



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award    Contract    Grant

Requested Board Meeting Date: 04/04/2023

or Procurement Director Award:

\* = Mandatory, information must be provided

**\*Contractor/Vendor Name/Grantor (DBA):**

- Allyn, Barbara
- Cornelius, Dana
- Ellerd, Rhonda
- Ellis, Desirae dba Ellis Translations
- Gomez, Linda
- Graf, Judith
- Hamberger, Charlene
- Kennedy, Julie
- Lewallen, Therese
- Mendez, Norma
- Moon, Katherine
- Officemotive, Inc. dba Capital Typing
- Sanford, Rosemary
- Transcription Services, LLC.
- Woodruff, Linda
- Yanez, Isaac
- Zauner, Cheryl

**\*Project Title/Description:**

Verbatim Transcription and Translation Services

**\*Purpose:**

Award: Master Agreement No. MA-PO-23-156. This Master Agreement is for an initial term of one (1) year in the shared annual award amount of \$300,000.00 and includes four (4) one-year renewal options.  
Administering Department: Sheriff.

**\*Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, Solicitation No. RFP-PO-2300004 was conducted. Twenty (20) responses were received. Three (3) were deemed non-responsive. Award is to the responsive and responsible proposals.

PRCUID: 459686

Attachments: Notice of Recommendation for Award and Master Agreements.

**\*Program Goals/Predicted Outcomes:**

To provide verbatim transcription/translation services the Pima County Sheriff's Department and the Pima County Attorney's Office. These transcribed documents are necessary for case prosecution and investigation for the detective and the County Attorney.

**\*Public Benefit:**

The transcribed documents are used in the investigation and prosecution of the crime. The documents are disclosed to the County Attorney, Defense Attorney, and other interested parties.

**\*Metrics Available to Measure Performance:**

During the training phase, the transcription supervisor will review 100% of the work provided. Following the training phase, the detective will review 100% of the work provided by the vendor. If an error occurs, the transcription supervisor will discuss with the vendor and provide a remedial action plan.

**\*Retroactive:**

No.

to: COB 3.17.23<sup>(1)</sup>  
vers 7  
pgs. 33

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

Contract / Award Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 23-156
Commencement Date: 04/04/23 Termination Date: 04/03/24 Prior Contract Number (Synergen/CMS):
Expense Amount \$ 300,000.00 Revenue Amount: \$

Funding Source(s) required: General Fund

Funding from General Fund? Yes No If Yes \$ % 100

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient?

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: Department Code: Contract Number (i.e., 15-123):

Amendment No.: AMS Version No.:

Commencement Date: New Termination Date:

Prior Contract No. (Synergen/CMS):

Expense Revenue Increase Decrease

Amount This Amendment: \$

Is there revenue included? Yes No If Yes \$

Funding Source(s) required:

Funding from General Fund? Yes No If Yes \$ %

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

Document Type: Department Code: Grant Number (i.e., 15-123):

Commencement Date: Termination Date: Amendment Number:

Match Amount: \$ Revenue Amount: \$

All Funding Source(s) required:

Match funding from General Fund? Yes No If Yes \$ %

Match funding from other sources? Yes No If Yes \$ %

Funding Source:

If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Procurement Officer: Kelsey Braun-Shirley Division Manager: Ana Wilber

Department: Procurement Director: Terri Spencer Telephone: (520) 724-7466

Department Director Signature: Date: 03-17-2023

Deputy County Administrator Signature: Date: 3/17/2023

County Administrator Signature: Date: 17 Mar 2023



**NOTICE OF RECOMMENDATION FOR AWARD**

Date of Issue: March 17, 2023

The Procurement Department hereby issues formal notice to respondents to Solicitation No. RFP-PO-2300004 for Verbatim Transcription and Translation Services that the following listed respondents will be recommended for award as indicated below. The award action is scheduled to be performed by the Board of Supervisors on or after April 4, 2023.

Award is recommended to the responsive and responsible proposals.

| <u>AWARDEE NAMES</u>                  | <u>SHARED ANNUAL AWARD AMOUNT</u> |
|---------------------------------------|-----------------------------------|
| Allyn, Barbara                        | \$300,000.00                      |
| Cornelius, Dana                       |                                   |
| Ellerd, Rhonda                        |                                   |
| Ellis, Desirae dba Ellis Translations |                                   |
| Gomez, Linda                          |                                   |
| Graf, Judith                          |                                   |
| Hamberger, Charlene                   |                                   |
| Kennedy, Julie                        |                                   |
| Lewallen, Therese                     |                                   |
| Mendez, Norma                         |                                   |
| Moon, Katherine                       |                                   |
| Officemotive, Inc. dba Capital Typing |                                   |
| Sanford, Rosemary                     |                                   |
| Transcription Services, LLC.          |                                   |
| Woodruff, Linda                       |                                   |
| Yanez, Isaac                          |                                   |
| Zauner, Cheryl                        |                                   |

OTHER RESPONDENT NAMES

|   |                |
|---|----------------|
| Datagain, Inc.                                  | Non-Responsive |
| Secure Transcription Solutions<br>dba ParrotASR | Non-Responsive |
| Transcription Plus, LLC.                        | Non-Responsive |

Issued by: Kelsey Braun-Shirley, Procurement Officer

Telephone Number: (520) 724-7466

This notice is in compliance with Pima County Procurement Code §11.12.020(C) and §11.20.010(C).

