



WHEN YOU TURN 18 BOOKLET PRINTING 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.

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.

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. SCHOOL SAFETY PROGRAM OVERVIEW

Arizona's School Safety Program is established within the Arizona Department of Education to support, promote, and enhance safe and effective learning environments for all students by supporting the costs of placing school resource officers, juvenile probation officers, school counselors, and school social workers on school campuses. Through a collaborative partnership, the Arizona Department of Education and the Arizona Bar Foundation provide School Safety Program sites who have been awarded School Resource Officers with training, resources, and technical assistance to help them effectively meet the goals and objectives outlined in the Arizona School Safety Program Guidance Manual. More information about

Arizona's School Safety Program can be found at <https://lawforkids.org/programs/az-school-safety>.

4. WHEN YOU TURN 18 BOOKLETS

The Foundation is in need of printing services for When You Turn 18 Booklets to distribute to School Safety Program funded high schools. These schools have School Resources Officers serving on campus and the officers will be able to distribute the booklets to high school students. This resource informs students of the new rights and responsibilities they receive on their 18th birthday. The booklet contains 88 pages and can be viewed at <https://lawforkids.org/know-your-rights/wyt18/when-you-turn-18-booklet>.

The following are required:

1. A glossy type of paper would be ideal with a booklet dimension of 5x7 inches.
2. The binding should be a trim fold with saddle stitch.
3. Booklets should be packaged in sealed boxes of 75-125 booklets per box.
4. One hard copy proof must be provided to the Foundation for review prior to the approval of printing.
5. The Foundation's budget is \$10,000 total inclusive of taxes and delivery fees.

5. ARIZONA BAR FOUNDATION STAFF

- A. Executive Director – Contract Authorization
- B. Chief Financial Officer – Direct Billing Coordination
- C. Chief Learning Officer – Contract Negotiator
- D. Program Specialist – Logistics

6. BILLING

- A. Charges will be direct billed to the Foundation's 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: Leah Prager
4201 N. 24th St. Suite 210
Phoenix, AZ 85016

7. RFP DUE DATE

Please submit proposal by completing the **Proposal Form** below and including supplementary material. Forms should be submitted via email to:

Arizona Foundation for Legal Services & Education
Attention: Leah Prager
Leah.Prager@azflse.org



PROPOSAL

Vendor: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone: _____

E-mail Address: _____

Please refer to page 2 of this document for the detailed requirements and provide responses to the following:

Cost per item: _____

Shipping Cost: _____

Total Tax: _____

Additional Fees: _____

Are there any quantity discounts provided? If yes, please share below.

Overall Total Cost: _____

Is direct billing offered? _____

What is your billing timeframe? _____

How long will it take to prepare the items and deliver them to the Foundation address?

Are there currently any shortages of paper due to supply chain or reasons? If yes, please explain.

Additional Comments:

What is your deadline for receiving a response from us regarding the proposal?

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

Yes No

Signature: _____

Please include a design proof and quote for the items. Please email the completed Proposal Form and attachments to:

Arizona Foundation for Legal Services & Education
Attention: Leah Prager, Program Specialist
Leah.Prager@azflse.org