



INTEROFFICE MEMO

Gary Grief, Executive Director Michael P. Farrell, Charitable Bingo Operations Director

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

From: Mike Fernandez, Administration Division Director *MRF*

Date: August 9, 2018

Re: Report, possible discussion and/or action on agency prime contracts, including procurements of the contracts for promotional products.

The following briefing item is to advise the Commission of staff's intent to issue Requests for Proposals for promotional products.

Service or Goods Provided	Promotional Products
Recommended Term	Contract execution date and continue for three years
Estimated Annual Cost	\$1,050,000
Proposed Action	Issue a Request for Proposal
Notice of any potential issue that may arise in the solicitation, purchasing or contractor selection process	none