

Maryland Lottery and Gaming Control Agency

Wes Moore, Governor • John Martin, Director



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TO: Maryland Lottery and Gaming Control Commission
John Martin, Director

FROM: James Butler, Assistant Deputy Director, Chief of Staff

DEPARTMENTS: Government Relations, Human Resources, and Procurement

DATE: September 20, 2023

SUBJECT: Report for the September 2023 Commission Meeting

Following is the status update of ongoing topics in Government Relations, Human Resources, and Procurement for September.

I. GOVERNMENT RELATIONS MATTERS

1. Legislative Update

As the 2024 legislative session approaches, Sean Ford, Director of Legislation and Policy Development, continues to stay engaged with the Governor's Legislative Office and the Maryland General Assembly. On September 12, Agency staff and the Commission Chair provided a briefing to the House of Delegates' Ways and Means Committee at its annual committee retreat on the Eastern Shore. Work on the iGaming report for the Maryland General Assembly is underway, and the Agency is on track to deliver the report by the November 15 deadline. Additionally, this department is inputting proposed regulations, which were approved by the Commission on July 27, into the State's Electronic Filing System (ELF) for publication in the Maryland Register.

2. SWARC Update

The Sports Wagering Application Review Commission (SWARC) will hold its next virtual meeting on Wednesday, October 18 at 9:00 a.m. See <https://swarc.org/meeting-records/> for more details.

II. HUMAN RESOURCES MATTERS

Joanne Grant, Director of Human Resources (HR), and her team continue to focus on recruiting for sports wagering positions and backfilling other positions so the Agency meets its vacancy rate reduction plan. The Agency's internal auditor is conducting a recruitment audit for the department in preparation for the Department of Budget and Management's (DBM) regularly scheduled audit. In addition, DBM will be conducting performance evaluation and compensation audits of HR records in the coming weeks. The Maryland State Retirement and Pension Systems (MSRA) conducted a compliance audit to ensure employees are making the necessary contributions to their retirement plans. HR will review the audit and make any changes if necessary.

III. PROCUREMENT MATTERS

John Lloyd, Director of Procurement, and his team continue to work closely with all Divisions to support MLGCA's daily operations to include, but not limited to, procurement of printing of POS materials and various information sheets/brochures to support all games; promotional items, sponsorship agreements for events; and supplies/equipment for the Lottery's internal use, as well as the processing of all payments under \$5,000.00 using the State P-Cards as well as the monthly reconciliation of bank statements with these purchases.

Small procurement contracts that are being pursued this month are for our legacy outreach events, such as the Bel Air BBQ Bash and Endless Summer Cruisin'.

Below are a few procurement matters that the Agency is currently working on:

RFP for Auditing and Accounting Services for MLGCA (Contract #2022-10): The Procurement Director issued a Notice to Proceed to our external auditor, SC&H Attest Services, P.C., so that the Agency can utilize certain services under the contract, specifically Component 5-Management Services, which will allow the external auditor to provide technical advice and assistance to the Agency for Generally Accepted Accounting Principles (GAAP) reports and calculations.

RFP for Veterans' Organizations Instant Ticket Lottery Machines (ITLMs) and Related Services: The ITLM program launched in September 2014, and the current contract expires in February 2024. ITLMs are lottery devices that use animation to display pre-determined play results that generate revenue for the benefit of the Veterans' Organizations and the State of Maryland. Currently, 91 Veterans' Posts in Maryland have ITLMs installed in their locations. UPDATE: The RFP is now with the Department of General Services (DGS) for its review. Once DGS' review is completed, the RFP will be published in eMMA for potential offerors' consideration and review.

RFP for Advertising, Digital, Web and Social Media Services: The current contract started in May 2019 and was set to expire on June 30, 2022, but the Agency exercised the one available two-year option, which will expire on June 30, 2024. This RFP will encompass three Functional Areas, including creative development and production of advertising and marketing materials, media planning and buying, media post-buy analysis and reconciliation, creation and production of internet web, digital and social media advertising, and other related services. The Procurement Officer and the respective division managers have completed their review of the draft RFP, and now it will be staffed internally for a final review. Once the internal review of the RFP is completed, the Procurement Officer will submit it to DoIT for its review, which will review the RFP for technical writing and auditing purposes. Once DoIT's review is completed, the RFP will be forwarded to DGS for its review and then published in eMMA for offeror review.