NIH NATIONAL CANCER INSTITUTE

Streamlined Acquisition Plan

(For acquisitions greater than the micro-purchase threshold up to the simplified acquisition threshold)

Reference: HHS Directive for Acquisition Planning

REVIEW AND APPROVAL		
Project Title:	Survey, Analysis, and Reporting of Equity, Diversity, and Inclusion (EDI) in Leadership within the National Cancer Institute's (NCI's) National Clinical Trials Network (NCTN), NCI's Community Oncology Research Program (NCORP), and NCI's Scientific Steering Committees (SSCs)	
Solicitation Number:	75N91022F00001	
	NAME & TITLE	**SIGNATURE**
Recommended By:		
Program Manager (PM)/ Contracting Officer's Representative (COR)	Ramy Serour, Scientific Program Specialist, NCI Coordinating Center for Clinical Trials	Ramy K. Serour -S Digitally signed by Ramy K. Serour -S Date: 2022.05.18 12:00:16 -04'00'
Approved By:		
Contracting Officer (CO) or Purchasing Agent	Junli Collins	Junli Collins -S Digitally signed by Junli Collins -S Date: 2022.05.18 15:27:42 -04'00'

1. STATEMENT OF NEED / STATEMENT OF WORK (FAR Subpart 7.105(a)(1))

Type of Acquisition:

☐ Supplies/Equipment

☐ Severable Services ☒ Non-severable Services:

This requirement will be fully funded at the time of the award. Government will not receive the entire benefit until the project is completed at the end of the contract performance.

Attach Statement of Work,:

This task order is for providing technical analysis and evaluation activities to support the EIP subcommittee's primary objective of understanding the demographic composition and making recommendations to increase women and underserved groups in leadership positions within the NCI National Clinical Trial Network (NCTN) Groups, NCI Community Oncology Research Program (NCORP), and NCI Scientific Steering Committees (SSCs).

*See the attached **Statement of Work (attachment 1).***

2. COST (FAR Subpart 7.105(a)(3)

The estimated cost, inclusive of options, is $ 195,048.

An Independent Government Cost Estimate (IGCE) is attached (attachment 2), which considers historical acquisition data and recent market research.

3. DELIVERY OR PERFORMANCE-PERIOD REQUIREMENTS (FAR Subpart 7.105(a)(5))

For Supplies/Equipment
Anticipated Delivery Date: NA

For Services
Period of Performance *(Options may be N/A)*

Base: It is anticipated the period of performance will be 24 months with a start date on or about July 28, 2022.

Option 1*: NA

Option 2*: NA

Option 3*: NA

Option 4*: NA

4. INFORMATION TECHNOLOGY ACQUISITIONS

Federal Information Technology Acquisition Reform Act (FITARA) (OMB Memorandum M-15-14)

Acquisitions that involve information technology (IT) components valued at 5% or more of the total annual cost are considered IT investments subject to the Federal Information Technology Acquisition Reform Act (FITARA) and must be approved by the Director of the Division or Center, who will report the information to the NCI Chief Information Officer.

Is this acquisition for an IT investment? ☐ Yes ☒ No

- If **Yes**, has Division or Center Director Approval been obtained? ☐ Yes ☐ No

NCI IT Optimization Staff determined FITARA/IT investment governance approval will not be needed as acquisition falls under $250,000 per year threshold.

Security Considerations (FAR Subpart 7.105 (b) (18)), (FAR Subpart 4.403)

Will Contractor personnel require access to HHS facilities or information systems in order to perform work?

☐ Yes ☒ No - If yes, briefly describe what access will be required for which positions:

ISSO Officers determined that Information Security is not applicable for this solicitation (Information Security & Privacy Checklist and Certification Form Attached (attachment 6))

Information Communication Technology (ICT) Accessibility Standards (508 Compliance) (FAR 39.2)

☒ **Yes**, the contractor will be required to develop, procure, maintain and/or supply ICT that will be used by Federal employees or members of the public.

The applicable Section 508 accessibility standard(s) listed below has been included in the SOW to ensure that Federal employees or members of the public with disabilities have access to, and use of, information and data comparable to the access and use by people without disabilities.

Section 508 of the Rehabilitation Act, as amended by the Workforce Investment Act of 1998 (P.L. 105-220) requires that when Federal agencies develop, procure, maintain, or use information and communication technology (ICT), it shall be accessible to people with disabilities. Federal employees and members of the public who have disabilities must have access to, and use of,information and data that is comparable to people without disabilities.

1. Products, platforms and services delivered as part of this work statement that are ICT, or contain ICT, must conform to the Revised 508 Standards, which are located at 36 C.F.R. § 1194.1 & Apps. A, C & D, and available at Revised 508 Standards and 255 Guidelines (access-board.gov) https://www.access-board.gov/ict/)

All electronic reports submitted shall be conformant with Section 508 of the Rehabilitation Act of 1973. Additional information about testing documents for Section 508 compliance, including guidance and specific checklists, by application, can be found at: Accessibility @ HHS | HHS.gov (https://www.hhs.gov/web/section-508/index.html) under "Accessibility Training Resources" and "Accessibility Compliance Checklists". Applicable standards can be found at Electronic Documents. Additional guidance can be found at Create Accessible Digital Products | Section508.gov.

