

**REQUEST FOR PROPOSALS:  
COG SITE AUDITOR CONTRACTING**

**A. Introduction**

The Public Health Institute (PHI) is a global leader in public health. PHI is dedicated to promoting health, well-being and quality of life for people around the world through innovative solutions and collaborative partnerships. Through this Request for Proposals (RFP), PHI 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: **Teni Karimian**  
Email: [tkarimian@childrensoncologygroup.org](mailto:tkarimian@childrensoncologygroup.org)  
Proposals are due by: **Thursday, November 12, 2020**  
5:00pm – Pacific Standard Time

**D. Solicitation Guidelines**

**1. Agreement**

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):** Auditor Contracting, Invoicing and Travel Reimbursements

2. **Specification(s):**

Annual contracting with approximately 25 auditors as identified by COG. Reimbursement of auditor travel and invoicing for audit services

3. **Statement of Work:**

Services required

1. Contract annually with approximately 25 auditors identified by COG to conduct auditing activities as outlined by the NCI's Clinical Trials Monitoring Branch (CTMB) guidelines.
2. Reimburse auditors for travel expenses incurred when conducting COG audits.
3. Pay auditors invoicing fees for each completed audit.

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

5. **Other Requirement(s):** n/a

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