

Minutes of the Teleconference of the Lottery Advisory Commission
June 7, 2012

Attendance

A teleconference of the Lottery Advisory Commission (Commission) was held from 9:01 a.m. – 9:23 a.m., on Thursday, June 7, 2012. Representing the Commission, all participating by telephone were Mr. Mike Rud (Chairman), Representative Dwight Wrangham, Representative Lois Delmore, and Mr. Laurel Thoreson. Senator Lonnie Laffen was absent. Representing the North Dakota Lottery (Lottery) were Mr. Randy Miller, director, Mr. Ryan Koppy, sales and marketing manager, and Ms. Sonja Walder, administrative assistant. Ms. Walder left the meeting at 9:02 a.m.

Consideration of Request for Proposal for Marketing and Advertising Services Vendor

Mr. Miller provided the Commission an overview of the Request for Proposal process through which the Lottery solicited for marketing and advertising services. The contract would be effective July 1, 2012, through June 30, 2015, with the option to extend the contract period for an additional period of time, not to exceed six months beyond the expiration date of the contract and a renewal option to execute up to two options to renew the contract under the same terms and conditions for a period of twelve months each. Two vendors submitted proposals. The Lottery requested that the Commission approve the recommendation to issue the Notice of Intent to Award a Contract to the apparent successful vendor based on the scoring of the technical, cost, and oral presentation by the Request for Proposal evaluation committee.

Commissioner Wrangham made a motion to move into executive session at 9:05 a.m. to further discuss the Notice of Intent to Award a Contract. The evaluation information is considered confidential until the Notice of Intent to Award a Contract is issued. Commissioner Delmore seconded the motion. The motion passed 4-0.

Executive Session – Confidential Minutes

Commissioner Delmore made a motion to end executive session at 9:10 a.m. Commissioner Thoreson seconded the motion. The motion passed 4-0.

Following executive session, Commissioner Thoreson made a motion to approve the recommendation to issue the Notice of Intent to Award a Contract to the apparent successful vendor that received the highest score. Commissioner Delmore seconded the motion. The motion passed 4-0. The recommendation will be presented to Attorney General Stenehjem for final approval.

Mr. Miller provided the Commission an overview of the Invitation for Bid process through which the Lottery solicited for production and media placement of radio commercials. The contract would be effective July 1, 2012, through June 30, 2013, with the option to extend for an additional six months or renew the contract for a maximum of two additional one year periods. Six vendors submitted proposals. The Lottery requested the Commission to approve the recommendation to issue the Notice of Intent to Award a Contract to the lowest bidder.

Commissioner Wrangham made a motion to move into executive session at 9:16 a.m. to further discuss the Notice of Intent to Award a Contract. The evaluation information is considered confidential until the

Notice of Intent to Award a Contract is issued. Commissioner Delmore seconded the motion. The motion passed 4-0.

Executive Session – Confidential Minutes

Commissioner Delmore made a motion to end executive session at 9:21 a.m. Commissioner Thoreson seconded the motion. The motion passed 4-0.

Following executive session, Commissioner Thoreson made a motion to approve the recommendation to issue the Notice of Intent to Award a Contract to the lowest bidder. Commissioner Delmore seconded the motion. The motion passed 4-0. The recommendation will be presented to Attorney General Stenehjem for final approval.

Adjournment

Commissioner Delmore made a motion to adjourn. Commissioner Thoreson seconded the motion. The motion passed 4-0. Meeting adjourned at 9:23 a.m.