

**REQUEST FOR PROPOSALS:
STAFF LAPTOPS**

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: **John Drago**
Email: jdrago@childrensoncologygroup.org
Proposals are due by: **Friday, September 18th, 2020**
4:00pm – 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 (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):** Laptop computers

2. **Specification(s):** Dell Latitude 7300 + Docking Station

- 8th Generation Intel Core i7-8665U Processor (4 Core, 8mb cache, 1.9ghz, 15w, vPro-Capable)
- Win 10 Pro 64 English
- No autopilot
- No productivity for federal and premier
- Integrated Intel UHD 620 Graphics for i7-8665U Processor
- No Out of Band systems management – vPro Disabled
- 16GB, 1x16GB, DDR4 Non-ECC
- M.2 512GB PCIe, NVMe Class 40 Solid state drive
- IR Cam/Mic WLAN Capable Bezel with Dell privacy shutter
- 13.3” FHD (1920x1080) AG, Non-touch, Super Low Power LCD
- No fingerprint and no smartcard reader, carbon fiber
- Single pointing US English keyboard with backlight
- Qualcomm QCA61x4A 802.11ac Dual Band (2x2) Wireless Driver + Bluetooth 4.2
- Qualcomm QCA61x4A 801.11ac Dual Band (2x2) Wireless Adapter, Bluetooth 4.2
- No mobile broadband card
- 3 Cell 42Whr ExpressCharge capable battery
- 65W AC Adapter, 7.4mm Barrel
- No Anti-virus software
- OS Windows media not included
- E5 US power cord
- Custom config
- Waves Maxx Audio
- Mouse included
- Dell Prosupport: Next business day onsite, 3 years
- Dell Prosupport: 7x24 Technical support, 3 years
- Dell Universal Dock D-6000

3. **Statement of Work:** We are seeking to purchase 100 laptops/docking stations for our staff as part of a hardware refresh.

4. **Location(s):** Monrovia, California

5. **Other Requirement(s):** Shipments to begin in early October 2020.

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