

**Books and Supplies to Build Literacy Capacity and Increase Family Engagement  
Request for Proposal (“RFP”)  
For Goods Purchased from approximately November 1, 2024–September 30, 2026.**

Valley of the Sun United Way (“VSUW”), for its 3rd Grade Reading initiative to increase 3rd grade reading by 25% by 2026, is seeking a vendor(s) to provide culturally relevant books, literacy materials, classroom supplies, and evidence based solutions for parent engagements for students in Pre-K through 3rd grade, as well as their educators and their families.

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 collaborates with community, 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 the 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](mailto:mlopez@vsuw.org) no later than 11:59 PM (Arizona time) on October 18, 2024. Any proposals received after this date and time may not be considered.**

A selection decision will be made by **October 31, 2024**, 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.

## GOODS REQUESTED

VSUW is seeking a vendor(s) to provide books, instructional literacy materials, classroom literacy supplies, family engagement materials, and literacy enrichment activities to support children's literacy from birth to age 12, anchored to the Science of Reading. Preferences will be given to vendors that provide materials that are:

- Culturally diverse/relevant
- Bilingual (English and Spanish)
- Include gender neutral roles
- Ability diverse
- Character building

VSUW is seeking vendor(s) that can provide the following:

- Pre-school books anchored to the Science of Reading
- Parent/infant toddler board books anchored to the Science of Reading
- Adult/Family Educational Resources Library with books
- Classroom equipment that supports literacy
- Bids for individual books, materials, supplies and/or educational software that is developmentally appropriate for children from birth to age 12 and in alignment to the Science of Reading, upon request within 3 business days at fair market value
- A plan for future purchases to include any discount rates, partnerships, and/or reduced shipping costs.

Please provide, in your proposal, all fee/cost information for the above-mentioned services. Proposals should include the following but not limited to:

- A minimum of three distinct sample literacy materials and/or supply bundles designed to support children from birth to kindergarten and/or enhance family engagement. Each bundle should be valued at \$250 (inclusive of shipping and taxes) and align with the principles of the Science of Reading and/or the Dual Capacity Framework.
- A minimum of three distinct sample literacy materials and/or supply bundles designed to support children from birth to kindergarten and/or enhance family engagement. Each bundle should be valued at \$1,000 (inclusive of shipping and taxes) and align with the principles of the Science of Reading and/or the Dual Capacity Framework.
- Recognize that VSUW is a 501(c)(3) organization when providing fee/cost information. VSUW is not exempt from sales tax.

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 experience curating libraries and literacy materials for educational programs/institutions.
- Should have experience curating libraries and literacy materials for adult learners.
- Must be able to drop ship to multiple locations around Arizona.
- Must be able to bill within 15 days of the request and deliver within 45 days unless otherwise mutually agreed upon.
- Must be able to provide quotes for additional books and supplies within 3 business days.

## 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	
Diversity of Materials (culturally relevant, diverse, gender neutral, bilingual, ability diverse)	30
Anchored to the Science of Reading and/or supporting adult learners	35
Accessibility (timeliness, delivery model, inventory, contact)	25
Budget (discounts, shipping costs, incentives)	10
<b>Total</b>	<b>100</b>

For questions, please contact Mariajose Lopez at [mlopez@vsuw.org](mailto:mlopez@vsuw.org).