

**REQUEST FOR PROPOSALS:
STAFF LAPTOPS
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: **Friday, December 8th, 2023**
12:00pm – Pacific Standard Time

D. Solicitation Guidelines

1. Agreement

COG, through its fiscal sponsor, Public Health Institute (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 (90) 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): Laptop computers only

2. Specification(s): Dell Precision 5480 CTO

- Intel Core i7-13800H, vPro Enterprise (24MB Cache, 14 Cores, 20 Threads, 2.5 - 5.2 GHz Turbo, 45W)
- Windows 10 Pro (Includes Windows 11 Pro License), English, Spanish, French, Brazilian Portuguese
- No Microsoft Office License Included
- i7-13800H vPro, 32GB, NVIDIA RTX A1000 6GB
- NVIDIA RTX A1000 6GB, GDDR6 6GB memory
- 14" FHD+ Non-touch, 1920 x 1200, 60Hz, 500 nits WLED, 100% sRGB, Low Blue Light, IR Camera and Mic
- HD/IR Camera, ExpressSign-In, No Camera Shutter, Mic
- 32 GB, 2 x 16 GB, LPDDR5, 6000MT/s
- 512 GB, M.2 2280, Gen 4 PCIe NVMe SSD, Class 40
- US English Backlit Keyboard
- Palmrest with Fingerprint
- Intel AX211, 2x2 MIMO, 2400 Mbps, 2.4/5/6 GHz, Wi-Fi 6/6E (WiFi 802.11ax), Bluetooth
- 72WHR, 4Cell, BYD Battery
- 130W E5 Type C Power Adapter (V3)
- Intel vPro Enterprise Technology Enabled
- ENERGY STAR Qualified
- EPEAT 2018 Registered (Gold)
- E5 Power Cord 1M US
- Intel AX211 WLAN Driver with Bluetooth
- Packaging for NVIDIA Graphics + 130W Adapter with US Power Cord
- Custom Configuration
- Intel Core i7 vPro Enterprise Label
- Dell Additional Software

- Quick Setup Guide for Mobile Precision 5480
- Bottom Cover
- Regulatory Label included
- Dell Limited Hardware Warranty Plus Service
- ProSupport: 7x24 Technical Support, 3 Years
- ProSupport: Next Business Day Onsite, 3 Years
- Dell ProSupport
- Accidental Damage Service, 3 Year
- Partner Success Program Management
- Intel Rapid Storage Technology Driver

3. Statement of Work: We are seeking to purchase 150 laptops for our staff as part of a hardware refresh.

4. Location(s): Monrovia, California

5. Other Requirement(s): All units need to be received no later than mid-February 2024.

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