





# 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 prime contracts, including the procurements for contracts for promotional products.

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The following briefing items are to advise the Commission of staff's intent to issue request for proposals for promotional products.

Service or Goods to be Provided	Promotional Products
Recommended Term	9/1/2025 – 8/31/2026, plus two 1-year renewals
Estimated Annual Cost	\$750,000
Proposed Action	Issue a Request for Proposal
Notice of any potential issue that may arise in the solicitation, purchasing or contractor selection process	none