





# 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:** February 10, 2022

**Re:** Report, possible discussion and/or action on agency prime contracts, including the procurements for contracts for Promotional Products and Retailer Bonus Payment Management Services.

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The following briefing items are to advise the Commission of staff's intent to procure promotional products and retailer bonus payment management services.

Service or Goods to be Provided	Promotional Products
Recommended Term	9/1/2022 – 8/31/2023, plus two 1-year renewals
Estimated Annual Cost	\$800,000
Proposed Action	Issue a Request for Proposal
Notice of any potential issue that may arise in the solicitation, purchasing or contractor selection process	none

Service or Goods to be Provided	Retailer bonus payment management services
Recommended Term	9/1/2022 – 8/31/2023
Estimated Annual Cost	\$2,010,000
Proposed Action	Acquire insurance coverage to manage retailer bonus payments
Notice of any potential issue that may arise in the solicitation, purchasing or contractor selection process	This procurement will be coordinated with the State Office of Risk Management.