

REQUEST FOR PROPOSALS:
CHILDREN'S ONCOLOGY GROUP (COG) SPRING COMMITTEE RETREAT 2026 HOST HOTEL

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. 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. Our goal is to cure all children and adolescents with cancer, reduce the short and long-term complications of cancer treatments, and determine the causes and find ways to prevent 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: **Christine Bevins**
Email: cbevins@childrensoncologygroup.org
Proposals are due by: **Friday, July 12, 2024**
4:00pm – Pacific Standard Time

D. Solicitation Guidelines

1. Agreement

COG, through its fiscal sponsor, Public Health Institute (PHI) intends to issue an 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): Hotel to Host Children's Oncology Group (COG) Spring Committee Retreat 2026

2. Specification(s): The Children's Oncology Group is seeking a hotel with a conference center to host our COG Spring Committee Retreat 2026. The venue needs to be able to accommodate our expected attendance, meeting space, A/V, and food and beverage needs.

3. Statement of Work:

Selected property will need to have the following capabilities:

1. Be able to accommodate the following sleeping room block:
 - Sunday: 25
 - Monday: 150
 - Tuesday: 450
 - Wednesday: 500
 - Thursday: 380
 - Friday: 25
2. Be able to provide a proposal to host group in one of the following weeks in 2026:
 - March 9 – 13, 2026
 - March 16 – 20, 2026
 - April 13 – 17, 2026
 - April 20 – 24, 2026
3. Be able to provide the following meeting space requirements as indicated below:

Staff Office – 24 hour hold – Monday – Friday (end at 2pm) – seat 20 conference plus space around perimeter

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Foyer area for registration and exhibitor set-up – 24 hour hold Monday until noon to Friday at 2pm

Tuesday: (20 breakouts)

5 breakouts - 35 U-shape

3 breakouts - 20 conference

2 breakouts - 75 Theatre

24 hour hold - 5 breakouts – 200 Theatre

24 hour hold - 5 breakouts – 100 Theatre

Wednesday: (22 breakouts)

8am – 5pm - Breakfast Meeting and Lunch 700 Rounds – Separate Space

24 hour hold - 1 Breakout for full day – 700 theatre

Group Reception – 600 standing with scattered seating

8 breakouts - 35 U-shape

5 breakouts - 20 conference

3 breakouts - 100 Theatre

3 breakouts - 200 Theatre

Thursday: (22 breakouts)

8am – 5pm – Breakfast Meeting and Lunch 700 Rounds – Separate Space

24 hour hold - 1 Breakout for full day – 700 theatre

8 breakouts - 35 U-shape

5 breakouts - 20 conference

3 breakouts - 100 Theatre

3 breakouts - 200 Theatre

Friday: (15 breakouts)

8am – 5pm – Breakfast Meeting and Lunch 700 Rounds – Separate Space

24 hour hold - 1 Breakout for full day – 700 theatre

Until 2pm - 4 breakouts – 100 Theatre

Until 2pm - 1 breakout 100 schoolroom

Until 2pm - 8 breakouts – 35 U-shape

Until 5pm - 1 breakout for VIP Group 30 U-Shape plus lunch

4. Location(s): Within the United States, as determined by the successful bidder.

5. Other Requirement(s): Selected hotel will be required to work with the CVENT platform.

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

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- HUBZone: Historically Underutilized Business Zone
- SDB: Small Disadvantaged Business
- 8(a)BD: African American, Asian Pacific American, Hispanic American, Native American, Subcontinent Asian American