☐ **No**, the contractor will not be required to develop, procure, maintain and/or supply ICT that will be used by Federal employees or members of the public. However, all electronic reports submitted shall be Section 508 compliant.

5. GOVERNMENT FURNISHED PROPERTY and INFORMATION: (FAR Subpart 7.105 (b) (15) /16)

☐ **Government Furnished Property (GFP)** will be provided, and listed in the solicitation.
See FAR 52.245-1, Government Property, and 52.245-9, Use and Charges.
Describe the property below or in an attachment: NA

☐ **Government Furnished Information (GFI)** which is necessary for a company to prepare an offer is attached for inclusion in the solicitation.

6. ENVIRONMENTAL AND ENERGY CONSERVATION: (FAR Subpart 7.105 (b) (17)), (FAR 23.103)

See FAR Part 23 for information on sustainable acquisitions, energy and water efficiency, and use of recovered materials and bio-based products.

☒ Environmental and energy conservation considerations are not applicable.

☐ The following environmental/energy conservation considerations are applicable:

7. INHERENTLY GOVERNMENTAL FUNCTIONS (FAR Subpart 7.105 (b) (10)) (*For Services Only*)

Inherently governmental functions must be performed by Federal employees and shall not be performed by contractors. Inherently governmental functions require the exercise of discretion in applying Government authority or the making of value judgments on behalf of the Government.

Services **closely associated with inherently governmental functions**, where performance may impinge on Federal officials' performance of an inherently governmental function, may be performed by both Federal employees and contractors; however, special consideration should be given to the use of Federal employees, and reliance on contractors shall be minimized as much as possible.

A **Critical function** is necessary to the agency being able to effectively perform and maintain control of its mission and operations. Critical functions may be performed by both Federal employees and contractors; however, certain work must be reserved for performance by Federal employees and special care must be taken to retain sufficient management and oversight over how contractors are used to support government operations and ensure that Federal employees have the technical skills and expertise needed to maintain control of the agency mission and operations.

** See Page 56236 of the Federal Register at https://www.gpo.gov/fdsys/pkg/FR-2011-09-12/pdf/2011-23165.pdf for further description of these terms and their implications.*

This acquisition:

Yes	*No*	
☐	☒	**Involves an Inherently Governmental Function?** In accordance with FAR 7.5 and the Office of Federal Procurement Policy Letter 11-01, this serves as a written determination by the designated requirements official certifying that the services being procured under this acquisition are not inherently governmental.
☐	☒	**Is Closely Associated with an Inherently Governmental Function?**
☐	☒	**Is for a Critical Governmental Function?**

If **Yes** is selected for any of the above, please explain below how an assessment has been conducted to determine if a government employee should be providing the services:

*** Complete the sections below in consultation with a Purchasing Agent and/or Contract Specialist/Officer. ***

8. SOURCES (FAR Subpart 7.105(b)(1))

Indicate the prospective sources of supplies or services that can meet the need.

Required Sources: ☐ Agency Inventories/Excess (GSAXcess) ☐ UNICOR ☐ Ability One ☐ Wholesale Supply (NIH Supply Center, GSA Global Supply, etc.)

Preferred Sources: ☐ Strategic Sourcing Best-in-Class Vehicle ☐ Other Strategic Sourcing Vehicle ☐ NCI BPA ☐ NCI IDIQ Contract ☐ NIH BPA ☐ NIH IDIQ Contract ☐ GSA Federal Supply Schedule ☐ GSA Advantage ☐ GWAC

☐ Open Market ☒ Other National Science Foundation FFRDC IDIQ Contract **NSFOIA0408601.** Please see attachment 3 for justifications for using FFRDC contract vehicle.

9. COMPETITION (FAR Subpart 7.105(b)(2))

This procurement will be executed through:

☒ Full and Open competition

☐ Small Business Set-Aside (Full and Open Competition after Exclusion of Sources)

☐ All Small Businesses ☐ VOSB ☐ SDVOSB ☐ HUB Zone ☐ SDB ☐ WOSB ☐ 8(a)

☐ Other than Full and Open Competition *(select one of the following and **attach justification**)*:

☐ Sole Source Justification (FAR Part 13 - Simplified Acquisition Procedures)

☐ Limited Sources Justification (FAR Part 8 - Federal Supply Schedules)

☐ Justification for Exception to Fair Opportunity
(FAR Subpart 16.5 - Indefinite Delivery Contracts and Subpart 16.505—Ordering)

☐ Justification and Approval (Stand-Alone Contracts – See FAR 6.001 for Applicability)

The solicitation will be made available to the Institute for Defense Analyses which is the administrator of the Science and Technology Policy Institute (STPI) Federally Funded Research and Development Center (FFRDC). An FFRDC can be utilized for services or supply needs which cannot be met by utilizing in-house resources or contractor resources (FAR 35.017(a)(2)). NIH Small Business clearance was requested 4/28/2022 and approved on 5/5/2022. Small Business clearance is in attachment 4.

