



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: December 3, 2020

Re: Report, possible discussion and/or action on agency major contracts, including 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, 2021 – August 31, 2022 with three 1-year extensions
Estimated Annual Cost	\$300,000
Proposed Action	Issued a Request for Proposal
Notice of any potential issue that may arise in the solicitation, purchasing or contractor selection process	none