



INTEROFFICE MEMO

Ryan Mindell, Executive Director

LaDonna Castañuela, Charitable Bingo Operations Director

To: Robert G. Rivera, Chairman
Cindy Fields, Commissioner
Mark A. Franz, Commissioner
Clark E. Smith, Commissioner
Jamey Steen, Commissioner

From: Angela Zgabay-Zgarba, Administration Division Director *A Z*

Date: October 29, 2024

Re: Report, possible discussion and/or action on agency major contracts, including the procurement for the contract for internal audit services.

The following action item is to request Commission approval to issue a request for proposals for internal audit services.

Service or Goods Provided	Internal Audit Services
Recommended Term	September 1, 2025 – August 31, 2026 with three 1-year extensions
Estimated Annual Cost	\$300,000
Proposed Action	Issue a Request for Proposal
Notice of any potential issue that may arise in the solicitation, purchasing or contractor selection process	none