



**Office of Procurement Services  
GOODS AND SERVICES  
SOLE SOURCE FORM**

This form is to be used when an agency believes an acquisition is a sole source and the acquisition dollar amount is above \$5,000. The Chief Procurement Officer can approve purchases up to \$100,000. Board of Supervisors approval is required if the acquisition is over \$100,000. This form must be submitted for approval to: Office of Procurement Services | 320 W. Lincoln | Phoenix, AZ 85003. Fax number: 602.258.1573. The signed form must be retained in the purchasing file.

<b>DEPARTMENT NAME</b> Maricopa County Sheriff's Office		<b>DEPARTMENT RX#</b>	
Department Contact Chris Hegstrom		Contact Phone Number 876-1803	
<b>PROPOSED CONTRACT VENDOR</b>		NEED IDENTIFIED Date: Jan 26, 2016	
Company:	Lisa Allen dba The Wizard of Paws	REQUESTED DELIVERY Date:	Feb 3, 2016
Address:	[REDACTED]	QUOTED PRICE:	20,000
City, State:	Boise, ID	Accounting String:	100 500 5001 ODIR
Zip/Postal Code:	83709		
Phone:	[REDACTED]		
Fax:	[REDACTED]		
Contact Name:	Lisa Allen		

<b>Material / Service Information</b>	
Is this a Technology Procurement?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Needs Statement:</b> Describe in detail the material or service to be procured and how only it meets your needs.	Individual with 20+ years of public relations experience with the Sheriff's Office to assist with various media relations duties.
<b>Features/Requirements:</b> Identify the major features/capabilities that are required. What unique design/performance feature(s) make this material or vendor the only one that can meet your requirements? Provide a brief explanation as to why only these features or this vendor can meet your requirements. Identify the manufacturer/model or your existing equipment, service or system if applicable.	Writing press releases, correspondence, and other material based upon information provided by MCSO; Editing and reviewing press releases, correspondence, and other material generated by MCSO; Writing and editing content for the MCSO website; Consulting on projects with which MCSO seeks assistance, including advice with strategy, marketing, presentation and more; Preparing material for above-mentioned consultations; Assisting MCSO with relationships with individuals, media companies, and other companies as well. Appearing at events or meetings in Phoenix or at any other locale designated b
<b>Competing Brands/Vendors Investigated:</b> Did you consider other materials or vendors with similar capabilities? Indicate specific competitor's brands/models or vendors that were investigated and describe why they do not meet your requirements. You need to state that - to the best of your knowledge - these are the only companies making this material, equipment or providing this service. List sales representatives and their phone numbers so the Procurement Officer can contact them to verify that other materials, equipment or services do not meet your requirements.	No. Being employed with MCSO in media relations for 22+ years gives Lisa Allen the necessary knowledge and experience of the Sheriff's Office needed to complete requested duties. This will enable her to complete the required tasks mentioned above in an accurate and timely manner.

**CONFLICT OF INTEREST STATEMENT**

The submitting department agrees that there is no real or potential conflict of interest in recommending this material or service as a sole source procurement.

**NOTE:** If a real or potential conflict exists, contact the Procurement Officer listed on your Requisition.

**CERTIFICATIONS**

I certify:

- 1) I recognize that the Maricopa County Procurement Code requires the use of competitive solicitations unless exempted by law. I have reviewed the information and materials relevant to this procurement of goods and services, and am requesting approval of an exception to the competitive process for the reasons described;
- 2) the price to be paid to the proposed sole source vendor is fair, reasonable, and provides the best value to Maricopa County; and
- 3) this request for an exception to the competitive solicitation process is not the result of inadequate advance planning or for purposes of securing the services of a preferred vendor.

**Agency Head or Appointing Authority Signature** (Required)

*Lisa Ann Bohn*

Printed Name

*[Signature]*

Signature

*1/26/16*

Date

**Office of Procurement Services**

Approved. Please send a Requisition to OPS to process.

Not Approved. Reasoning: \_\_\_\_\_

*Luca L. Baysaga*

Printed Name

*[Signature]*

Signature

*1/27/16*

Date

Email

Save

SUBMIT ORIGINAL AND ONE  
COPY OF THE INVOICE TO:

**MARICOPA COUNTY**  
PURCHASE ORDER

Purchase Order #  
PC 16C00000506

MARICOPA COUNTY  
SHERIFFS OFFICE (MCSO)  
FINANCIAL SVS DIV - ACCTS PAY  
550 W. JACKSON, 4TH FLOOR  
PHOENIX, AZ 85004



Page: 01  
PO Date: 02 02 16  
Blanket #: SS  
Vendor #: 2011006834 0  
Delivery Date: 03 01 16