Copy to: Pima County SBE via e-mail at [SBE@pima.gov](mailto:SBE@pima.gov).



# MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES  
CONTRACT EXECUTION

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 1 of 32

Description: Verbatim Transcription and Translation Services

|                            |                                      |
|----------------------------|--------------------------------------|
| I<br>S<br>S<br>U<br>E<br>R | Pima County Procurement Department   |
|                            | 150 W. Congress St. 5th Fl           |
|                            | Tucson AZ 85701                      |
|                            | Issued By: Kelsey Braun-Shirley      |
|                            | Phone: 5207247466                    |
|                            | Email: kelsey.braun-shirley@pima.gov |

|                       |                                    |  |
|-----------------------|------------------------------------|--|
| T<br>E<br>R<br>M<br>S | Initiation Date: 04-04-2023        |  |
|                       | Expiration Date: 04-03-2024        |  |
|                       | NTE Amount:<br>Used Amount: \$0.00 |  |
|                       |                                    |  |
|                       |                                    |  |
|                       |                                    |  |

|                            |  |                             |
|----------------------------|--|-----------------------------|
| V<br>E<br>N<br>D<br>O<br>R | <b>CHARLENE HAMBERGER</b>                                    | Contact: CHARLENE HAMBERGER |
|                            | 4626 EAST 14TH STREET IN THE CARE OF RICHARD AND TRUDY EARLS | Phone: 916-412-8971         |
|                            | TUCSON AZ 85711  | Email: charlenemh@gmail.com |
|                            |  | Terms: 0.00 %               |
|                            |  | Days: 30                    |
|                            |  |                             |

|  |                           |
|--|---------------------------|
| <b>Shipping Method:</b>  | Vendor Method             |
| <b>Delivery Type:</b>  |                           |
| <b>FOB:</b>  | FOB Dest, Freight Prepaid |
| <b>Modification Reason</b>   |                           |
| This Master Agreement is for an initial term of one (1) year in the shared annual award amount of \$300,000.00 and includes four (4) one-year renewal options. |                           |
| Attachment: Offer Agreement.   |                           |

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



# MASTER AGREEMENT DETAILS

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 2 of 32

| Line | Description                                     | UOM  | Unit Price | Stock Code | VPN | MPN |
|------|---|------|------------|------------|-----|-----|
| 1    | Transcription - English<br>Discount<br>0.0000 % | WORD | \$0.0203   |            |     |     |



# MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES CONTRACT EXECUTION

Master Agreement No: 2300000000000000156

MA Version: 1

Page: 3 of 32

Description: Verbatim Transcription and Translation Services

|                            |   |
|----------------------------|---|
| I<br>S<br>S<br>U<br>E<br>R | Pima County Procurement Department          |
|                            | 150 W. Congress St. 5th Fl                  |
|                            | Tucson AZ 85701                             |
|                            | <b>Issued By:</b> Kelsey Braun-Shirley      |
|                            | <b>Phone:</b> 5207247466                    |
|                            | <b>Email:</b> kelsey.braun-shirley@pima.gov |

|                       |                                    |
|-----------------------|------------------------------------|
| T<br>E<br>R<br>M<br>S | <b>Initiation Date:</b> 04-04-2023 |
|                       | <b>Expiration Date:</b> 04-03-2024 |
|                       | <b>NTE Amount:</b>                 |
|                       | <b>Used Amount:</b> \$0.00         |

|                            |                                   |                                       |
|----------------------------|-----------------------------------|---------------------------------------|
| V<br>E<br>N<br>D<br>O<br>R | <b>DANA R CORNELIUS</b>           | <b>Contact:</b> DANA R CORNELIUS      |
|                            | <b>DBA: CORNELIUS, DANA R</b>     | <b>Phone:</b> 520-498-2406            |
|                            | <b>16689 S PALO VERDE VIEW PL</b> | <b>Email:</b> danacornelius@yahoo.com |
|                            | <b>VAIL AZ 85641</b>              | <b>Terms:</b> 0.00 %                  |
|                            |                                   | <b>Days:</b> 30                       |

|  |                           |
|--|---------------------------|
| <b>Shipping Method:</b>  | Vendor Method             |
| <b>Delivery Type:</b>  |                           |
| <b>FOB:</b>  | FOB Dest, Freight Prepaid |
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**PIMA COUNTY**

