



CATALINA FOOTHILLS UNIFIED SCHOOL DISTRICT #16

2101 E. RIVER ROAD, TUCSON, AZ 85718  
(520) 209-7500 (520) 209-7570 FAX WWW.CFSD16.ORG

**NOTICE OF REQUEST FOR PROPOSAL**

Solicitation ID: **RFP # 18-02-23 - COMMUNITY SCHOOLS ENRICHMENT COURSES**

Solicitation DUE DATE/TIME: **Tuesday, October 3, 2017 @ 2:00 P.M. Local Time**

Opening Location: **Catalina Foothills Unified School District #16  
2101 East River Road  
Tucson, AZ 85718**

In accordance with School District Procurement Rules in the Arizona Administrative Code (A.A.C.) promulgated by the State Board of Education pursuant to A.R.S. 15-213, competitive sealed proposals for the material or services specified will be received by the **Catalina Foothills Unified School District No. 16**, at the above-specified location, until the time and date cited. Proposals received by the correct time and date shall be opened and the vendors submitting proposals shall be publicly read. All other information contained in the Proposal shall remain confidential until award is made. **If you need directions to our office**, please call 520-209-7500.

Unless the District elects to allow or require electronic submissions, proposals must be sealed and may be presented in person or mailed (no faxed copy will be accepted) at the address listed in this solicitation. Proposals will be time stamped when received. Proposals received after the stated opening time will not be considered and will be returned to the offeror. The offeror assumes the risk of delay in the mail or in the handling of the mail. Whether sent by mail or by means of personal delivery, the offeror assumes the responsibility for having his proposal deposited on time at the place specified. Offers must be marked on the outside of the envelope with the RFP number, title and the submitting company's name. **The District is not responsible for the pre-opening of, post-opening of, or failure to open a solicitation not properly addressed or identified.**

All proposals must be completed in ink or typewritten unless the District elects to allow or require electronic submissions.

**Additional instructions for preparing a Proposal are provided herein.** Offeror's are strongly encouraged to review the enclosed proposal requirements and specifications as the District reserves the right to accept or reject any or all proposals, waive irregularities and accept any proposal deemed to be in the best interest of the District. The submission of a proposal will indicate that the offeror understands the requirements and specifications and that they can supply the materials, services or construction and meet the required delivery time line as specified.

Full Proposal documents may be found online at: [www.cfsd16.org](http://www.cfsd16.org). To access, select: Administrative; then Financial Services, then click on appropriate proposal number OR on [www.azpurchasing.org](http://www.azpurchasing.org).

Questions regarding this solicitation should be in writing and directed to: Debra Merigold, Procurement Specialist at [dmerigold@cfsd16.org](mailto:dmerigold@cfsd16.org).

Authorization: Signature on file August 31, 2017  
Angelie Hawley, Director of Finance Date