

RECORD

AUDIT AND LEGAL COMMITTEE

5.16.2014., 9:00 a.m., Little Rock Headquarters (Conference Call)

The meeting was called to order by Committee Chair, Commissioner Campbell, who noted the presence of committee members Baldrige, Engstrom, and Street via conference call. ALC Director Woosley, ALC Internal Auditor Brown and staff members Block, Bunten, and Vick were also present.

The first order of business was the approval of committee records for December 2, 2013, and April 22, 2014. Commissioner Baldrige made the motion to approve the records, seconded by Commissioner Engstrom, and the motion passed unanimously.

Commissioner Campbell recognized Director Woosley to discuss the next order of business, which was the consideration of a Supplemental Advertising, Marketing, and Media Services RFQ. Director Woosley stated that the intent of ALC management was to issue the RFQ following the Commission meeting on Wednesday, May 21, 2014. He said that the Arkansas Lottery Commission Legislative Oversight Committee (LOC) is able to accommodate ALC 's proposed RFQ timeline. The LOC will meet on June 30, 2014, and review the RFQ at that time.

Commissioner Streett asked if, as ALC receives responses to the RFQ and it qualifies one or more of them, there is a subsequent contract that is executed, or does management rely on the qualifications that are submitted. Director Woosley responded that the Request for Qualifications that the Lottery releases and the proposals that are sent in comprise the contract. He added that there would probably be some sort of signing statement of work which outlines exactly the work the agency is doing with ALC, and there would also be individual work orders generated through the ALC advertising department which specified what type of work was going to be done, the cost, etc. For each of the qualified candidates, the details, including pricing, would be agreed upon before the work started. Director Woosley stated he hoped to work with more than one qualified candidate, and use each according to their strengths.

Commissioner Street made a motion to accept the Supplemental Advertising, Marketing, and Media Services RFQ as proposed, and forward to the full Commission for final approval. Commissioner Baldrige seconded the motion. The motion passed unanimously.