

**Furniture for Literacy Hubs
Request for Proposal (“RFP”)
For Purchases from approximately February 15, 2023–September 30, 2024**

Valley of the Sun United Way (“VSUW”), on behalf of Project C.A.L.L. (Collaborating to Accelerate Literacy and Learning), is seeking a vendor(s) to provide furniture for the Literacy Hubs.

VSUW envisions a community where every child, family and individual is healthy, has a safe place to live, and has every opportunity to succeed in school, in life and in work. As VSUW works with the community as well as corporate and nonprofit partners to implement MC2026, its five-year plan for Mighty Change, VSUW will put all of its efforts toward reaching bold goals for Maricopa County in Health, Housing and Homelessness, Education, and Workforce Development.

Along with others, VSUW seeks to:

- Close opportunity gaps to ensure children read at grade level by 3rd grade and youth are prepared for educational success and employment.
- Remove barriers to ensure everyone in our community is healthy, with a focus on access to food and health care.
- Ensure all can have a safe home to call their own.
- Open pathways to better paying jobs.

This RFP represents an open and competitive process. Proposals must be submitted electronically to mlopez@vsuw.org no later than 11:59 PM (Arizona time) on February 15, 2023. Any proposals received after this date and time may not be considered.

A selection decision will be made by **February 24, 2023** and notification of selection/non-selection will be sent after that date. Contract terms and conditions will be determined upon selection of a proposal. All contractual terms and conditions will be subject to review and final approval by VSUW and will include scope, budget, schedule, and other necessary items. Submission of a proposal neither guarantees a contract nor guarantees that VSUW will retain your services.

UPDATE:

The proposal submission deadline is being extended until March 1, 2023, and a selection decision will be made by March 6, 2023. Proposals must be submitted electronically to mlopez@vsuw.org no later than 11:59 PM (Arizona time) on March 1, 2023. Any proposals received after this date and time may not be considered.

GOODS REQUESTED

Through this RFP, VSUW is seeking a vendor(s) from which it can purchase Literacy Hub furniture to support the Project C.A.L.L. and West Valley Early Childhood Education Consortium programs.

- Adult size tables
 - 2-3 tables that seat 4-6 adults (preferable round)
 - Adult size chairs
- Book Shelves
 - Approximately 6 ft. with two shelves
 - Adjustable shelves
- Computer Workstations
- Children's table and chairs
- Small child's bookshelf
- Cabinet that locks
- Additional furniture pieces as needed

Proposals also should include background information about you/your organization, and what qualifications you/your organization have in this industry.

Please provide, in your proposal, all fee/cost information (including any applicable sales tax) for the above-mentioned services. Please recognize that VSUW is a 501(c)(3) organization when providing fee/cost information. Please also include a plan for future purchases to include any discount rates, partnerships, and/or reduced shipping costs, if applicable.

At a minimum, VSUW must select a vendor that complies with 2 CFR 200.327; additional contractual terms to this effect will be included in the awarded contract. Vendors also:

- Should have working with educational programs/institutions
- Should have experience working areas for adult learners
- Must be able to accept payment by credit card
- Must be able to drop ship to multiple locations around Arizona
- Must be able to deliver within 30 days unless otherwise mutually agreed upon
- Must have the ability to provide quotes for individual pieces or additional pieces of furniture needed upon request within 3 business days at fair market value

SCORING RUBRIC

VSUW will evaluate submitted proposals based on the following Scoring Rubric. Scoring Rubrics are proprietary and confidential to VSUW and will not be shared or disseminated.

Scoring Rubric	
Anchored to VSUW mission and vision and aligned to supporting adult learning	25
Variety in Selection	25
Accessibility (timeliness, delivery model, inventory, contact)	25
Budget (discounts, shipping costs, incentives)	25
Total	100

For questions, please contact Mariajose Lopez at mlopez@vsuw.org.