**Special Instructions:**  
MAY PREPAY & ADD ADDITIONAL  
SHIPPING & HANDLING  
ONLY IF DEPARTMENT EXPEDITES  
"RUSH ORDER"

County Contact: C. HEGSTROM 876-1803

Address Shipment To:

SHERIFF'S DEPARTMENT  
ATTN. VENDOR  
CONTACT ORDERING DEPARTMENT  
FOR SHIPPING INSTRUCTIONS

To: LISA ALLEN  
DBA: WIZARD OF PAWS  
BOISE ID 83709

Terms: NET 30 DAYS

Vendor Contact:

FOB: D

Line	Commodity Code #	Description	Qty	Units	Unit Cost	Amount
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**VENDOR INVOICES MUST BE NUMBERED**  
**IDENTIFYING INFORMATION ON THE INVOICE MUST MATCH WHAT IS LISTED BELOW**

001	91500	01 100 500 5001 ODIR 0000 0812 52 PUBLIC RELATIONS MEDIA ASSIGNMENTS	20,000	\$ @	1.000000	20,000.00
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COND CODE                      QTY RECEIVED                      DATE RECEIVED

SOLE SOURCE

VENDOR - DIRECT ALL QUESTIONS TO CHRIS HEGSTROM @ 602-876-1803  
ORIGINAL INVOICES SHOULD BE SENT TO MCSO FINANCIAL SERVICES DIVISION  
ACCOUNTS PAYABLE UNIT OR EMAIL MCSOACCOUNTSPAYABLE@MAIL.MARICOPA.GOV  
TO AVOID PAYMENT DELAY. SEE BILLING ADDRESS ABOVE FOR MAILING ADDRESS  
BUYER: BRAULIO GARCIA

RECEIVED BY :

PC 16C00000506

PAGE TOTAL : 20,000.00  
ESTIMATED TAX AMT : 0.00  
GRAND TOTAL : 20,000.00

83881

Lisa Allen  
DBA Wizard of Paws and Prose  
Vendor #: 2011006834 0  
PO#: 16c00000506

Week of March 1 thru March 4, 2016

Send to: mcsoaccountspayable@mail.maricopa.gov

DAY	HOURS	Project(s)	WHAT DONE
Monday	.5	Website	Emails, writing, determining photos
Tuesday	1.0	Website rewrite	Emails, communicating with PIO team, writing
Wednesday		Please Approve: Products/Services Received Return to Sheriff's Finance Email: mcsoaccountspayable@mail.maricopa.gov PO#: <u>16C00000506</u> Signature: <u>[Signature]</u> Serial #: <u>81798</u> Date: <u>3/22/2016</u>	
Thursday		Pay Shipping: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	RESERVED MAR 21 AM 6:47 ISSUE FINANCE
Friday			

Total Hours	1.5
Hourly Rate	\$102
Total Due to Vendor	\$153.00

83881

83881

Lisa Allen  
DBA Wizard of Paws and Prose  
Vendor #: 2011006834 0  
PO#: 16c00000506

Week of March 1 thru March 4, 2016

Send to: mcsoaccountspayable@mail.maricopa.gov

DAY	HOURS	Project(s)	WHAT DONE
Monday	.5	Website	Emails, writing, determining photos
Tuesday	1.0	Website rewrite	Emails, communicating with PIO team, writing
Wednesday		Please Approve: Products/Services Received Return to Sheriff's Finance Email: mcsoaccountspayable@mail.maricopa.gov PO#: _____ Signature: _____ Serial #: _____ Date: _____	
Thursday		Pay Shipping: Yes _____ No _____	
Friday			

RECEIVED  
MAR 21 AM 9:47  
SHERIFF'S FINANCE

Total Hours	1.5
Hourly Rate	\$102
Total Due to Vendor	\$153.00

83881

To: Lisa Allen, vendor, professional writing services  
FR: Director Chris Hegstrom, MCSO, PIO Unit  
Date: Feb. 10, 2010  
RE: Writing assignments, Deliverables

Lisa,

As agreed, your services have been acquired by the Sheriff's Office to assist my unit with various writing assignments needed to complete the Sheriff's internal and external communications goals.

I will contact you by cell phone for any press releases or other media related writing items that I or the Sheriff needs done right away. It is my understanding that you will make yourself available to the PIO unit for this purpose each week, Monday through Friday, from the hours of 1:30 to 3:30 PM.

In the event that we need your services outside those hours, you will please adjust your schedule so as not to exceed 10 hours of contracted work per week.

