



INTEROFFICE MEMO

Gary Grief, Executive Director

Alfonso D. Royal III, Charitable Bingo Operations Director

To: J. Winston Krause, Chairman
Carmen Arrieta-Candelaria, Commissioner
Doug Lowe, Commissioner
Peggy A. Heeg, Commissioner
Robert Rivera, Commissioner

From: Mike Fernandez, Administration Division Director *mf*

Date: October 13, 2016

Re: Report, possible discussion and/or action on agency major contracts, including the procurement for the contract for internal audit services.

The following action item is to request Commission approval to issue a Request for Proposals for Internal Audit Services.

Service or Goods to be Provided	Internal Audit Services
Recommended Term	9/1/2017 – 8/31/2018 with three 1-year extensions
Estimated Annual Cost	\$300,000
Proposed Action	Issue a Request for Proposal
Notice of any potential issue that may arise in the solicitation, purchasing or contractor selection process	none