



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. LRE ACADEMY

Administered by the Arizona Bar Foundation, The LRE Academy provides school resource officers, school probation officers, and teachers with the necessary knowledge and resources for appropriate implementation of law related education within Arizona schools. The Foundation maintains a cadre of expert faculty that are skilled in the area of law related education who collaborate with the Foundation to co-develop and co-facilitate these trainings.

4. FACULTY UNIVERSITY

The Foundation will be hosting a retreat style event for LRE Academy training faculty from June 11-12, 2026. The purpose is to provide faculty with learning, networking, and professional growth in an inviting and memorable location. Approximately 20-30 participants will be attending the event, and the Foundation is currently in search of hotel accommodations and event space.

5. HOTEL ACCOMODATIONS

The following is required for this event:

- A. Private hotel accommodations for approximately 20 guests with check-in on June 11 and check-out on June 12;
- B. The ability to add additional rooms as the need arises;
- C. Breakfast included with the hotel room reservations for guests;
- D. Hotel rooms should include one king-sized bed or two queen-sized beds;
- E. Suite style rooms are not a requirement but an added bonus; and
- F. The option to cancel the hotel accommodations due to emergency situations such as COVID-19.

6. PARKING

- A. Daily parking included for the entire duration of the hotel stay per guest.

7. 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. Evening social hour or complimentary reception is an added bonus.

8. EVENT SPACE

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

- A. On June 11, 2026, from approximately 11:00 AM-5:00 PM and on June 12, 2026, from approximately 8:00 AM – 5:00 PM, the Foundation needs the following:
 - a. One large meeting room that can accommodate approximately 30 participants with tables and chairs setup;
 - b. WiFi in the meeting room;
 - c. Projector, screen, speakers, microphone, or the option to bring our own;
 - d. Buffet style lunch for approximately 30 guests on both days plus options for individuals with dietary restrictions; and
 - e. Water and drink station in the room.

9. 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

10. 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

11. 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.

12. RFP DUE DATE

Please submit proposal by completing the **Facility Response Form** below and including supplementary material. Forms should be submitted via email by May 11, 2026, 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 and provide responses to the following as offered by the hotel.

Does the hotel have hotel rooms available from June 11-12, 2026?

Yes No

Does the hotel have requested meeting room space available from June 11-12, 2026?

Yes No

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: _____

A/V (Projector, Screen, Speakers, Mic):

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 Rooms: _____

A/V: _____

Other: _____

Taxes: _____

Total: _____

Will the facility have any renovations, refurbishments, or construction during the month of our event? 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 as an attachment.

Please email the completed Facility Response Form and attachments by May 11, 2026, to:

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