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**ATTORNEY GENERAL**

**OFFICE OF THE ARIZONA ATTORNEY GENERAL**  
**OPERATIONS DIVISION**  
**PROCUREMENT SECTION**

**LESLIE WELCH**  
**DIRECTOR**  
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**CHIEF PROCUREMENT OFFICER**

TO: Current Outside Counsel Contract Awardees  
FROM: AGO Procurement  
RE: Contract Extension Letter for Outside Counsel – Contract #: AG15-0001 and AG15-0068

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Pursuant to A.R.S. § 41-2546, The Arizona Attorney General's Office, in accordance with Item 31.1 of the Agreement for Outside Counsel, has determined to extend the above referenced contracts for an additional year. This agreement upon execution shall terminate on December 31, 2016.

Contract Extension Instructions

The contract extension process is for current outside counsel contract awardees that will not need to make changes to their awarded areas of law or current hourly rates from the CY2015 contract year. Any changes to the awarded areas of law and/or hourly rates will require a new proposal to be submitted during the open RFP process for CY2016. Other firm information can be updated through the extension process with completion of the enclosed "Contract Update Worksheet."

Contract Update Worksheet Instructions

- Page 1, Complete General Counsel Information: Review the revised insurance requirements enclosed in the attachment, and sign the extension agreement. All other terms remain unchanged.
- Page 2, Conflicts of Interest: List any changes since the submission of your original proposal or if no updates check N/A.
- Page 3, Bar Complaints/Malpractice: List any changes since the submission of your original proposal or if no updates check N/A.
- Pages 4-6, Current list of Attorneys: Please list all current attorneys that will be providing service under this contract. For any attorney additions since original contract award, please complete the "Qualifications and Experience of Attorney" worksheet and include a copy of their resume. Note: Areas of practice listed for each attorney should only be those approved during the original contract award. No resumes are needed for attorneys previously approved.
- Pages 7-9, Updated Insurance Requirements: Provided for your review. Acceptance should be marked on page one of the worksheet.

Contract Update Worksheet Due Date/Delivery Instructions

- The Contract Update Worksheet is due by October 14, 2015 at 3:00PM. One original hard copy should be submitted in a sealed envelope with your current contract number noted on the package.
- Hand Delivery/Mailing Address: Office of the Attorney General; Procurement Unit; 1275 West Washington Street; Phoenix, AZ 85007

Questions Regarding the Extension Process:

Questions should be directed to Jerry Connolly at 602-542-8030 or may be e-mailed to [Jerry.Connolly@azag.gov](mailto:Jerry.Connolly@azag.gov) or Cindy Palmer, 602-542-7986, e-mail: [Cindy.Palmer@azag.gov](mailto:Cindy.Palmer@azag.gov)