



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

Date: July 11, 2016

Re: Report, possible discussion and/or action on agency prime contracts, including amendment, renewal or extension on the contract for document management services

The following is a briefing item to advise the Commission of staff's intent to amend and renew the contract for document management services with Canon Solutions America, Inc.

Service or Goods Provided	Document Management Services
Vendor	Canon Solutions America, Inc.
Term of Contract	December 23, 2011 to December 22, 2016, one 1-year renewal
Estimated Annual Cost	\$225,000
Proposed Action	Amend and Renew
Description	Update the equipment necessary for the operation of the Document Management Center and exercise the available one year renewal option (December 23, 2016 to December 22, 2017)
Conflict of Interest	Commissioners have independently confirmed they do not have a financial interest in Canon Solutions America, Inc.