





# INTEROFFICE MEMO

Gary Grief, Executive Director      LaDonna Castañuela, 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:** August 12, 2021

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

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The following briefing item is to advise the Commission of staff's intent to issue a request for proposals for lottery drawings CPA services.

Service or Goods to be Provided	Lottery Drawings CPA Services
Recommended Term	9/1/2022 – 8/31/2023 with three 1- year extension
Estimated Annual Cost	\$876,250
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