

## **REQUEST FOR PROPOSALS**

**SUMMARY:** In partnership with the Maricopa County Courts and Arizona Supreme Court, the Arizona Foundation for Legal Services & Education seeks to produce a "When You Turn 18" brochure to distribute to Arizona High School seniors and the general public. The educational booklet covers Arizona laws that pertain to new adults. The booklet was designed in Adobe InDesign by students from Peoria's Ironwood High School. These students also produced the photos and graphics used in the brochure.

**DEADLINE FOR SUBMISSIONS: 5:00 pm; Thursday, March 6, 2008**

Written proposals should be submitted for consideration to [kay.lapid@azflse.org](mailto:kay.lapid@azflse.org).

### **PROJECT SPECIFICATIONS:**

**Finished Size: Flat 8.5" x 11", Folded 5.5" x 8.5" (with bleed)**

**Page Count: 48 pages + 4 page cover + 4 page insert, all saddle stitched**

**Paper: 40# book gloss or better**

**Color: 1/1**

**InDesign file to be provided**

**Box in quantity of 100**

**Total production Quantity of 100K, 150K**

**Local delivery to up to three locations**

**PRODUCTION TIMELINE:** Please submit a written proposal no later than Thursday, March 6th, 2008. The job will begin immediately upon notification of the successful bid and will be completed no later than May 1, 2008.

### **CONTACT:**

Kay Lapid

Arizona Foundation for Legal Services & Education

4201 N 24<sup>th</sup> Street, Suite 210

Phoenix, Arizona 85016

602.340.7260 fax: 602.416.7460 email: [kay.lapid@azflse.org](mailto:kay.lapid@azflse.org)

## **AFFIRMATIVE ACTION AND MINORITY/WOMEN-OWNED BUSINESS ENTERPRISE POLICY**

The Foundation has a long-standing and continuing commitment to the goal of encouraging minority and women-owned business enterprises to be providers of goods and services and to be vendors. This is an integral part of our affirmative action/equal opportunity program. As an organization, we recognize the need to actively pursue affirmative action as a means to promote employment of minority group persons and women and to assure that minority and women-owned businesses are provided the opportunity to participate, to the fullest extent possible, consistent with the Foundation's procurement policy.

Under the auspices of State and Federal law, the Foundation maintains an active program of locating, identifying, and purchasing from minority and women-owned vendors and providers of services and encourages their participation in our procurement programs. The Foundation's long-term goal is to continue to increase our percentage of discretionary purchases and contracts from among minority and women-owned vendors and providers of service.

It is anticipated that the contractor embraces the voluntary policy of the Foundation on affirmative action and minority/woman owned business and will make efforts to assist the Foundation in meeting its long-term goals.

**EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.**

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

The Foundation shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this section. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability to the extent of such duplication or conflict.