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 4 of 32

Line Description

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|   |  |             |                        |            |     |     |
|---|--|-------------|------------------------|------------|-----|-----|
| 1 | Transcription - English<br>Discount<br>0.0000 %                    | UOM<br>WORD | Unit Price<br>\$0.0203 | Stock Code | VPN | MPN |
| 2 | Early Return Bonus 15% of total word count<br>Discount<br>0.0000 % | UOM<br>PCT  | Unit Price<br>\$0.00   | Stock Code | VPN | MPN |



# MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES CONTRACT EXECUTION

Master Agreement No: 2300000000000000156

MA Version: 1

Page: 5 of 32

Description: Verbatim Transcription and Translation Services

|                            |                                      |
|----------------------------|--------------------------------------|
| I<br>S<br>S<br>U<br>E<br>R | Pima County Procurement Department   |
|                            | 150 W. Congress St. 5th Fl           |
|                            | Tucson AZ 85701                      |
|                            | Issued By: Kelsey Braun-Shirley      |
|                            | Phone: 5207247466                    |
|                            | Email: kelsey.braun-shirley@pima.gov |

|                       |                             |
|-----------------------|-----------------------------|
| T<br>E<br>R<br>M<br>S | Initiation Date: 04-04-2023 |
|                       | Expiration Date: 04-03-2024 |
|                       | NTE Amount:                 |
|                       | Used Amount: \$0.00         |

|                            |                       |                          |
|----------------------------|-----------------------|--------------------------|
| V<br>E<br>N<br>D<br>O<br>R | JULIE A KENNEDY       | Contact: Julie Kennedy   |
|                            | DBA: KENNEDY, JULIE A | Phone: 520-762-5315      |
|                            | 247 N Fenceline Drive | Email: pjken91@gmail.com |
|                            | Tucson AZ 85748       | Terms: 0.00 %            |
|                            |                       | Days: 30                 |

|  |                           |
|--|---------------------------|
| Shipping Method:   | Vendor Method             |
| Delivery Type:   |                           |
| FOB:   | FOB Dest, Freight Prepaid |
| <b>Modification Reason</b>   |                           |
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**PIMA COUNTY**

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 6 of 32

| Line | Description                                     | UOM  | Unit Price | Stock Code | VPN | MPN |
|------|---|------|------------|------------|-----|-----|
| 1    | Transcription - English<br>Discount<br>0.0000 % | WORD | \$0.0203   |            |     |     |



# MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES  
CONTRACT EXECUTION

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 7 of 32

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|                            |                                      |
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|                            | 150 W. Congress St. 5th Fl           |
|                            | Tucson AZ 85701                      |
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|                            | Phone: 5207247466                    |
|                            | Email: kelsey.braun-shirley@pima.gov |

|                       |                             |
|-----------------------|-----------------------------|
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|                       | Expiration Date: 04-03-2024 |
|                       | NTE Amount:                 |
|                       | Used Amount: \$0.00         |

|                            |                        |                          |
|----------------------------|------------------------|--------------------------|
| V<br>E<br>N<br>D<br>O<br>R | BARBARA ALLYN          | Contact: BARBARA ALLYN   |
|                            | DBA: ALLYN, BARBARA    | Phone: 520-298-7405      |
|                            | 8702 E PLACITA BOLIVAR | Email: azasana@yahoo.com |
|                            | TUCSON AZ 85715        | Terms: 0.00 %            |
|                            |                        | Days: 30                 |
|                            |                        |                          |

|  |                           |
|--|---------------------------|
| Shipping Method:   | Vendor Method             |
| Delivery Type:   |                           |
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Master Agreement No: 2300000000000000156

MA Version: 1

Page: 8 of 32

| Line | Description  |      |            |            |     |     |
|------|--|------|------------|------------|-----|-----|
| 1    | Transcription - English                                      |      |            |            |     |     |
|      | Discount   | UOM  | Unit Price | Stock Code | VPN | MPN |
|      | 0.0000 %   | WORD | \$0.0203   |            |     |     |
| 2    | Transcription/Translation (any foreign language)             |      |            |            |     |     |
|      | Discount   | UOM  | Unit Price | Stock Code | VPN | MPN |
|      | 0.0000 %   | WORD | \$0.0525   |            |     |     |
| 3    | Early Return Bonus 15% of total word count                   |      |            |            |     |     |
|      | Discount   | UOM  | Unit Price | Stock Code | VPN | MPN |
|      | 0.0000 %   | PCT  | \$0.00     |            |     |     |
| 4    | Late Return Penalty 15% of total word count                  |      |            |            |     |     |
|      | Discount   | UOM  | Unit Price | Stock Code | VPN | MPN |
|      | 0.0000 %   | PCT  | \$0.00     |            |     |     |
| 5    | Body Camera Transcription - Not including interviews 5%      |      |            |            |     |     |
|      | Discount   | UOM  | Unit Price | Stock Code | VPN | MPN |
|      | 0.0000 %   | PCT  | \$0.00     |            |     |     |
| 6    | RUSH - Return within 24 hours (after receipt of job assignme |      |            |            |     |     |
|      | Discount   | UOM  | Unit Price | Stock Code | VPN | MPN |
|      | 0.0000 %   | EA   | \$30.00    |            |     |     |



