



HOTEL ACCOMMODATIONS 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. WE THE PEOPLE PROGRAM OVERVIEW

Arizona's We the People Program, is administered by the Arizona Bar Foundation and funded by the Center for Civic Education via the James Madison Legacy Project Expansion Program and the Arizona Supreme Court. The We the People program promotes civic competence and responsibility among youth at the elementary, middle, and high school levels. It teaches educators and students about the contemporary relevance of the Constitution and Bill of Rights and culminates with a simulated congressional hearing. More

information about Arizona’s We the People Program can be found at <https://lawforkids.org/we-the-people>.

4. JAMES MADISON LEGACY PROJECT EXPANSION PROGRAM

The James Madison Legacy Project Expansion Program is a research based program that is designed to provide lessons, activities, and training for civics and social studies teachers in order to make the We the People Program more accessible to English language learners, students of color, and students with disabilities. The goal is to engage, empower, and increase the civic competencies of high-need learners. More information about the James Madison Legacy Project Expansion Program can be found at <https://lawforkids.org/james-madison-legacy-project-expansion>.

5. JAMES MADISON LEGACY PROJECT EXPANSION SUMMER INSTITUTE

The Foundation will host a 5-day Summer Institute preferably in June 2024 to train and engage teachers on implementing the We the People Program. Approximately 20 teachers will be attending the summer institute from various counties in Arizona. The Foundation is currently in search of hotel accommodations for the summer institute participants. The summer institute location is to be determined but will take place in Chandler, Central Phoenix, or Mesa. The purpose is to provide Arizona educators with learning, networking, and professional growth in an inviting and memorable location.

6. HOTEL ACCOMODATIONS

The Foundation has flexibility in selecting the dates for the 5-day We the People Summer Institute based on hotel availability and other factors. The institute will take place from Monday-Friday however hotel accommodations will be needed from Sunday-Friday. The following dates are the options for hotel accommodations in order of preference with the first option being the most preferred:

1. June 9-14, 2024
2. June 2-7, 2024
3. July 7-12, 2024

The following is required for this event:

- A. Private hotel accommodations for approximately 20 guests during the 5-day institute. Guests will check-in on Sunday and check-out on Friday; however, we may provide the option for a limited number of guests to receive an extra night stay and check out on Saturday depending on their travel details;
- B. Hotel rooms should include one king-sized bed or two queen-sized beds;
- C. Suite style rooms are not a requirement but an added bonus; and
- D. The option to cancel the hotel accommodations due to emergency situations such as COVID-19.

7. MEALS

- A. Daily breakfast included with the daily hotel room reservations for guests.

8. PARKING

- A. Parking included for guests for the entire duration of the hotel stay per guest.

9. HOTEL AMENITIES

- A. Free Wi-Fi in guest hotel rooms.
- B. On site swimming pool(s) and gym is an added bonus.
- C. Disability access is a requirement.
- D. Complimentary shuttle to nearby malls and/or attractions is an added bonus.
- E. Evening social hour and/or appetizers is an added bonus.

10. EVENT SPACE & CATERING

The Foundation will host a welcome session for the guests which requires the use of a meeting room as outlined here:

- A. On the Sunday evening, the Foundation needs the following from approximately 3:00 PM to 7:00 PM:
 - a. One large meeting room that can accommodate at least 27 guests with tables and chairs setup.
 - b. WiFi in the meeting room.
 - c. Projector/screen to project from our laptop in the meeting room or the option to bring our own portable projector/screen.
 - d. Buffet style dinner catering for approximately 27 guests plus catering options for individuals with dietary restrictions or the option to secure catering from an outside vendor.
 - e. Drinks setup in the back of the meeting room on tables.

11. EVENT COORDINATION – ARIZONA BAR FOUNDATION

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

12. BILLING

- A. Individual guests will be responsible for any incidentals incurred for hotel room reservations.
- B. All other lodging 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: Leah Prager
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 supplementary material. Forms should be submitted via email by February 22, 2024 to:

Arizona Foundation for Legal Services & Education

Attention: Leah Prager

Leah.Prager@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?

Yes No

Please refer to pages 2-3 of this document for the detailed event requirements including event dates. Please provide responses to the following as offered by the hotel.

Which set of potential dates does the hotel have availability? (select all that apply)

A. June 9-14, 2024

B. June 2-7, 2024

C. July 7-12, 2024

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 free Wi-Fi included in the hotel for guests? If no, please specify the rates.

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

Will the meeting room rental cost be waived if a specific hotel room minimum is met? If yes, please list the minimum.

Cost for the following equipment in the meeting room:

WiFi: _____

Projector: _____

Is direct billing offered? _____

What is your billing timeframe? _____

What is your cancellation policy?

Please list additional amenities and information:

COSTS SUMMARY:

Guest Rooms: _____

Parking: _____

Wi-Fi: _____

Meeting Space: _____

Other: _____

Taxes: _____

Total: _____

Will the facility have any renovations, refurbishments, or construction during June-July 2024?
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 a map of the hotel and meeting space as attachments.
2. Please include a list of hotel amenities and catering menus with pricing as attachments.

Please email the completed Facility Response Form and attachments by February 22, 2024, to:

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