



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 *MLF*

Date: August 8, 2017

Re: Report, possible discussion and/or action on agency prime contracts, including the procurement for the contract for drawing CPA services.

The following briefing item is to advise Commission of staff's intent to issue Requests for Proposals for drawing CPA services.

Service or Goods to be Provided	Drawing CPA services
Recommended Term	9/1/2018 – 8/31/2019 with three 1-year extensions
Estimated Annual Cost	\$1,068,736
Proposed Action	Issue a Request for Proposal
Notice of any potential issue that may arise in the solicitation, purchasing or contractor selection process	none