# MASTER AGREEMENT

## PIMA COUNTY, ARIZONA

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Master Agreement No: 23000000000000000156

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|                            | 150 W. Congress St. 5th Fl           |
|                            | Tucson AZ 85701                      |
|                            | Issued By: Kelsey Braun-Shirley      |
|                            | Phone: 5207247466                    |
|                            | Email: kelsey.braun-shirley@pima.gov |

|                       |                             |
|-----------------------|-----------------------------|
| T<br>E<br>R<br>M<br>S | Initiation Date: 04-04-2023 |
|                       | Expiration Date: 04-03-2024 |
|                       | NTE Amount:                 |
|                       | Used Amount: \$0.00         |

|                            |                       |                              |
|----------------------------|-----------------------|------------------------------|
| V<br>E<br>N<br>D<br>O<br>R | <b>NORMA A MENDEZ</b> | Contact: Norma A Mendez      |
|                            | 3203 S CAPRI CIRCLE   | Phone: 520-444-3288          |
|                            | TUCSON AZ 85713       | Email: namendez74@icloud.com |
|                            |                       | Terms: 0.00 %                |
|                            |                       | Days: 30                     |
|                            |                       |                              |

|  |                           |
|--|---------------------------|
| Shipping Method:   | Vendor Method             |
| Delivery Type:   |                           |
| FOB:   | FOB Dest, Freight Prepaid |
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# MASTER AGREEMENT DETAILS

**PIMA COUNTY**

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 10 of 32

Line Description

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| Line | Description                                     | UOM  | Unit Price | Stock Code | VPN | MPN |
|------|---|------|------------|------------|-----|-----|
| 1    | Transcription - English<br>Discount<br>0.0000 % | WORD | \$0.0203   |            |     |     |



# MASTER AGREEMENT

## PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES  
CONTRACT EXECUTION

Master Agreement No: 23000000000000000156

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Page: 11 of 32

Description: Verbatim Transcription and Translation Services

|                            |                                      |
|----------------------------|--------------------------------------|
| I<br>S<br>S<br>U<br>E<br>R | Pima County Procurement Department   |
|                            | 150 W. Congress St. 5th Fl           |
|                            | Tucson AZ 85701                      |
|                            | Issued By: Kelsey Braun-Shirley      |
|                            | Phone: 5207247466                    |
|                            | Email: kelsey.braun-shirley@pima.gov |

|                       |                             |
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| T<br>E<br>R<br>M<br>S | Initiation Date: 04-04-2023 |
|                       | Expiration Date: 04-03-2024 |
|                       | NTE Amount:                 |
|                       | Used Amount: \$0.00         |

|                            |                     |                           |
|----------------------------|---------------------|---------------------------|
| V<br>E<br>N<br>D<br>O<br>R | CHERYL L ZAUNER     | Contact: CHERYL           |
|                            | DBA: ZAUNER, CHERYL | Phone: 520-241-1519       |
|                            | 4602 E COOPER ST    | Email: clzcla11@gmail.com |
|                            | TUCSON AZ 85711     | Terms: 0.00 %             |
|                            |                     | Days: 30                  |
|                            |                     |                           |

|  |                           |
|--|---------------------------|
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# MASTER AGREEMENT DETAILS

**PIMA COUNTY**

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 12 of 32

Line Description

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| Line | Description                                     | UOM  | Unit Price | Stock Code | VPN | MPN |
|------|---|------|------------|------------|-----|-----|
| 1    | Transcription - English<br>Discount<br>0.0000 % | WORD | \$0.0203   |            |     |     |



# MASTER AGREEMENT

## PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES  
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Master Agreement No: 2300000000000000156

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|                            | 150 W. Congress St. 5th Fl           |
|                            | Tucson AZ 85701                      |
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|                            | Phone: 5207247466                    |
|                            | Email: kelsey.braun-shirley@pima.gov |

|                       |                             |
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| T<br>E<br>R<br>M<br>S | Initiation Date: 04-04-2023 |
|                       | Expiration Date: 04-03-2024 |
|                       | NTE Amount:                 |
|                       | Used Amount: \$0.00         |

|                            |                    |                            |
|----------------------------|--------------------|----------------------------|
| V<br>E<br>N<br>D<br>O<br>R | ROSEMARY SANFORD   | Contact: ROSEMARY SANFORD  |
|                            | PO BOX 601         | Phone: 520-490-7283        |
|                            | SAHUARITA AZ 85629 | Email: r.aydelotte@att.net |
|                            |                    | Terms: 0.00 %              |
|                            |                    | Days: 30                   |
|                            |                    |                            |

|  |                           |
|--|---------------------------|
| Shipping Method:   | Vendor Method             |
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**PIMA COUNTY**