10. CONTRACT TYPE SELECTION (FAR Subpart 7.105(b) (3))

☐ Fixed Priced ☐ *Time & Materials ☐ *Labor Hour ☒ Other/Combination: Cost Plus Fixed Fee (see attachment 12 for justification)

*A D&F must be submitted with T&M/LH type contracts FAR 16.601(d)(1)(i)

11. OTHER RELEVANT FACTS (FAR Subpart 7.105)

Discuss any additional technical, business, management, or other significant considerations that will impact the acquisition:

- Suitability of experience and expertise in the technical aspects of the SOW for providing independent, rigorous, and evidence-based analyses in an objective manner free from conflicts of interest
- Suitability of experience and demonstrated history of assuring quality work and deliverables in the context of work areas described in the SOW
- Cost/Price to perform the task order

12. LIST OF ATTACHMENTS

Select as appropriate:

☒ Statement of Work / Performance Work Statement / Statement of Need (Attachment 1)
☒ Delivery Schedule (Attachment 1)
☒ Independent Government's Cost Estimate (Attachment 2)
☒ Market Research Results (Attachment 3)
☒ DHHS Small Business Review System (SBRS) Approval (Attachment 4)
☐ Sources Sought Notice
☐ Justification for Other Than Full and Open Competition (Under Any Authority)
☐ Determination & Findings for the Inclusion of Options
☐ Determination and Findings for T&M
☒ Source Selection or Technical Evaluation Criteria (Attachment 5)
☒ Information Security Clearance (Attachment 6)
☒ Contracting Officer's Representative (COR), FAC-C Certification Certificate (Attachment 7)
☐ Government Furnished Property Description
☐ Government Furnished Information
☒ PRA/OMB Clearance (Attachment 8)
☒ ICT Accessibility Standards (508 compliance) (Attachment 9)
☒ SORN Applicability (Attachment 10)
☒ NSF Contracting Officer's Approval (Attachment 11)
☒ Justification for using CPFF type (Attachment 12)
☒ Funds Availability Certification (Attachment 13)

Attachment 1

STATEMENT OF WORK

May 17, 2022

TITLE: Survey, Analysis, and Reporting of Equity, Diversity, and Inclusion (EDI) in Leadership within the National Cancer Institute's (NCI's) National Clinical Trials Network (NCTN), NCI's Community Oncology Research Program (NCORP), and NCI's Scientific Steering Committees (SSCs).

SHORT TITLE: EDI in NCTN, NCORP, and SSC Leadership

1. BACKGROUND:

The NCI is committed to increasing the diversity of the cancer research workforce, building a more inclusive and equitable community, addressing cancer disparities, and advancing health equity. To this effect, the NCI Equity and Inclusion Program (EIP) was established and supported by the NCI Equity Council (NEC), a steering committee whose primary charge is to make policy recommendations that foster equity, diversity, and inclusion (EDI). The NEC has formed an EIP subcommittee to understand and make recommendations to improve the representation of women and under-represented minorities in leadership positions within NCI's National Clinical Trials Network (NCTN), NCI Community Oncology Research Program (NCORP), and NCI Scientific Steering Committees (SSCs).

The NCI's Coordinating Center for Clinical Trials (CCCT) is seeking a Contractor to provide technical and evaluation support to the EIP subcommittee. The activities will involve the determination of study participants, data elements, collection of data via survey(s) and data analysis.

2. OBJECTIVES:

The objectives of this Task Order are to:

- Gain an understanding of the organizational and leadership structure of the NCTN groups and NCORP research bases.
- Determine the data elements to be collected and study participants across the NCTN groups, NCORP research bases and SSCs.
- Develop and QC data collection processes, methods, and tools that include, but are not limited to, standardized and secure data collection and evaluation tools, and methodologies to synthesize and summarize the data.
- Evaluate, analyze, and summarize the data based on aggregation of information collected from the NCTN groups, NCORP research bases and SSCs.
- Provide a written report of aggregate findings and present findings to the EIP subcommittee and other NCI stakeholders as determined by the NCI.

3. SCOPE OF WORK:

The requested activity focuses on providing the NCI with technical analysis and evaluation activities to support the EIP subcommittee's primary objective of understanding the demographic composition and making recommendations to increase women and underserved groups in leadership positions within the NCI National Clinical Trial Network (NCTN) Groups, NCI Community Oncology Research Program (NCORP), and NCI Scientific Steering Committees (SSCs). A consensus on data to be collected, study participants, and data collection methodologies will include discussions with EIP subcommittee stakeholders and participation in stakeholder meetings.

