**Request for Proposal**

IT Equipment

**Issue Date: 02/23/2021**

**Closing Date: 03/09/2021**

**Award Date: 03/16/2021**

# BACKGROUND

FHI Clinical is a for-profit clinical research organization (CRO) with two decades of experience supporting and conducting clinical trials in the U.S. and around the globe. Currently, FHI Clinical is seeking qualified vendors to provide IT Equipment.

# SCOPE OF WORK

# The vendor will be able to supply FHI Clinical with needed computers, docking stations, keyboards, mice, monitors, headsets, software and other IT equipment in a two-week time frame. FHI Clinical asks that any interested vendors provide proposed pricing, including any available discounts, along with other related services they can perform. It is required that vendors also provide information regarding expected contract terms and conditions as well as warranty information.

# Please submit a quote for the IT Supplies listed in Attachment A: IT Equipment.

**SUBMISSION REQUIREMENTS**

Offerors should read the following proposal instructions carefully. The complete application package should include:

1. Capabilities Statement
2. Ability for global reach
3. Price List with volume discounts
4. Shipping Costs –Shipping to Durham, North Carolina, USA.
5. Warranty
6. Terms and Conditions

# Applicants must provide full, accurate, and complete information as required by this solicitation and its attachments. Incomplete application packages will not be considered for the award.

**EVALUATION AND SCORING CRITERIA**

Selection will be based on best value, weighing price against technical factors as outlined below:

1. Total Cost - 70
2. Capabilities - 10
3. Delivery Schedule – 20

# SUBMISSION INFORMATION

All responses to this RFP must be submitted electronically and received no later than 5:00 PM ET March 9th, 2021 to IT Manager, **LaTonya Harris at** **LaHarris@FHIClinical.com** **and copy** **FHICProcurement@FHIClinical.com**in either Word or PDF format.

# QUESTION & ANSWER PERIOD

Questions will be accepted until March 5th, 2021.

**LOCATION**: US – it is preferable that the vendors have a global presence.

# FHI Clinical Disclaimers

* FHI Clinical may cancel the solicitation and not award
* FHI Clinical may reject any or all responses received
* Issuance of the solicitation does not constitute an award commitment by FHI Clinical
* FHI Clinical reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
* FHI Clinical will not compensate any offeror for responding to solicitation
* FHI Clinical reserves the right to issue award based on initial evaluation of offers without further discussion
* FHI Clinical may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
* FHI Clinical reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
* FHI Clinical will be contacting each offeror to confirm contact person, address and that bid was submitted for this solicitation

**Attachment A: IT Equipment**

|  |  |  |
| --- | --- | --- |
| **Device** | **Quantity** | **Specifications** |
| Lenovo Laptop | ~ 60/year | •Processor: Intel ® Core ™ i5-10210U CPU @ 1.6GHz 2.11GHz•Installed memory (RAM): 8.00 GB •System type: 64 – bit Operating System, x64-based processor |
| Wireless Keyboard & Mouse Set | ~60/year | No Specific brand required |
| Docking Station | ~60/year | USB Docking Station - VGA and HDMI port on the USBC |
| Monitors | ~60/year | 22 - 27 inch - No Specific brand required (HDMI & VGA required) |
| Software | ~60/year | Microsoft Office Suite, Adobe Pro, Visio, Microsoft Project |
| Headsets | ~60/year | Wireless (<$50.00 each) |