connecticut Lottery Corporation  
777 Brook Street  
Rocky Hill, CT 06067

Supplier's name must be clearly identified with the samples provided. Responses and samples are due by **2:00 PM ET, Friday, April 14, 2023**.

B. Questions

Questions regarding this RFI must be received by the CLC no later than **2:00 PM ET, Thursday, April 6, 2023**. Direct all questions to Stephen.Day@ctlottery.org with the subject line "Questions to RFI Packaging Solutions - [Supplier Name]".

C. Additional Information Sought by CLC

The CLC may request further information or clarification as it relates to supplier submitted information and packaging samples at any point in time. Prospective suppliers shall provide expeditious attention to any follow up requests made by CLC.