4. TASKS:

Independently and not as an agent of the Government, the Contractor shall furnish all the necessary services, qualified personnel, material, equipment, and facilities not otherwise provided by the Government as needed to perform the work required by this task order as set forth herein:

Task 1 – Determination of Data Elements to be Collected and Study Participants:

The Contractor shall provide a consensus report on data elements to be collected **(Deliverable 1)** and study participants **(Deliverable 2)** within the NCTN groups, NCORP research bases and SSCs. Determination of data elements and study participants shall include, but is not limited to, providing methodologies, processes, and data elements, and findings outlined as follows:

a. Conducting discussions with NCTN groups, NCORP research bases, and NCI staff as needed to verify NCTN and NCORP research base organizational structures and leadership constituency.

b. Conducting discussions with NCTN Groups, NCORP research bases, and NCI Staff as needed to verify the critical baseline data elements to be collected and operational definitions/criteria for each element.

Task 2 – Data Collection and Methods/Tools:

The Contractor shall develop and validate data collection methods, tools, and processes that include, but are not limited to the following:

a. Standardized data collection methodologies (**Deliverable 3**), e.g., survey. The Contractor shall ensure that methodologies are validated and quality controlled.

b. Development and establishment of standardized secure data collection processes (**Deliverable 4**) for NCI and the EIP Subcommittee. Secure data collection process shall ensure, at minimum, the following:

    i. Data is securely collected and maintained within the Contractor's

information technology infrastructure.

ii. Raw data is not shared with the NCI, stakeholders, or participating study groups.

c. Collaboration with the NCTN groups, NCORP research bases and SSCs leadership to collect study data and following through with the respective groups to ensure that data is collected in a timely manner and processes/methodologies comply with NIH/NCI/NCTN/NCORP standards and processes. The Contractor shall provide a status report on response rate and overall performance of the data collection instrument at mid-point (**Deliverable 5**) and prior to completion of the data collection effort (**Deliverable 6**) to assess in consultation with NCI whether a time extension should be granted.

Task 3 – Data Analysis and Summary:

The Contractor shall develop synthesizing, summarizing and evaluation methodologies to analyze the data collected based on aggregation of information collected from the NCTN groups, NCORP research bases and SSCs. The Contractor shall provide a report (**Deliverable 7**) that details methodologies and evaluation methods that will be utilized to complete this task.

The Contractor shall analyze the data using the developed methodologies and shall provide a report (**Deliverable 8)** and a PowerPoint presentation (**Deliverable 9)** to the EIP subcommittee**,** that summarize aggregate findings from the analysis.

The Contractor shall not disseminate any information or resulting analysis, that may identify a group, a steering committee, an individual study participant and/or any personal Identifiable information (PII), to all parties involved, including the NCI, participating groups, and other stakeholders.

Task 4 – Final Report:

The Contractor shall provide a written report (**Deliverable 10**) that summarizes aggregate study findings, conclusions, and recommendations of the EIP subcommittee.

The Contractor shall provide a PowerPoint presentation (**Deliverable 11**) to stakeholders and the governing body, as needed, that summarizes aggregate study findings, conclusions, and recommendations of the EIP subcommittee.

The Aggregate Findings and Recommendations Report and Presentation shall, at a minimum, contain the following:

a. Analyses of aggregated study data

b. Conclusions based on findings

c. EIP subcommittee recommendations

5. SCHEDULE AND DELIVERABLES:

Deliverable #	Description	SOW Ref	Delivery Method	Schedule	Deliver To:
1	Consensus on Data Elements	Task 1	Written Report in Word	Due upon COR request	COR and CO
2	Consensus on Study Participant	Task 1	Written Report in Word	Due upon COR request	COR and CO
3	Standardized Data Collection Methodologies/Instrument (e.g., Survey)	Task 2.a	Written Report in Word	Due upon COR request	COR and CO
4	Standardized Secure Data Collection Processes	Task 2.b	Written Report in Word	Due upon COR request	COR and CO
5	Data Collection Status at mid-point	Task 2.c	Written Report in Word	Due upon COR request	COR and CO
6	Data Collection Status at completion	Task 2.c	Written Report in Word	Ad hoc at COR request	COR and CO
7	Data Analysis Methodologies	Task 3	Written Report in Word	Due upon COR request	COR and CO
8	Study Findings & Conclusions	Task 3	Written Report in pdf	Due upon COR request	COR and CO
9	Study Findings & Conclusions	Task 3	PowerPoint-Virtual Presentation	Due upon COR request	COR and CO
10	Final Report (*public report*)	Task 4	Written Report in pdf	Due within 5 business days after expiration of Task Order date	COR and CO
11	Final Report (*public report*) The PowerPoint file, accompanied by an HHS Microsoft PowerPoint checklist or a GSA Microsoft PowerPoint 2016 Testing Checklist, should or shall be submitted in advance of the Virtual presentation for NCI	Task 4	PowerPoint-Virtual Presentation	Due within 5 business days after expiration of Task Order date	COR and CO

Deliverable #	Description	SOW Ref	Delivery Method	Schedule	Deliver To:
	and its Section 508 Coordinator to review for conformance and accessibility. Feedback will be provided by NCI to the contract holder.				
12	508 Annual Report	All tasks	Written Report in pdf	Due Annually	COR and CO

6. PERIOD OF PERFORMANCE:

It is anticipated the period of performance will be 24 months with a start date on or about July 28, 2022.