Master Agreement No: 23000000000000000156

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Page: 14 of 32

Line Description

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| Line | Description                                     | UOM  | Unit Price | Stock Code | VPN | MPN |
|------|---|------|------------|------------|-----|-----|
| 1    | Transcription - English<br>Discount<br>0.0000 % | WORD | \$0.0203   |            |     |     |



# MASTER AGREEMENT

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|                            | 150 W. Congress St. 5th Fl                  |
|                            | Tucson AZ 85701                             |
|                            | <b>Issued By:</b> Kelsey Braun-Shirley      |
|                            | <b>Phone:</b> 5207247466                    |
|                            | <b>Email:</b> kelsey.braun-shirley@pima.gov |

|                       |                                    |  |
|-----------------------|------------------------------------|--|
| T<br>E<br>R<br>M<br>S | <b>Initiation Date:</b> 04-04-2023 |  |
|                       | <b>Expiration Date:</b> 04-03-2024 |  |
|                       | <b>NTE Amount:</b>                 |  |
|                       | <b>Used Amount:</b> \$0.00         |  |
|                       |                                    |  |
|                       |                                    |  |

|                            |                         |                                 |
|----------------------------|-------------------------|---------------------------------|
| V<br>E<br>N<br>D<br>O<br>R | <b>Rhonda R Ellerd</b>  | <b>Contact:</b> Rhonda R Ellerd |
|                            | 11177 N Oracle Rd #5101 | <b>Phone:</b> 520-275-3132      |
|                            | Oro Valley AZ 85737     | <b>Email:</b>                   |
|                            |                         | <b>Terms:</b> 0.00 %            |
|                            |                         | <b>Days:</b> 30                 |
|                            |                         |                                 |

|  |                           |
|--|---------------------------|
| <b>Shipping Method:</b>  | Vendor Method             |
| <b>Delivery Type:</b>  |                           |
| <b>FOB:</b>  | FOB Dest, Freight Prepaid |
| <b>Modification Reason</b>   |                           |
| This Master Agreement is for an initial term of one (1) year in the shared annual award amount of \$300,000.00 and includes four (4) one-year renewal options. |                           |
| Attachment: Offer Agreement.   |                           |

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# MASTER AGREEMENT DETAILS

**PIMA COUNTY**

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 16 of 32

Line Description

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| Line | Description                                     | UOM  | Unit Price | Stock Code | VPN | MPN |
|------|---|------|------------|------------|-----|-----|
| 1    | Transcription - English<br>Discount<br>0.0000 % | WORD | \$0.0203   |            |     |     |



**PIMA COUNTY**

# MASTER AGREEMENT

## PIMA COUNTY, ARIZONA

**THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES CONTRACT EXECUTION**

Master Agreement No: 2300000000000000156

MA Version: 1

Page: 17 of 32

Description: Verbatim Transcription and Translation Services

|  |   |
|--|---|
| <b>I<br/>S<br/>S<br/>U<br/>E<br/>R</b> | Pima County Procurement Department          |
|  | 150 W. Congress St. 5th Fl                  |
|  | Tucson AZ 85701                             |
|  | <b>Issued By:</b> Kelsey Braun-Shirley      |
|  | <b>Phone:</b> 5207247466                    |
|  | <b>Email:</b> kelsey.braun-shirley@pima.gov |

|                                  |                                    |
|----------------------------------|------------------------------------|
| <b>T<br/>E<br/>R<br/>M<br/>S</b> | <b>Initiation Date:</b> 04-04-2023 |
|                                  | <b>Expiration Date:</b> 04-03-2024 |
|                                  | <b>NTE Amount:</b>                 |
|                                  | <b>Used Amount:</b> \$0.00         |
|                                  |                                    |
|                                  |                                    |

|  |                         |                                   |
|--|-------------------------|-----------------------------------|
| <b>V<br/>E<br/>N<br/>D<br/>O<br/>R</b> | <b>KATHERINE C MOON</b> | <b>Contact:</b> KATHERINE MOON    |
|  | 584 Lassen St Apt 1     | <b>Phone:</b> 520-861-7688        |
|  | Los Altos CA 94022      | <b>Email:</b> kfoley719@yahoo.com |
|  |                         | <b>Terms:</b> 0.00 %              |
|  |                         | <b>Days:</b> 30                   |
|  |                         |                                   |

|  |                           |
|--|---------------------------|
| <b>Shipping Method:</b>  | Vendor Method             |
| <b>Delivery Type:</b>  |                           |
| <b>FOB:</b>  | FOB Dest, Freight Prepaid |
| <b>Modification Reason</b>   |                           |
| This Master Agreement is for an initial term of one (1) year in the shared annual award amount of \$300,000.00 and includes four (4) one-year renewal options. |                           |
| Attachment: Offer Agreement.   |                           |

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# MASTER AGREEMENT DETAILS



Master Agreement No: 23000000000000000156

MA Version: 1

Page: 18 of 32

| Line | Description                                     | UOM  | Unit Price | Stock Code | VPN | MPN |
|------|---|------|------------|------------|-----|-----|
| 1    | Transcription - English<br>Discount<br>0.0000 % | WORD | \$0.0203   |            |     |     |



# MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES CONTRACT EXECUTION

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 19 of 32

Description: Verbatim Transcription and Translation Services

|                            |                                      |
|----------------------------|--------------------------------------|
| I<br>S<br>S<br>U<br>E<br>R | Pima County Procurement Department   |
|                            | 150 W. Congress St. 5th Fl           |
|                            | Tucson AZ 85701                      |
|                            | Issued By: Kelsey Braun-Shirley      |
|                            | Phone: 5207247466                    |
|                            | Email: kelsey.braun-shirley@pima.gov |

|                       |                             |
|-----------------------|-----------------------------|
| T<br>E<br>R<br>M<br>S | Initiation Date: 04-04-2023 |
|                       | Expiration Date: 04-03-2024 |
|                       | NTE Amount:                 |
|                       | Used Amount: \$0.00         |

|                            |                        |                           |
|----------------------------|------------------------|---------------------------|
| V<br>E<br>N<br>D<br>O<br>R | LINDA S WOODRUFF       | Contact: LINDA WOODRUFF   |
|                            | 1131 W CIRCULO DEL SUR | Phone: 520-551-2839       |
|                            | GREEN VALLEY AZ 85614  | Email: lwoodr5417@aol.com |
|                            |                        | Terms: 0.00 %             |
|                            |                        | Days: 30                  |
|                            |                        |                           |

|  |                           |
|--|---------------------------|
| Shipping Method:   | Vendor Method             |
| Delivery Type:   |                           |
| FOB:   | FOB Dest, Freight Prepaid |
| <b>Modification Reason</b>   |                           |
| This Master Agreement is for an initial term of one (1) year in the shared annual award amount of \$300,000.00 and includes four (4) one-year renewal options. |                           |
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# MASTER AGREEMENT DETAILS



Master Agreement No: 23000000000000000156

MA Version: 1

Page: 20 of 32

| Line | Description                                     | UOM  | Unit Price | Stock Code | VPN | MPN |
|------|---|------|------------|------------|-----|-----|
| 1    | Transcription - English<br>Discount<br>0.0000 % | WORD | \$0.0203   |            |     |     |



# MASTER AGREEMENT

## PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES  
CONTRACT EXECUTION

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 21 of 32

Description: Verbatim Transcription and Translation Services

|                            |                                      |
|----------------------------|--------------------------------------|
| I<br>S<br>S<br>U<br>E<br>R | Pima County Procurement Department   |
|                            | 150 W. Congress St. 5th Fl           |
|                            | Tucson AZ 85701                      |
|                            | Issued By: Kelsey Braun-Shirley      |
|                            | Phone: 5207247466                    |
|                            | Email: kelsey.braun-shirley@pima.gov |

|                       |                             |
|-----------------------|-----------------------------|
| T<br>E<br>R<br>M<br>S | Initiation Date: 04-04-2023 |
|                       | Expiration Date: 04-03-2024 |
|                       | NTE Amount:                 |
|                       | Used Amount: \$0.00         |

|                            |                           |                                   |
|----------------------------|---------------------------|-----------------------------------|
| V<br>E<br>N<br>D<br>O<br>R | Therese Marie Lewallen    | Contact: Therese Lewallen         |
|                            | 7781 E Entrada De Ventana | Phone: 520-449-1077               |
|                            | Tucson AZ 85750           | Email: therese.lewallen@gmail.com |
|                            |                           | Terms: 0.00 %                     |
|                            |                           | Days: 30                          |
|                            |                           |                                   |

|  |                           |
|--|---------------------------|
| Shipping Method:   | Vendor Method             |
| Delivery Type:   |                           |
| FOB:   | FOB Dest, Freight Prepaid |
| <b>Modification Reason</b>   |                           |
| This Master Agreement is for an initial term of one (1) year in the shared annual award amount of \$300,000.00 and includes four (4) one-year renewal options.<br>Attachment: Offer Agreement. |                           |

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# MASTER AGREEMENT DETAILS

**PIMA COUNTY**

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 22 of 32

| Line | Description                                     | UOM  | Unit Price | Stock Code | VPN | MPN |
|------|---|------|------------|------------|-----|-----|
| 1    | Transcription - English<br>Discount<br>0.0000 % | WORD | \$0.0203   |            |     |     |



