



EVENT VENUE & HOTEL ROOM STAY REQUEST FOR PROPOSAL

1. INTRODUCTION

The State Bar of Arizona created the Arizona Bar Foundation (Foundation) as a separate 501(c)3 organization in 1978, charging it with the mission of promoting access to justice for all Arizonans. The Foundation strives to fulfill this mission by preparing Arizona youth for civic responsibility and providing access to justice for Arizonan's most in need. Through the provision of technical and financial assistance to probation & resource officers, teachers & administrators, private attorneys & judges, and legal service attorneys & advocates, the Foundation works to level the playing field, so that all in Arizona have knowledge and access to the justice systems. Please note, as a 501(c)3 organization, any donations or in-kind contributions are tax deductible as IRS allows. **The Arizona Foundation for Legal Services & Education is an Affirmative Action and Equal Opportunity Employer.**

2. GENERAL INFORMATION

The purpose of this Request for Proposal (RFP) is to select an offer through a competitive procurement process that provides the greatest value to the agency. The Foundation reserves the right to accept or reject any or all proposals, or combination of proposals, to waive any informality or irregularity and to sit as sole judge of the merit and qualifications of the services offered and may accept whatever proposal, or combination of proposals, is deemed in the best interest of the Foundation. The Foundation is an EOE/AA agency and encourages minority participation.

This procurement will be conducted in accordance with the Foundation's procurement policies. The Foundation is a 501(c)3 non-profit organization which adheres to its internal control policies and procedures. It is not the practice of the Foundation to disclose proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses. The Foundation's personnel and/or board members may review individual proposals.

3. PROJECT CITIZEN PROGRAM OVERVIEW

Arizona's Project Citizen Program, is administered by the Arizona Bar Foundation and funded by the Center for Civic Education and the Arizona Supreme Court, encourages active community participation for students at the elementary, middle, and high school levels. This program promotes responsible and competent participation in state and local government by teaching students to identify problems in their community and work together to develop strategies to remedy these problems through developing and implementing public policy. It

teaches teachers and students how public policy is made and how they can create change in their community. Project Citizen is interdisciplinary, based on cooperative learning, focuses on state and local government, applies students to real public policy issues, develops participatory skills, and is an excellent model for performance assessment and an exceptional method for implementing project based learning. More information about Arizona's Project Citizen Program can be found at LawForKids.org/Project-Citizen.

4. PROJECT CITIZEN SUMMER INSTITUTE

The Foundation will be hosting a 5-day Project Citizen Summer Institute in July 2020, to train and engage teachers on implementing the Project Citizen Program. Approximately 25 teachers will be attending the summer institute from various states in the Western Region of the United States including Arizona. The Foundation is currently in search of a resort-style venue including hotel accommodations to host the summer institute from July 6-11, 2020. The purpose is to provide Western Region educators with learning, networking, and professional growth in an inviting and beautiful Arizona environment creating lifelong memories of our state.

5. HOTEL ACCOMODATIONS

The following is required for this event:

- A. Six nights of private hotel accommodations for 18 guests from July 6, 2020 to July 12, 2020;
- B. Five nights of private hotel accommodations for 12 guests from July 6, 2020 to July 11, 2020;
- C. Hotel rooms should include one king-sized bed or two queen-sized beds; and
- D. Suite style rooms are not a requirement but an added bonus.

6. EVENT SPACE

The Foundation will host the Summer Institute in the same location as the hotel stay rooms and requires the use of meeting rooms as outlined here:

- A. From July 7-11, 2020, the Foundation requires the following from 7:00 AM to 6:00 PM:
 - a. One large meeting room that can accommodate at least 36 for daily training with small group style table and chair setup.
 - i. A minimum of 8 small group style tables with chairs that can each accommodate at least 4 individuals.
 - b. Two smaller meeting rooms that can each accommodate at least 15 with small group style table and chair setup.
 - i. A minimum of 4 small group round tables with chairs that can each accommodate at least 4 individuals.
 - c. An additional small room that accommodates a table for 4 staff and will store event materials would be helpful. This additional small staff room is not a requirement.
- B. On July 6, 2020, the day prior to the start of the Summer Institute, the Foundation requires the following from 7:00 AM to 6:00 PM:

- a. Ability to access the large meeting room for pre-event setup;
- b. Host a session from 6:00 PM to 8:00 PM in the large meeting room; and
- c. Ability to access the smaller staff room to store event materials.

7. CATERING

- A. Daily breakfast included with the daily hotel room reservations for guests.
- B. Daily buffet style lunch catering with non-alcoholic beverages from July 7-11, 2020 for approximately 30 individuals at the scheduled time.
- C. An added bonus would be for the Foundation to utilize a combination of hotel catering and outside catering options for lunch on alternate days if possible.
- D. Catering options for specific individuals with dietary restrictions.
- E. Lunch and drinks setup in the back of the large meeting room on buffet style tables.
- F. Water pitchers in both large and small meeting rooms all day from 7:00 AM to 6:00 PM replenished as needed.
- G. Coffee, hot water, and tea setup in the large training room.
- H. Option to bring own snacks to provide to guests during training event.