7. IT ACCESSIBILTY REQUIREMENTS:

Section 508 of the Rehabilitation Act, as amended by the Workforce Investment Act of 1998 (P.L. 105-220) requires that when Federal agencies develop, procure, maintain, or use information and communication technology (ICT), it shall be accessible to people with disabilities. Federal employees andmembers of the public who have disabilities must have access to, and use of,information and data that is comparable to people without disabilities.

1. Products, platforms and services delivered as part of this work statement that are ICT, or contain ICT, must conform to the Revised 508 Standards, which are located at 36 C.F.R. § 1194.1 & Apps. A, C &D, and available at Revised 508 Standards and 255 Guidelines (access-board.gov) https://www.access-board.gov/ict/)

All electronic reports submitted shall be conformant with Section 508 of the Rehabilitation Act of 1973. Additional information about testing documents for Section 508 compliance, including guidance and specific checklists, by application, can be found at: Accessibility @ HHS | HHS.gov (https://www.hhs.gov/web/section-508/index.html) under "Accessibility Training Resources" and "Accessibility Compliance Checklists". Applicable standards can be found at Electronic Documents. Additional guidance can be found at Create Accessible Digital Products | Section508.gov.

Attachment 2

Evaluation Budget

Direct Labor (DL) Costs [1]						
	Labor Category		***Hourly Rate*** [2]	***Hours***	***Amount***	***Totals***
	Adjunct Staff Member, Sr.		$ 115	70	$ 8,050	
	Research Staff Member		$ 70	180	$ 12,600	
	Administrative Assistant		$ 30	30	$ 900	
	Subtotal Direct Labor Costs					$ 21,550
Indirect Labor Costs [3]			***Percentage***			
	Fringe Benefits (% of DL)		47.00%		$ 10,129	
	Subtotal Labor Costs (Direct + Indirect)					$ 31,679
	Overhead (% of DL+ Fringe)		57.00%		$ 18,056.75	$ 18,057
Other Direct Costs (ODC) [4]		***No. of People***	***Cost***	***No. of days***	***Amount***	
	Misc. Supplies and Materials [5]				$ -	
	Honoraria [6]				$ -	
	Travel Costs [7]	1			$ 2,000	
Other Direct Labor Costs [8]			***Hourly Rate***	***Hours***	***Amount***	
	Consultants [9]				120,000	
	Subcontractors [10]					
	Subcontractor A					
	Subtotal ODC					$ 122,000
	Subtotal Labor, fringe, overhead, ODC					$ 171,735
Other Indirect Costs [11] **General and Administrative (G&A) Cost**			***Percentage***			
	(% of labor, fringe, overhead, ODC)		10%		$ 17,174	
	Total Cost before fee					$ 188,909
Fee [12]			***Percentage***			
	Profit (% of total cost)		3.25%		$ 6,140	
	Subtotal Labor, ODC, G&A and Fee					$ 195,048
Total Estimated Costs						**$ 195,048**

Attachment 3

FFRDC SOLE SOURCE JUSTIFICATION FOR USE OF THE SCIENCE & TECHNOLOGY POLICY INSTITUTE (STPI)

The National Cancer Institute (NCI) Coordinating Center for Clinical Trials (CCCT) has a need for a contractor to provide technical survey and evaluation activities to support the NCI Equity Council Equity Inclusion Program (EIP) subcommittee. The EIP subcommittee's primary objectives are listed below

1. Identify the information to collect such as demographic data, etc. to establish a baseline dataset that informs the NCI of the number of individuals from underrepresented groups that serve in scientific leadership across the NCI Clinical Trials Network (NCTN) Groups, NCO Community Oncology Research Program (NCORP) Research Bases, and the Scientific Steering Committees (SSCs).
2. Advise on the development of a process to collect the information, such as an anonymous survey.
3. Examine the summary analysis of the information collected and present strategies to diversify scientific leadership and investigator input into the development and conduct of clinical trials.

To accomplish the tasks outlined in the Statement of Work, it is essential that the contractor be independent and free of conflicts of interest, have technical and analytic expertise, and have an in-depth understanding of the NCI's clinical trials enterprise. The contractor will need to engage external subject matter experts, collect relevant information using secure processes, analyze the data, and prepare a report that includes an unbiased and focused analysis, as their findings will be used to inform future NCI programmatic decision making relating to equity, diversity, and inclusion (EDI).

It is necessary that NCI contract with STPI to conduct this proposed effort for the following reasons:

(1) Their impartiality allows them to work in the public interest and operate as a strategic partner with NCI in an objective manner. As STPI does not directly stand to gain from EDI assessments of NCI's clinical trial networks, there is no conflict of interest in requesting assistance from STPI for this project.

