



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: Angela Zgabay-Zgarba, Administration Division Director *AZ*

Date: June 21, 2023

Re: Report, possible discussion and/or action on agency prime contracts, including the procurements for contracts for website hosting service and retailer bonus payment management services.

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

Service or Goods to be Provided	Website Hosting Services
Recommended Term	Upon execution – 8/31/2027 with two (2) two-year extensions
Estimated Annual Cost	\$218,592
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	9/1/2023 – 8/31/2024
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