8. PARKING

- A. Parking included for guests from July 6-12, 2020 depending on the dates of the hotel reservation per guest.

9. TECHNOLOGY/AUDIO VISUAL

- A. LCD Projector, screen, and speakers available in the banquet and meeting rooms.
- B. Access to multiple outlets in the large and small meeting rooms for guests to connect their laptops/tablets.
- C. Free WiFi in large and small meeting rooms and staff room.
- D. Free WiFi in hotel rooms for guests to utilize.

10. HOTEL AMENITIES

- A. On site swimming pool(s) and gym is an added bonus.
- B. Disability access is a requirement.
- C. Complimentary shuttle to nearby airport, malls and/or attractions is an added bonus.
- D. Evening social hour and/or appetizers is an added bonus.

11. EVENT COORDINATION – ARIZONA BAR FOUNDATION

- A. Executive Director – Contract Authorization
- B. Chief Administrative Officer – Contract Reviewer prior to signing
- C. Chief Financial Officer – Direct Billing Coordination
- D. Senior Director of Education Programs – Contract Negotiator
- E. Program Specialist – Logistics

12. BILLING

- A. Individual guests will be responsible for any incidentals incurred for hotel room reservations.
- B. All lodging, lunch catering, and other charges authorized by the on-site coordinator will be direct billed to the Foundation's master account. Please provide a credit application if NFPA is not already authorized for billing at your location. Bills should be directed to:

Arizona Foundation for Legal Services & Education
Attention: Deepika Padmavati
4201 N. 24th St. Suite 210
Phoenix, AZ 85016

13. CONTRACT FUNDING

This contract will be paid with government funding. Thus, the Foundation must adhere and comply with the rules of OMB Circular and all lodging and per diem rates outlined on GSA.gov.

14. RFP DUE DATE

Please submit proposal by completing the Facility Response Form below and including additional supplementary material. Forms should be submitted by January 24, 2020 to:

Arizona Foundation for Legal Services & Education
Attention: Deepika Padmavati
4201 N. 24th St. Suite 210
Phoenix, AZ 85016
Fax: 602.773.3105
Deepika.Padmavati@azflse.org



FACILITY RESPONSE FORM

Hotel/Facility Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone: _____ Fax: _____

E-mail Address: _____

Can the hotel provide a daily room rate at or under the lodging and per diem rate outlined on GSA.gov for July 2020?

Yes ☐ No ☐

The following is required for this event:

- A. Six nights of private hotel accommodations for 18 guests from July 6, 2020 to July 12, 2020, plus
- B. Five nights of private hotel accommodations for 12 guests from July 6, 2020 to July 11, 2020

Daily Room Rate: _____

Daily Room Rate x Total Days x Total # of Rooms:

Room Tax per Day: _____

Room Tax per Day x Total Days x Total # of Rooms:

Daily Parking Fee: _____

Daily Parking Fee x Total # of Days x Total # Guests Needing Parking:

Are there any quantity discounts provided? If yes, what percent?

Are there any complimentary rooms provided? If yes, how many?

Is breakfast included? If yes, hot or continental?

Is direct billing offered? _____

What is your billing timeframe? _____

Please list additional amenities and information:

Meeting Room Rental Cost: (Please include service charge, gratuities and sales tax)

Will the meeting room(s) rental cost be waived if a specific food/beverage minimum is met? If yes, please list the food/beverage minimum.

Cost for the following equipment:

LCD Projector: _____

Screen: _____

Speakers: _____

WiFi: _____

COSTS SUMMARY:

Guest Rooms: _____

Parking: _____

Meeting Rooms: _____

Tech equipment: _____

Other: _____

Taxes: _____

Total: _____

Will the facility have any renovations, refurbishments, or construction during the proposed meeting dates, July 6-12, 2020? If yes, please list.

Additional Comments:

Please complete the following:

A. What is your deadline to receive a response from us regarding the proposal?

B. Please verify that the proposal meets the requirements as listed in the RFP.

Yes ☐ No ☐

Signature: _____

1. Please include an attached Meeting Room Floor Plan with suggested meeting rooms, understanding the space is not guaranteed. However, we may require a square footage guarantee.
2. Please include an attached catering menu with pricing options per person.

Please fax or email the completed Facility Response Form and attachments by January 24, 2020 to:

Arizona Foundation for Legal Services & Education

Attention: Deepika Padmavati

4201 N. 24th St. Suite 210

Phoenix, AZ 85016

Fax: 602.773.3105

Deepika.Padmavati@azflse.org