# MASTER AGREEMENT

## PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES  
CONTRACT EXECUTION

Master Agreement No: 2300000000000000156

MA Version: 1

Page: 23 of 32

Description: Verbatim Transcription and Translation Services

|                            |   |
|----------------------------|---|
| I<br>S<br>S<br>U<br>E<br>R | Pima County Procurement Department          |
|                            | 150 W. Congress St. 5th Fl                  |
|                            | Tucson AZ 85701                             |
|                            | <b>Issued By:</b> Kelsey Braun-Shirley      |
|                            | <b>Phone:</b> 5207247466                    |
|                            | <b>Email:</b> kelsey.braun-shirley@pima.gov |

|                       |                                    |
|-----------------------|------------------------------------|
| T<br>E<br>R<br>M<br>S | <b>Initiation Date:</b> 04-04-2023 |
|                       | <b>Expiration Date:</b> 04-03-2024 |
|                       | <b>NTE Amount:</b>                 |
|                       | <b>Used Amount:</b> \$0.00         |

|                            |                              |                               |
|----------------------------|------------------------------|-------------------------------|
| V<br>E<br>N<br>D<br>O<br>R | <b>JUDITH ALICE GRAF</b>     | <b>Contact:</b> JUDITH GRAF   |
|                            | <b>Po Box 432</b>            | <b>Phone:</b> 651-458-0193    |
|                            | <b>New Richmond WI 54017</b> | <b>Email:</b> JGRAF@MNISP.COM |
|                            |                              | <b>Terms:</b> 0.00 %          |
|                            |                              | <b>Days:</b> 30               |
|                            |                              |                               |

|  |                           |
|--|---------------------------|
| <b>Shipping Method:</b>  | Vendor Method             |
| <b>Delivery Type:</b>  |                           |
| <b>FOB:</b>  | FOB Dest, Freight Prepaid |
| <b>Modification Reason</b>   |                           |
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# MASTER AGREEMENT DETAILS

**PIMA COUNTY**

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 24 of 32

Line Description

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| Line | Description                                     | UOM  | Unit Price | Stock Code | VPN | MPN |
|------|---|------|------------|------------|-----|-----|
| 1    | Transcription - English<br>Discount<br>0.0000 % | WORD | \$0.0203   |            |     |     |



# MASTER AGREEMENT

## PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES  
CONTRACT EXECUTION

Master Agreement No: 2300000000000000156

MA Version: 1

Page: 25 of 32

Description: Verbatim Transcription and Translation Services

|   |                                      |
|---|--------------------------------------|
| I | Pima County Procurement Department   |
| S | 150 W. Congress St. 5th Fl           |
| S | Tucson AZ 85701                      |
| U | Issued By: Kelsey Braun-Shirley      |
| E | Phone: 5207247466                    |
| R | Email: kelsey.braun-shirley@pima.gov |

|   |                             |
|---|-----------------------------|
| T | Initiation Date: 04-04-2023 |
| E | Expiration Date: 04-03-2024 |
| R |                             |
| M | NTE Amount:                 |
| S | Used Amount: \$0.00         |

|   |                              |                         |
|---|------------------------------|-------------------------|
| V | Transcription Services, LLC. | Contact: Karen Huszarik |
| E | 3262 N 300th Drive           | Phone: 616-822-5192     |
| N | Buckeye AZ 85396             | Email:                  |
| D |                              | Terms: 0.00 %           |
| O |                              | Days: 30                |
| R |                              |                         |

|  |                           |
|--|---------------------------|
| Shipping Method:   | Vendor Method             |
| Delivery Type:   |                           |
| FOB:   | FOB Dest, Freight Prepaid |
| <b>Modification Reason</b>   |                           |
| This Master Agreement is for an initial term of one (1) year in the shared annual award amount of \$300,000.00 and includes four (4) one-year renewal options.<br>Attachment: Offer Agreement. |                           |

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# MASTER AGREEMENT DETAILS

**PIMA COUNTY**

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 26 of 32

Line Description

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| Line | Description                                     | UOM  | Unit Price | Stock Code | VPN | MPN |
|------|---|------|------------|------------|-----|-----|
| 1    | Transcription - English<br>Discount<br>0.0000 % | WORD | \$0.0203   |            |     |     |



# MASTER AGREEMENT

## PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES  
CONTRACT EXECUTION

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 27 of 32

Description: Verbatim Transcription and Translation Services

|   |   |
|---|---|
| I | Pima County Procurement Department          |
| S | 150 W. Congress St. 5th Fl                  |
| S | Tucson AZ 85701                             |
| U |   |
| E | <b>Issued By:</b> Kelsey Braun-Shirley      |
| R | <b>Phone:</b> 5207247466                    |
|   | <b>Email:</b> kelsey.braun-shirley@pima.gov |

|   |                                    |
|---|------------------------------------|
| T | <b>Initiation Date:</b> 04-04-2023 |
| E | <b>Expiration Date:</b> 04-03-2024 |
| R |                                    |
| M |                                    |
| S |                                    |
|   | <b>NTE Amount:</b>                 |
|   | <b>Used Amount:</b> \$0.00         |

|   |                                |                                       |
|---|--------------------------------|---------------------------------------|
| V | <b>Desirae Janine Ellis</b>    | <b>Contact:</b> Desirae Ellis         |
| E | <b>DBA: Ellis Translations</b> | <b>Phone:</b> 760-224-9348            |
| N |                                | <b>Email:</b> desirae1983@hotmail.com |
| D | <b>3515 Highway 78</b>         | <b>Terms:</b> 0.00 %                  |
| O | <b>Julian CA 92036</b>         | <b>Days:</b> 30                       |
| R |                                |                                       |

|  |                           |
|--|---------------------------|
| <b>Shipping Method:</b>  | Vendor Method             |
| <b>Delivery Type:</b>  |                           |
| <b>FOB:</b>  | FOB Dest, Freight Prepaid |
| <b>Modification Reason</b>   |                           |
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# MASTER AGREEMENT DETAILS

