





# INTEROFFICE MEMO

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

**To:** J. Winston Krause, Chairman  
Mark A. Franz, Commissioner  
Robert Rivera, Commissioner  
Erik C. Saenz, Commissioner

**From:** Mike Fernandez, Administration Division Director *MFE*

**Date:** December 12, 2019

**Re:** Report, possible discussion and/or action on agency prime contracts, including amendment, renewal or extension of the contracts for Promotional Products.

The following briefing items are to advise the Commission of staff's intent to amend the contract for promotional products.

Service or Goods Provided	Promotional Products
Vendor	Beehive Specialty
Proposed Action	Amendment
Description	1) Modify pricing structure to include prices for other available promotional products
Term	April 1, 2019 – March 31, 2020 with two 1-year extensions
Estimated Annual Cost	\$1,000,000
Conflict of Interest	Commissioners have independently confirmed they do not have a financial interest in Beehive Specialty