(2) Confidentiality to protect sensitive information is another important feature of this FFRDC. To conduct EDI studies, STPI will need to coordinate and manage the collection of data elements and ensure that such information is securely maintained within its information technology infrastructure.

Attachment 3

FFRDC SOLE SOURCE JUSTIFICATION FOR USE OF THE SCIENCE & TECHNOLOGY POLICY INSTITUTE (STPI)

(3) The background work for this effort is currently being completed under a NCI CCCT STPI strategic planning task order. STPI has worked extensively with NCI's clinical trials enterprise (NCTN, NCORP, and SSC) and has detailed knowledge of the ongoing discussions and planning efforts for the work that is being requested. STPI's knowledge and experience makes them uniquely prepared to provide the analytical and technical support needed for this critical NCI activity with minimal disruption to the process. A new consultant, without the detailed and fundamental familiarity of the operations of NCI's clinical trials enterprise would be unable to provide the same depth of support for this project in a timely and efficient manner.

Attachment 4

New Small Business Review

Control Code: 2022-NIH-1004

Documents
Summary
Status

Status

Review Status

The Review is complete.

Current Status: Complete
Assigned To: N/A

Approval History

Reviewer	Reviewer Title	Action	Date	Comments
Junli Collins	Contracting Officer	Approve	Apr 28, 2022	This requirement will be met by placing a task order off the National Science Foundation FFRDC IDIQ contract. Per FAR 35, FFRDC serves to provide services and supplies no other sources can provide. Please see the attached justification for using this contract mechanism.
Natasha Boyce	Small Business Specialist	Approve	May 5, 2022	Concur.

Office of Small and Disadvantaged Business Utilization (OSDBU)
OSDBU Customer Care
SBMail@hhs.gov
(202) 690-7300

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Attachment 5

Survey, Analysis, and Reporting of Equity, Diversity, and Inclusion (EDI) in Leadership within the National Cancer Institute's (NCI's) National Clinical Trials Network (NCTN), NCI's Community Oncology Research Program (NCORP), and NCI's Scientific Steering Committees (SSCs)

Evaluation Criteria

- Suitability of experience and expertise in the technical aspects of the SOW for providing independent, rigorous, and evidence-based analyses in an objective manner free from conflicts of interest.

- Suitability of experience and demonstrated history of assuring quality work and deliverables in the context of work areas described in the SOW.

- Detailed knowledge of work needed due to involvement in planning efforts and a fundamental familiarity of NCI's clinical trials enterprise operations.

- Cost/Price to perform the task order.

Attachment 6

Information Security & Privacy Checklist and Certification Form

Solicitation No: TBD

Project Title:

Survey, Analysis, and Reporting of Equity, Diversity, and Inclusion (EDI) in Leadership within the National Cancer Institute's (NCI's) National Clinical Trials Network (NCTN), NCI's Community Oncology Research Program (NCORP), and NCI's Scientific Steering Committees (SSCs)

Contracting Officer/Contract Specialist: Junli Collins, Contracting Officer, Office of Acquisition, NCI

E-mail address & Phone Number: junli.collins@nih.gov; 301.624.8751

NCI Tracking number: NCI 2022-18

PRE-SOLICITATION

[x] Information security is not applicable for this solicitation.

[ ] Information security is applicable and the following information is required for solicitation preparation:

INFORMATION TYPE

NOTE: Based on information provided by the ISSO, CISO, or other security representative, select the appropriate general information type(s) below **AND** list the specific element(s) within those information types that are relevant to the acquisition.

[ ] Administrative, Management and Support Information: [Insert Description].

*For **additional information,** use **National Institutes of Standards and Technology** (NIST) Special Publication (SP) 800-60, Volume II: Appendices to Guide for Mapping Types of Information and Information Systems to Security Categories, Appendix C, Table 3, (Available at http://csrc.nist.gov/)*

[ ] Mission Based Information: [Insert Description].

*For **additional information,** use NIST SP 800-60, Volume II: Appendices to Guide for Mapping Types of Information and Information Systems to Security Categories, Appendix D, Table 5. (Available at http://csrc.nist.gov/publications/ nistpubs/800-60-rev1/SP800-60_Vol2-Rev1.pdf)*

SECURITY CATEGORIES AND LEVELS

NOTE: Based on information provided by the ISSO, CISO, or other security representative, select the appropriate Security Level for each Security Category as well as the Overall Security Level. The Overall Security Level shall be the highest level given to any of the three individual factors (Confidentiality, Integrity, and Availability). For additional information, see NIST SP 800-60, Volume II: Appendices to Guide for Mapping Types of Information and Information Systems to Security Categories.

