



REQUEST FOR PROPOSALS (RFP)

Children's Oncology Group (COG) Spring Committee Retreat 2028 Host Hotel

Invitation

The COG Research Foundation, LLC (Research Foundation) is initiating this Request for Proposals (RFP) to provide:

The Children's Oncology Group (COG) is seeking a hotel with a conference center to host our COG Spring Committee Retreat 2028. The venue needs to be able to accommodate our expected attendance, meeting space, A/V, and food and beverage needs.

Organizational Profile

COG Research Foundation, LLC is a California 501(c)(3) entity established in 2024 to serve as the federal grantee organization for the Children's Oncology Group (COG). The COG, a member of the National Cancer Institute (NCI) National Clinical Trials Network (NCTN), is the world's largest organization devoted exclusively to childhood and adolescent cancer research. COG unites over 12,000 experts in childhood cancer at more than 220 leading children's hospitals, universities, and cancer centers across United States, Australia, New Zealand, and Saudi Arabia in the fight against childhood cancer.

COG conducts more than 100 active clinical trials open at any given time. These trials include front-line treatment for many types of childhood cancers, studies aimed at determining the underlying biology of these diseases, and trials involving new and emerging treatments, supportive care, and survivorship.

Today, more than 80% of the 16,000 children and adolescents diagnosed with cancer each year in the United States are cared for at COG member institutions. Research performed by COG institutions over the past 50 years has transformed childhood cancer from a virtually incurable disease to one with a combined 5-year survival rate of 86%.

Since COG's founding, it has endeavored to improve the outcome for every successive generation of children with cancer.

COG recognizes that the increasing pace of scientific discovery will demand ongoing and farther-reaching collaborations, greater diversity in our multidisciplinary teams of disease and translational science experts to innovate new methods and prioritize clinical research goals, and unprecedented participation of the childhood cancer clinical research community to take full advantage of the current era of discovery.

Five pillars (values) that form the foundation upon which COG conducts its research:

- **Science** - COG's clinical-translational research must integrate the *best science* to drive studies that have high impact, with particular focus on studies that bridge key gaps in scientific knowledge.



- **Ethics** - As advances in science enable the study of a spectrum of novel therapeutic approaches for children with cancer, COG must be ever-vigilant in assuring that the research it conducts is done to the *highest ethical standards*, including compliance with federal standards for the special protections afforded to children who participate in research.
- **Collaboration** - The transformation of childhood cancer from diseases that were almost uniformly fatal to ones in which the overall 5-year survival rate now exceeds 80% has only occurred through *collaboration of successive generations of experts* committed to improving the outcome for children with cancer.
- **Participation** - Improvements in outcome can only be achieved through the *active participation of children and families, patient advocates, frontline clinical investigators, the NCI, and industry partners*. COG has a long-established culture of engaging the entire research community in the development and conduct of its research.
- **Responsibility** - Childhood cancer remains the leading cause of disease-related death in children older than one year of age. As North America's only NCI-funded cooperative group within the [National Clinical Trials Network \(NCTN\)](#), COG leadership and its more than 12,000 members recognize the responsibility we have to our patients and families, to the scientific community, and to our funding organizations.

COG conducts most of its work through approximately 115 committees comprised of COG members. Per the NCTN guidelines, COG hosts two scientific meetings each year to facilitate this research beyond the day-to-day communications. These meetings are held approximately six months apart from each other. One meeting per year is open to all members, including representation from all committees and site staff, including clinical research associates, pharmacists, and nurses. This larger meeting is focused on scientific updates and role-specific education, including live-streamed sessions for those members unable to attend in person. The other meeting each year has two formats, alternating between a dedicated scientific retreat format restricted to disease and domain committees that design the clinical trials and are by invitation only. The alternate years are fully virtual educational meetings open to all members.

The Research Foundation's sole member is [The Children's Oncology Group Foundation \(Foundation\), a 501\(c\)\(3\) organization. The Foundation](#) enables the Research Foundation's and COG's leadership the ability to direct resources raised for childhood cancer research to the areas of greatest need and opportunity. The Foundation allows philanthropic funds from individual supporters and organizations to go directly to the COG to fund its much-needed research. In an era of rapid scientific discovery, this direct link allows COG researchers to respond quickly to new discoveries with the greatest potential to benefit children with cancer.



Required Services & Specifications

Summary

Arrival to the COG Spring Committee Retreat 2028 will begin on a Sunday with all attendees departing by Friday. Peak nights will be Tuesday, Wednesday, and Thursday nights. Room block should be approximately 1,600 guest rooms in total for the week with peak night room number requirements noted below in the scope of work. Food and beverage minimum should not exceed \$175,000. Complimentary meeting space should be available as outlined below.

Vendor Requirements

Qualified vendors must meet the following minimum requirements:

- Must be a SAM.gov registered vendor.
- Demonstrate relevant experience with projects of similar scope and complexity
- Provide references from previous clients upon request
- Location should be within the United States
- Selected hotel will be required to provide Passkey link for attendee sleeping room booking and allow COG ongoing view only access to the block during the registration period

Scope of Work, Deliverables, and Communication

Be able to accommodate the following sleeping room block:

Sunday: 20

Monday: 200

Tuesday: 450

Wednesday: 600

Thursday: 400

Be able to provide a proposal to host group in one of the following weeks in 2028:

March 19 - 24, 2028

March 26 - 31, 2028

April 23 - 28, 2028

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

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

Proposal Requirements

The following components must be included for full consideration:

1. Consultant/Organization Profile:
 - a. Primary contact name, title, and contact information;
 - b. Overview of organization.
 - c. Description of services offered.
2. Qualifications and Experience:
 - a. Description of experience relevant to the Scope of Work;
 - b. Identification and background of key personnel.
3. Budget
 - a. Detailed cost proposal including itemized breakdown of fees, taxes, expenses
4. Timeline
 - a. Estimated schedule for deliverables or completion
5. Page Limit
 - a. Maximum of 8 pages (excluding appendices, samples, or references).



Proposal Evaluation

All proposals will be evaluated based on the following criteria:

1. Understanding of and approach to the Scope of Work;
2. Experience and qualifications of proposed personnel;
3. Past performance on similar projects;
4. Total cost and overall value

Top proposals may be invited for interviews or presentations. Final selection will be made based on the best overall value and alignment with the Research Foundation and its needs.

Conflict of Interest and Contractual Disclaimer

Vendors must disclose any real or potential conflicts of interest must be disclosed in the proposal. Submission of a proposal indicates acceptance of all terms and conditions contained in this RFP.

The Research Foundation complies with all applicable federal laws and regulations, including but not limited to 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. All vendors must agree to comply with relevant federal requirements related to procurement, cost allowability, recordkeeping, and debarment status (including verification through SAM.gov).

By submitting a proposal, the vendor certifies that they are not debarred, suspended, or otherwise excluded from participation in federal programs under Executive Order 12549 (Debarment and Suspension) and that they will comply with all applicable requirements under federal funding that may be used to support the resulting contract.

The Research Foundation reserves the right to reject any or all proposals, cancel this RFP, or reissue a new RFP at its sole discretion. Issuance of this RFP does not obligate the Research Foundation to award a contract.

Proposal Submission

Submit proposals to:

Name of contact: **Christine Bevins**

Email of contact: cbevins@childrensoncologygroup.org

Deadlines

Clarifying questions must be submitted to the contact listed above by: **March 18, 2026**

Proposals are due by: **March 19, 2026**