**PIMA COUNTY**

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 28 of 32

Line Description

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| Line | Description                                     | UOM  | Unit Price | Stock Code | VPN | MPN |
|------|---|------|------------|------------|-----|-----|
| 1    | Transcription - English<br>Discount<br>0.0000 % | WORD | \$0.0203   |            |     |     |



# MASTER AGREEMENT

## PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES  
CONTRACT EXECUTION

Master Agreement No: 2300000000000000156

MA Version: 1

Page: 29 of 32

Description: Verbatim Transcription and Translation Services

|                            |                                      |
|----------------------------|--------------------------------------|
| I<br>S<br>S<br>U<br>E<br>R | Pima County Procurement Department   |
|                            | 150 W. Congress St. 5th Fl           |
|                            | Tucson AZ 85701                      |
|                            | Issued By: Kelsey Braun-Shirley      |
|                            | Phone: 5207247466                    |
|                            | Email: kelsey.braun-shirley@pima.gov |

|                       |                             |  |
|-----------------------|-----------------------------|--|
| T<br>E<br>R<br>M<br>S | Initiation Date: 04-04-2023 |  |
|                       | Expiration Date: 04-03-2024 |  |
|                       | NTE Amount:                 |  |
|                       | Used Amount: \$0.00         |  |
|                       |                             |  |
|                       |                             |  |

|                            |                                |                           |
|----------------------------|--------------------------------|---------------------------|
| V<br>E<br>N<br>D<br>O<br>R | Isaac Yanez                    | Contact: Isaac Yanez      |
|                            | 7049 Westwind Drive, Apt. 8015 | Phone: 213-278-1811       |
|                            | El Paso TX 79912               | Email: iyanez4@icloud.com |
|                            |                                | Terms: 0.00 %             |
|                            |                                | Days: 30                  |
|                            |                                |                           |

|  |                           |
|--|---------------------------|
| Shipping Method:   | Vendor Method             |
| Delivery Type:   |                           |
| FOB:   | FOB Dest, Freight Prepaid |
| <b>Modification Reason</b>   |                           |
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# MASTER AGREEMENT DETAILS

**PIMA COUNTY**

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 30 of 32

Line Description

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| Line | Description                                     | UOM  | Unit Price | Stock Code | VPN | MPN |
|------|---|------|------------|------------|-----|-----|
| 1    | Transcription - English<br>Discount<br>0.0000 % | WORD | \$0.0203   |            |     |     |



# MASTER AGREEMENT

## PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES  
CONTRACT EXECUTION

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 31 of 32

Description: Verbatim Transcription and Translation Services

|   |   |
|---|---|
| I | Pima County Procurement Department          |
| S | 150 W. Congress St. 5th Fl                  |
| S | Tucson AZ 85701                             |
| U |   |
| E | <b>Issued By:</b> Kelsey Braun-Shirley      |
| R | <b>Phone:</b> 5207247466                    |
|   | <b>Email:</b> kelsey.braun-shirley@pima.gov |

|   |                                    |
|---|------------------------------------|
| T | <b>Initiation Date:</b> 04-04-2023 |
| E | <b>Expiration Date:</b> 04-03-2024 |
| R |                                    |
| M |                                    |
| S |                                    |
|   | <b>NTE Amount:</b>                 |
|   | <b>Used Amount:</b> \$0.00         |

|   |                        |                                     |
|---|------------------------|-------------------------------------|
| V | <b>Linda Sue Gomez</b> | <b>Contact:</b> Linda Gomez         |
| E | 1291 N Darlene Drive   | <b>Phone:</b> 520-591-2362          |
| N | Vail AZ 85641          | <b>Email:</b> saved0494@comcast.net |
| D |                        | <b>Terms:</b> 0.00 %                |
| O |                        | <b>Days:</b> 30                     |
| R |                        |                                     |

|  |                           |
|--|---------------------------|
| <b>Shipping Method:</b>  | Vendor Method             |
| <b>Delivery Type:</b>  |                           |
| <b>FOB:</b>  | FOB Dest, Freight Prepaid |
| <b>Modification Reason</b>   |                           |
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# MASTER AGREEMENT DETAILS

**PIMA COUNTY**

Master Agreement No: 23000000000000000156

MA Version: 1

Page: 32 of 32

Line Description

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| Line | Description                                     | UOM  | Unit Price | Stock Code | VPN | MPN |
|------|---|------|------------|------------|-----|-----|
| 1    | Transcription - English<br>Discount<br>0.0000 % | WORD | \$0.0203   |            |     |     |