Confidentiality Level:	**[ ]** Low **[ ]** Moderate **[ ]** High
Integrity Level:	**[ ]** Low **[ ]** Moderate **[ ]** High
Availability Level:	**[ ]** Low **[ ]** Moderate **[ ]** High
Overall Level:	**[ ] Low [ ] Moderate [ ] High**

PERSONALLY IDENTIFIABLE INFORMATION (PII) CONFIDENTIALITY IMPACT LEVELS

NOTE: Based on information provided by the ISSO, CISO, or other security or privacy representative, select the PII Confidentiality Impact Level. For additional information, see NIST SP 800-122, *Guide to Protecting the Confidentiality of Personally Identifiable Information*.

Overall Level: [ ] No PII [ ] Low [ ] Moderate [ ] High

POSITION SENSITIVITY DESIGNATIONS

NOTE: Based on information provided by the ISSO, CISO, or other security representative, check all levels that apply.

The following position sensitivity designations and associated clearance and investigation requirements apply under this contract:

[ ] Level 6: Public Trust - High Risk (Requires Suitability Determination with a Background Investigation (BI). Contractor (and/or any subcontractor) employees assigned to Level 6 positions shall undergo a Suitability Determination and a BI.

Description:

Level 6 Public Trust positions include positions in which the incumbent's actions or inactions could diminish public confidence in the integrity, efficiency, or effectiveness of assigned government activities, whether or not actual damage occurs; and positions in that the incumbents are being entrusted with control over information that the Department has legal or contractual obligations not to divulge. These positions include:

- *Policymaking and major program responsibility;*
- *Law enforcement duties that are associated with a "High Risk;"*
- *Access to or control of unclassified sensitive, proprietary information, or financial records; and*
- *Duties through which the incumbent can realize a significant personal gain or cause very serious damage to the program or Department.*

***Examples**:*

Positions having the following duties: law enforcement, investigations, audit, security, policymaking, major program responsibility, and unlimited access and control over sensitive, proprietary, or financial information, including access through and/or control over automated information systems (computer data systems), or access to data covered by the Privacy Act.

[ ] Level 5: Public Trust - Moderate Risk (Requires Suitability Determination and a Minimum Background Investigation [MBI]). Contractor (and/or any subcontractor) employees assigned to Level 5 positions with no previous investigation and approval shall undergo a Suitability Determination and an MBI.

Description:

Level 5 Public Trust positions include those involving policymaking with moderate program responsibility, and law enforcement duties that are associated with a "Moderate Risk." Also included are those positions involving access to positions involving access to personal, private, proprietary, financial records, or sensitive but unclassified/controlled unclassified information. The unauthorized disclosure of which could cause moderate damage to the program or realizing moderate personal gain to individuals, business entities, or government programs or operations.

[ ] Level 1: Non Sensitive (Requires Suitability Determination with a National Agency Check and Inquiry Investigation (NACI)). Contractor (and/or any subcontractor) employees assigned to Level 1 positions shall undergo an NACI.

Description:

Level 1, Non-Sensitive positions, are those positions deemed low risk by the Office of Personnel Management.

PROSPECTIVE OFFEROR NON-DISCLOSURE AGREEMENT

[ ] Offerors **WILL NOT** require access to sensitive information in order to prepare an offer.

[ ] Offerors **WILL** require access to sensitive information in order to prepare an offer.

A Non- Disclosure Agreement (NDA) is necessary for a prospective offeror who will require access to Federal information in order to prepare an offer (i.e., a prospective offeror must access an HHS computer room floor plan).

Description of Sensitive Information (when applicable): [Insert Description.]

Select appropriate position sensitivity designation below.

[ ] Level 6C: Sensitive - High Risk

[ ] Level 5C: Sensitive - Moderate Risk

CERTIFICATION: Based on the above, and contingent upon inclusion of all applicable RFP language prescribed in the RFP, I certify that the solicitation specifies appropriate security requirements necessary to protect the Federal Government's interests and is in compliance with all Federal and HHS security requirements.

Project Officer Signature: Ramy Serour

Typed or Printed Name: **Ramy K. Serour**

Date: **4-22-2022**

Information Systems Security Officer Signature: Blaise Czekalski

Typed or Printed Name: Blaise Czekalski

Date: 5-10-2022

ISSO Additional Comments (as needed): Compilation of NCOR research participants demographics. Data already exists, is voluntary and contract to analyze and report. No security needed.

Attachment 7

This certificate has been awarded to

Ramy Serour

for the successful completion of the certificate

HHS FAC-COR Level 1 Certification

Completion Date: 2/15/2022

Attachment 8

From: NCI OMB Clearance (NIH/NCI)
To: Serour, Ramy (NIH/NCI) [E]; Kreinbrink, Diane (NIH/NCI) [E]
Cc: Collins, Junli (NIH/NCI) [E]; Jaffe, Deborah (NIH/NCI) [E]; NCI OMB Clearance (NIH/NCI)
Subject: RE: NCI New Contract - PRA/OMB Clearance - INQUIRY
Date: Wednesday, April 27, 2022 10:44:48 AM

Hi Ramy.

