



TRAINING ROOM CHAIRS 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 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.

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. TRAINING ROOM CHAIRS

The Foundation is in need of 30 chairs to use in our training room. Our training room serves as the venue for our LRE Academy trainings, board meetings, and various other meetings.

The following design aspects are required:

1. The chairs should not have armrests.
2. The chairs should have wheels and be stackable.
3. The preferred color is an all-black chair.
4. A mesh upholstered back or vinyl back and padded seat would be ideal.
5. Chair assembly and delivery should be included.

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 by May 22, 2026, 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:

Description of Chairs:

Cost per Chair: _____

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? _____

Are there currently any shortages of the product 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 pictures and a quote for the chairs. Please email the completed Proposal Form and attachments by May 22, 2026, to:

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