





# 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:** June 6, 2024

**Re:** Report, possible discussion and/or action on agency prime contracts, including amendment, renewal or extension of the contracts for Promotional Products, Retailer Bonus Payment Management Services, Lottery Drawings CPA Services and Internal Control System and Related Services.

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The following briefing items are to advise the Commission of staff's intent to renew the contracts for promotional products, retailer bonus payment management services, lottery drawings CPA services and internal control system and related services.

Service or Goods Provided	Promotional Products
Vendor	Beehive Specialty
Proposed Action	Renew the current contract
Description	Exercise the final one-year renewal, with the extension period to begin September 1, 2024 and continue through August 31, 2025
Term	March 24, 2023 – August 31, 2024 with one 1-year extension
Estimated Annual Cost	\$584,604
Conflict of Interest	Commissioners have independently confirmed they do not have a financial interest in Beehive Specialty.

Service or Goods Provided	Promotional Products
Vendor	Sierra Group LLC
Proposed Action	Renew the current contract
Description	Exercise the final one-year renewal, with the extension period to begin September 1, 2024 and continue through August 31, 2025

Term	March 24, 2023 – August 31, 2024 with one 1-year extension
Estimated Annual Cost	\$165,396
Conflict of Interest	Commissioners have independently confirmed they do not have a financial interest in Sierra Group LLC.

Service or Goods Provided	Retailer Bonus Payment Management Services
Vendor	Alliant Insurance Services, Inc.
Proposed Action	Renew the current contract
Description	Exercise the final one-year renewal, with the extension period to begin September 1, 2024 and continue through August 31, 2025
Term	September 1, 2023 – August 31, 2025
Estimated Annual Cost	\$1,999,000
Conflict of Interest	Commissioners have independently confirmed they do not have a financial interest in Alliant Insurance Services, Inc.

Service or Goods Provided	Lottery Drawing CPA Services
Vendor	DK Partners, PC
Proposed Action	Renew the current contract
Description	Exercise the second of three additional one-year extensions, with the renewal period to begin September 1, 2024 and continue through August 31, 2025
Term	June 7, 2022 – August 31, 2023 with three 1-year extensions
Estimated Annual Cost	\$836,826
Conflict of Interest	Commissioners have independently confirmed they do not have a financial interest in DK Partners, PC.

Service or Goods Provided	Internal Control System and Related Services
Vendor	Elsym Consulting, Inc.
Proposed Action	Renew the current contract
Description	Exercise the final of three two-year extensions, with the renewal period to begin September 1, 2024 and continue through August 31, 2026
Term	February 8, 2011 – August 31, 2020 with three 2-year extensions
Estimated Annual Cost	\$195,750
Conflict of Interest	Commissioners have independently confirmed they do not have a financial interest in Elsym Consulting, Inc.