If, during those assigned hours, we do not have immediate writing needs, here is a list of projects I wish you to continue working on along with a schedule of deliverables:

**\*A total rewrite of the newly designed MCSO. org website with a site completion date of June 1, 2016**

**\* Monthly communications entitled "Chats with the Chiefs," due monthly**

**\*Bi monthly assistance in the development of the office RoundUP, due every two months**

Thank you for your valuable assistance in the dissemination of timely and accurate information to our media contacts as well as your creative abilities with regards to our internal communication endeavors.

Sincerely,

Christopher Hegstrom, Director, Public Information Unit  
Maricopa County Sheriff's Office

*Approved to pay  
based on verification  
from Chris Hegstrom  
Full  
3/22/10*

83882

Lisa Allen  
 DBA Wizard of Paws and Prose  
 Vendor #: 2011006834 0  
 PO#: 16c00000506

Week of March 7 thru March 11, 2016

Send to: mcsaccounts payable@mail.maricopa.gov

DAY	HOURS	Project(s)	WHAT DONE
Monday	2.0	Website	Emails, writing, determining photos
Tuesday		Please Approve: Products/Services Received Return to Sheriff's Finance Email: mcsaccounts payable@mail.maricopa.gov PO#: <u>16c00000506</u> Signature: <u>[Signature]</u> Serial #: <u>81778</u> Date: <u>3/22/2016</u>	
Wednesday	2.5	Website Pay Shipping: Yes <input type="checkbox"/> No <input type="checkbox"/>	Research, writing, emails
Thursday			
Friday	2.0	Website rewrite	Writing, emails., photo determination for carousel, reorganization of toolbar

RECEIVED

MCSO FINANCE

2016 MAR 21 AM 5:47

MCSO FINANCE

Total Hours	6.5
Hourly Rate	\$102
Total Due to Vendor	\$663.00

83882

83882

Lisa Allen  
 DBA Wizard of Paws and Prose  
 Vendor #: 2011006834 0  
 PO#: 16c00000506

Week of March 7 thru March 11, 2016

Send to: mcsaccounts payable@mail.maricopa.gov

DAY	HOURS	Project(s)	WHAT DONE
Monday	2.0	Website	Emails, writing, determining photos
Tuesday		Please Approve: Products/Services Received Return to Sheriff's Finance Email: mcsaccounts payable@mail.maricopa.gov PO#: _____ Signature: _____ Serial #: _____ Date: _____ website Pay Shipping: Yes _____ No _____	
Wednesday	2.5		Research, writing, emails
Thursday			
Friday	2.0	Website rewrite	Writing, emails, photo determination for carousel, reorganization of toolbar

RECEIVED

2016 MAR 21 09:54 AM  
 RECEIVED

Total Hours	6.5
Hourly Rate	\$102
Total Due to Vendor	\$663.00

83882



03880

Lisa Allen  
DBA Wizard of Paws and Prose  
Vendor #: 2011006834 0  
PO#: 16c00000506

Week of March 14 through March 18, 2016

DAY	HOURS	Project(s)	WHAT DONE
Monday	2.0	website	Emails, writing
Tuesday		Please Approve: Products/Services Received Return to Sheriff's Finance Email: mcsoaccountspayable@mail.maricopa.gov PO#: <u>16c00000506</u> Signature: <u>[Signature]</u> Serial #: <u>81799</u> Date: <u>3/22/2016</u> Pay Shipping: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	2016 MAR 21 AM 6:47 SHERIFF'S FINANCE
Wednesday			
Thursday	2.5	website	writing
Friday	3.0	website	writing

Send to: mcsoaccountspayable@mail.maricopa.gov

Total Hours	7.5
Hourly Rate	\$102.0

03880



Total Due to Vendor

\$765.00

FORWARDED COPY

## Adopt a Cat

These are our felines currently available for adoption and are being housed at the old First Avenue Jail at 120 South First Avenue. If one of these felines catches your eye, call xxx-xxx-xxxx between the hours of xx and xx on DAYS for an adoption appointment time.

These cats have been surrendered by their former owners who are under investigation by Sheriff's deputies for animal abuse or neglect. The rescued felines were nursed back to health by females inmates.

Sheriff Arpaio's MASH unit is a no kill shelter that operates largely on donations from the general public and corporations.

The fee to adopt a cat or kitten from the MASH unit is \$\_\_00 and includes xyz.

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## Adopt a Dog

These are the dogs currently available for adoption from the Sheriff's downtown MASH unit located at 120 South First Avenue. If you are interested in adopting one of our rescues, please call xxx-xxx-xxxx between the hours of xx and xx DAYS for a scheduled appointment.

Each of these canines have been surrendered by their former owners who have been or are under investigation for animal cruelty or neglect. They came to us sad, lonely, dehydrated and starving but they are all nursed back to health by females inmates who care for them, fed them, cleaned them and maybe even trained them a bit.

