



INTEROFFICE MEMO

Gary Grief, Executive Director Tyler Vance, Acting Charitable Bingo Operations Director

To: Robert G. Rivera, Chairman
Cindy Fields, Commissioner
Mark A. Franz, Commissioner
Erik C. Saenz, Commissioner
Jamey Steen, Commissioner

From: Mike Fernandez, Administration Division Director *MRF*

Date: June 10, 2021

Re: Report, possible discussion and/or action on agency prime contracts, including the procurements for contracts for Website Hosting Services, Retailer Bonus Payment Management Services and Document Management Services.

The following briefing item is to advise the Commission of staff's intent to procure website hosting services, retailer bonus payment management services and document management services.

Service or Goods to be Provided	Website Hosting Services
Recommended Term	9/1/2022 – 8/31/2025, plus two 2-year renewals
Estimated Annual Cost	\$182,160
Proposed Action	Issue a Request for Proposal
Notice of any potential issue that may arise in the solicitation, purchasing or contractor selection process	Limited bids received in past

Service or Goods to be Provided	Retailer bonus payment management services
Recommended Term	9/1/2021 – 8/31/2022
Estimated Annual Cost	\$2,010,000
Proposed Action	Acquire insurance coverage to manage retailer bonus payments
Notice of any potential issue that may arise in the solicitation, purchasing or contractor selection process	This procurement will be coordinated with the State Office of Risk Management.

Service or Goods to be Provided	Document Management Services
Recommended Term	9/1/2022 – 8/31/2025
Estimated Annual Cost	\$260,000
Proposed Action	Issue a Request for Proposal
Notice of any potential issue that may arise in the solicitation, purchasing or contractor selection process	Limited bids received in past