



INTEROFFICE MEMO

Gary Grief, Executive Director

Tom Hanson, 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: October 1, 2020

Re: Report, possible discussion and/or action on agency major contracts, including procurement for the contract for drawing studio and production services

The following action item is to request Commission approval to issue a Request for Proposals for drawing studio and production services.

Service or Goods Provided	Drawing studio and production services
Recommended Term	Contract execution (with full services to begin in Spring of 2022) to August 31, 2028*
Estimated Annual Cost	\$2,365,000.00
Proposed Action	Issued a Request for Proposal
Notice of any potential issue that may arise in the solicitation, purchasing or contractor selection process	Contract requires initial construction period overseen by the Texas Facilities Commission of 8-12 months prior to performing contracted services.

*The current Contract for these services expires 8/31/2022.