To adopt a dog from the MASH, the fee is \$\_\_ and includes XYZ

63088

5001

Lisa Allen  
DBA Wizard of Paws and Prose  
Vendor #: 2011006834 0  
PO#: 16c00000506

Week of 2/15/16-2/19, 2016

Send to: mcsoaccountspayable@mail.maricopa.gov

DAY	Hours Worked	Project(s)	Attachment
Monday	Holiday	—	—
Tuesday	1.5	Chats w/ Chief Internet Upcoming Press Release/DRUGS	emails Phone calls Contract LTR Time sheet creation
Wednesday	1.5	talk w/ Heagstrom Emails to Chiefs	upcoming press conference + channel 15 ticket on info - Brainstorm ideas
Thursday	1.0	website	emails start to organize for writing
Friday	1.5	Chats w/ Chief Hag said Holu	Emails Holmes letter Ideas, articles

Total Hours	5.5
Hourly Rate	\$ 102.60
Total Due to Vendor	\$ 651.00

Please Approve:  
 Products/Services Received  
 Return to Sheriff's Finance  
 Email: mcsoaccountspayable@mail.maricopa.gov  
 PO#: \_\_\_\_\_  
 Signature: [Signature]  
 Serial #: 23022 Date: 3/1/16  
 Pay Shipping: Yes  No

RECEIVED  
 2016 MAR -2 AM 7:03  
 SHERIFF'S FINANCE

J. Murta  
 5001  
 2-3-16

83088

63088

5001

Lisa Allen  
DBA Wizard of Paws and Prose  
Vendor #: 2011006834 0  
PO#: 16c00000506

Week of 2/15/16-2/19, 2016

Send to: mcsoaccountspayable@mail.maricopa.gov

DAY	Hours Worked	Project(s)	Attachment
Monday	Holiday	—	—
Tuesday	1.5	Chats w/Chief Internet Upcoming Press Release/DRUGS	emails phone calls Contract LTR Time sheet creation
Wednesday	1.5	talk w/ Hearstern Emails to Chiefs	upcoming press conference + channel 15 retention info - Brainstorm ideas
Thursday	1.0	website	emails start to organize for writing
Friday	1.5	Chats w/ Chief Haggard Holm	emails Holmes letter ideas, articles

Total Hours	5.5
Hourly Rate	\$ 102.00
Total Due to Vendor	\$ 651.00

2016 MAR -2 AM 7:03  
MORNING

S. Murta  
5001  
3-3-16

83088

Lisa Allen  
 DBA Wizard of Paws and Prose  
 Vendor #: 2011006834 0  
 PO#: 16c00000506

Week of 2/22-26, 2016

Send to: mcsoaccountspayable@mail.maricopa.gov

Please Approve:  
 Products/Services Received  
 Return to Sheriff's Finance  
 Email: mcsoaccountspayable@mail.maricopa.gov

DAY	HOURS	Project(s)	
Monday	0		WHAT DONE Email: mcsoaccountspayable@mail.maricopa.gov PO#: _____ Signature: <u>SMA</u> Serial #: <u>33222</u> Date: <u>3/7/16</u> Pay Shipping: Yes ___ No ___
Tuesday	0	Drug Presser Research for Presser Chat w/ Chief communication w/ PIO	Press Release
Wednesday	2	Conf. Call w/ Chief Burrn Emails to employees he Chats w/ Chief Additl work on Presser communication w/ PIO	Press Release
Thursday	2	he write research website Inclusion	web
Friday			

2016 MAR -2 AM 7:05  
 SHERIFF'S FINANCE

Total Hours	<u>.4</u>	
Hourly Rate	<u>\$102.00</u>	
Total Due to Vendor		<u>#408</u>

S. Mark  
 5001  
 3-3-16 83089

Lisa Allen

Week of 3/22-26, 2016

DBA Wizard of Paws and Prose

Vendor #: 2011006834 0

PO#: 16c00000506

Send to: mcsoaccountspayable@mail.maricopa.gov

DAY	HOURS	Project(s)	WHAT DONE
Monday	0		
Tuesday	0	Drug Presser Research for Presser Chat w/ Chief Communication w/ Dio	Press Release
Wednesday	2	Conf. Call w/ Chief Burn Emails to employees re Chat w/ Chief Add'l work on Presser Communication w/ Dio	Press Release
Thursday	2	Write research website redesign	web
Friday			

2016 MAR -2 AM 7:03  
 16c00000506

Total Hours	4	
Hourly Rate	\$ 102.00	
Total Due to Vendor		\$ 408

5-March  
 5001  
 3-2-16 830.89