

**REQUEST FOR PROPOSALS:
CLOUD-BASED EVENT MANAGEMENT SOFTWARE
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 1, 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):** Cloud-based Event Management Software
2. **Specification(s):** Seamless event planning, meeting registration, and hotel reservation management.

3. **Statement of Work:**

Comprehensive Event Management Cloud-Based Platform:

- Assess current event management processes and requirements.
- Select and customize a cloud-based event management platform tailored to organizational needs.
- Configure event registration workflows, including online registration forms, payment processing, and communication channels.
- Develop and integrate branded event websites for a professional and consistent user experience.
- Enable real-time reporting and analytics features for monitoring and post-event analysis.

Passkey Hotel Management Integration:

- Evaluate existing hotel accommodation processes and requirements.
- Configure Passkey to seamlessly integrate with the event management platform.
- Implement a centralized hotel booking portal for event attendees.
- Enable room block management, reservation tracking, and reporting functionalities.
- Integrate Passkey with relevant systems, such as payment processors and CRM tools.

Onsite Automated Check-In Capability:

- Assess current onsite check-in processes and challenges.
- Implement an automated check-in system integrated with the event management platform.
- Provide hardware and software solutions for efficient onsite check-in.
- Develop and implement QR code or RFID badge scanning capabilities for quick and secure attendee check-in.
- Conduct onsite testing and troubleshooting to ensure a smooth check-in experience.

4. Location(s): Remote

5. Other Requirement(s): Passkey hotel management integration, mobile friendly, and onsite automated check-in capabilities.

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