



REQUEST FOR PROPOSAL

I. Introduction

The mission of the Arizona Foundation for Legal Services & Education is to promote access to justice for all Arizonans. The Foundation plays a leading role in preparing Arizona youth for civic responsibility and providing access to justice for Arizona's disadvantaged. Each year, the Foundation reaches hundreds of thousands of Arizona school children through training and providing technical assistance to teachers, attorneys, school resource officers, and juvenile probation officers about our laws, justice system and the foundations of democracy. It is also the center of LawForKids.org, America's largest Web-site dedicated to teaching students about the law. In addition, the Foundation grants funds to non-profit organizations that provide free legal assistance so those most in need in Arizona can have a voice in our justice system.

II. Law Related Education Academy Trainings

The Arizona Foundation for Legal Services & Education will host approximately **30 trainings (from August 1, 2007 – April 31, 2008)** which introduce Arizona educators to a variety of law-related education curricula aligned to Arizona State Academic Standards. Depending on the subject of each training, they may last 1-3 days. Arizona teachers, administrators, school resource officers, school probation officers and community resource people are eligible to attend each training.

III. FUNCTION SPACE

- 7:00am-8:30am Registration & Set-Up (will need registration up all day)
- 8:30am - Training Commences
- 12:00pm - Lunch
- 1:00 – 4:30pm Training Continues
- 4:30pm – Training Ends

A. Training Needs

Prior to the Event (the day before)

- Will need access to meeting room and storage room in order for appropriate set up.

Day of the Event the Foundation requires the following:

- One meeting room suitable for 20-30 participants.
- Registration table located outside of the meeting room (one six foot table with two chairs).
- Rounds or pods set in groups of 4-5.

- Two 8 ft tables located one on each side of the room.
- Additional breakout meeting room.
- Space for storage of training materials.
- Flipchart Stand and Paper
- White Board
- Screen

***Please note that each training will have specific needs and requirements according to the training and topic covered.**

IV. CATERING

A. Daily scheduled functions:

- 7:00 am-4:30 pm: Continuously Replenished Breaks
- 7:00 am-8:30am: Continental Breakfast with Coffee
- 12:00 pm (Time may vary): Lunch in a room separate from the meeting room.
- 2:00 pm: Break with Soft Drinks and snacks

V. BILLING

All catering, room rental, audio-visual and other charges authorized by the on-site coordinator will be direct billed to a 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: Jennifer Nickason, Professional Development Manager
 4201 N. 24th Street, Suite 210
 Phoenix, AZ 85016

VI. MEETING COORDINATION

Arizona Foundation for Legal Services & Education, Professional Development Manager, handles all contractual arrangements for each training.

Arizona Foundation for Legal Services & Education, Program Coordinator, handles all logistical arrangements for each training.

VII. PARKING

Parking at no cost.

VIII. TECHNOLOGY/AUDIO VISUAL

Complimentary white boards, screen, two flipcharts with pen and pads, and overhead projector must be provided by facility for each meeting as needed.

Must be able to bring in own AV with no cost.

TV, DVD and VCR are needed for specific trainings.

VIII. TRAINING DATES

The Arizona Foundation for Legal Services & Education will host approximately 30 trainings from August 1, 2007 – April 31, 2008 and will conduct 3-4 trainings per month.



Facility Response Form

Group Name: _____

Facility Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone: _____ Fax: _____

E-mail Address: _____

Cost per person (Total Food and Beverage, Room Rental Cost inclusive of service charge, gratuities and sales tax): _____

Cost for the following equipment:

TV/VCR/DVD: _____

LCD Projector: _____

Internet Access: _____

T-1 Line: _____

Bringing in outside equipment: _____

Availability

Please list all of the available dates for the months below.

August 2007:

September 2007:

October 2007:

November 2007:

December 2007:

January 2008:

February 2008:

March 2008:

April 2008:

Will the facility have any renovations, refurbishments, or construction during the proposed meeting dates?

*Please include your Meeting Room Floor Plan with suggested meeting rooms, understanding the space is not guaranteed. However, we may require a square footage guarantee.

Please fax or email the Facility Response form by July 6, 2007 to:

Arizona Foundation for Legal Services & Education
Attention: Joannie Collins
4201 N. 24th Street, Suite 210
Phoenix, AZ 85016
Fax: 602-416-7479
Joannie.Collins@azflse.org