REQUEST FOR PROPOSALS:
CONSULTANT SERVICES FOR CHILDREN’S ONCOLOGY GROUP

A. Introduction
The Children’s Oncology Group (COG), a National Cancer Institute supported clinical trials group, is the world’s largest organization devoted exclusively to childhood and adolescent cancer research. The COG unites more than 10,000 experts in childhood cancer at more than 200 leading children’s hospitals, universities, and cancer centers across North America, Australia, and New Zealand in the fight against childhood cancer. Through this Request for Proposals (RFP), COG seeks bidders to provide the services and specifications as outlined below.

B. Proposal Format
In order for PHI to conduct the most efficient proposal evaluation, bidders are required to include the following information in their proposals as described below:

1. Corporate Overview – A description of the bidder and a list of references
2. Price Proposal – A description of the bidder’s price schedule (monthly/yearly/discounts)
3. Contact Information – A statement of main point of contact for negotiations

C. Submission of Proposals & Closing Time
Please submit proposals to: Brooke Martinez
Email: bmartinez@childrensoncologygroup.org
Proposals are due by: Thursday, September 7, 2023
12:00pm – Pacific Standard Time

D. Solicitation Guidelines

1. Agreement
COG, through its fiscal sponsor, PHI intends to issue a fixed price agreement to the successful bidder from this procurement process. The agreement will outline approved billing rates for each type of service provided and the terms and conditions applicable to the work performed.

2. Discretion
PHI may, at its sole discretion and after the evaluation process, choose not to issue any agreement as a result of this process. PHI may also, at its sole discretion, choose to issue as many or as few agreements as deemed necessary to meet PHI’s business needs.

3. Offers/Quotations
Prices must be inclusive of all costs, including taxes and fees, in US Dollars. Quotes prices should remain valid for thirty (30) calendar days from proposal submission.

4. Proposal Costs
There is no reimbursement for costs associated with preparing or submission of proposals in response to this ITB or costs associated with possible award negotiation.
5. **Proposal Evaluation**

PHI will select the bidders whose offer will provide the most favorable mix of corporate credentials and cost, thereby ensuring overall best value procurement.

The following evaluation criteria will be utilized to evaluate the proposals by an internal evaluation team from PHI:

- Technical Capacities
- Cost Reasonableness
- Cost Competitiveness
- Diversity and Inclusion

**E. Required Services / Specifications**

1. **Service Type(s):** Consultant Services

2. **Specification(s):** COG has recently undergone several changes, both in leadership and governance - including a new fiscal legal sponsor, the Public Health Institute (PHI). COG is seeking a consulting company to assist in a program evaluation to assess staff functions, current performance, and governance.

3. **Statement of Work:**
   The functions within the scope of this project include, but are not limited to, assessing the following:
   
   - Financial operations
   - Grants Administration
   - Contracts
   - Staff Operations
   - Group Administration
   - IT Operations and Development
   - All aspects of Industry Study Trials
   - PHI Clinical Research Office to determine what PHI needs to consider in relation to how COG will interact and intersect with the CRO

   The evaluation will also include staff functions and recommendations regarding any and all areas to improve efficiency and/or effectiveness.

4. **Location(s):** Remote

5. **Other Requirement(s):**
   - Must have experience working with clinical research organizations.
   - Must be available to start work on Monday, October 2, 2023.
6. Diversity and Inclusion Initiative

PHI is dedicated to promoting diversity in its procurement of goods and services. Pursuant to PHI’s commitment to diversity, PHI encourages vendors that are certified as any of the following businesses:

- WOSB: Women-Owned Small Business
- SDVO: Service-Disabled Veteran-Owned Business
- HUBZone: Historically Underutilized Business Zone
- SDB: Small Disadvantaged Business
- 8(a)BD: African American, Asian Pacific American, Hispanic American, Native American, Subcontinent Asian American