After further review, we do agree that the contractor's activities "synthesizing, summarizing and evaluation methodologies to analyze the data collect and systematically analyze data," and to produce a "Final Report (*public report*)," (based on EDI in NCTN, NCORP, and SSC Leadership SOW 4/18/2022) fall under the 21st Century Cures Act which make it exempt from PRA/OMB clearance.

> **Appendix A – Exemption Examples**
> **Examples of Items Exempt from PRA approval include, but are not limited to, the following:**
> - Information collection for outcomes data that are analyzed in a systematic way and the results are publicized.

I appreciate your thorough review of this material.

Should you have any further questions, don't hesitate to contact the NCI OMB Clearance office again.

All the best,

Vivian Horovitch-Kelley
Senior Program Analyst
Office of Management Policy and Compliance
National Cancer Institute
National Institutes of Health
9609 Medical Center Drive,
Rockville, MD 20850
Phone: 240-276-6186 | Email: Vivian.HorovitchKelley@nih.gov

From: Serour, Ramy (NIH/NCI) [E] <ramy.serour@nih.gov>
Sent: Tuesday, April 26, 2022 5:56 PM
To: Kreinbrink, Diane (NIH/NCI) [E] <diane.kreinbrink@nih.gov>
Cc: Collins, Junli (NIH/NCI) [E] <junli.collins@nih.gov>; Jaffe, Deborah (NIH/NCI) [E] <deborah.jaffe@nih.gov>; NCI OMB Clearance (NIH/NCI) <nci_omb_clearance@mail.nih.gov>
Subject: RE: NCI New Contract - PRA/OMB Clearance - INQUIRY
Importance: High

Hello Diane,

Upon digging further and reading thoroughly the *Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery (NCI) Guide* that you provided, it seems that the activities described in our Statement of Work (attached for reference) align more with the definition of research to make PRA exempt determinations in the OER Policy Announcement (attached for reference) in relation to the 21st Century Cures Act and PRA implementation.

The primary activity in the task order is for the Contractor to collect demographic data from NCI's clinical trial network groups (grantees) via a survey, analyze the data in a systematic manner, and summarize/report the findings to help the NCI understand and make recommendations to improve equity, diversity, and inclusion of women and under-represented groups across its clinical trial enterprise. The results of the analysis will be summarized and made available to the public.

Wouldn't this assessment be describing the conduct of NIH research per the policy noted herein and should be considered exempt from PRA approval requirements as outlined by 21st Century Cures Act?

I apologize if I did not provide sufficient details in my initial correspondence to make an informed assessment. Let me know if you have any question or need additional information.

With kind regards,

Ramy Serour, M.S.
Scientific Program Specialist
Coordinating Center for Clinical Trials|Office of the Director
National Cancer Institute
C: 240-578-1548
ramy.serour@nih.gov

From: Kreinbrink, Diane (NIH/NCI) [E] <diane.kreinbrink@nih.gov>
Sent: Friday, April 22, 2022 2:01 PM
To: Serour, Ramy (NIH/NCI) [E] <ramy.serour@nih.gov>
Cc: Collins, Junli (NIH/NCI) [E] <junli.collins@nih.gov>; Jaffe, Deborah (NIH/NCI) [E] <deborah.jaffe@nih.gov>
Subject: RE: NCI New Contract - PRA/OMB Clearance - INQUIRY

Hi Ramy,

Thank you for contacting our office. From what you explain below, right now it looks like OMB clearance will be required as the information being collected is as the request of the federal government.

The good news is this Information Collection Request (ICR) is easy to process as it falls under one of our "Generic" (Umbrella) Clearances.

Collections under this generic include what it looks like you will be doing which are surveys or questionnaires, including customer satisfaction/feedback, and a focus group (study participants).

Documents required for submission/OMB approval include the following:

- Fast Track Sub-Study
- Data Collections Instruments (surveys and focus group), with Burden Statement included at the top, prior to the first question
- Email invite to respondents to participate

I have attached the Fast Track Template and our guide to assist as you prepare your submission. The guide further explains the required Burden Statement. If you have any questions or would like to set up a meeting to discuss, please let me know. More information can be found on our website shown below.

Best,

Diane

Diane Kreinbrink | Senior Management Analyst
Program Manager, NCI Paperwork Reduction Act
Office of Management Policy and Compliance
National Cancer Institute
National Institutes of Health
9609 Medical Center Drive, Room 2W446
Rockville, MD 20850
Phone: 240-276-7283 | Email: diane.kreinbrink@nih.gov

Check out our webpage: NCI Paperwork Reduction Act (PRA) OMB Clearance Program

Track the Status of your Submission Here

From: Serour, Ramy (NIH/NCI) [E] <ramy.serour@nih.gov>
Sent: Wednesday, April 20, 2022 3:58 PM
To: Kreinbrink, Diane (NIH/NCI) [E] <diane.kreinbrink@nih.gov>
Cc: Collins, Junli (NIH/NCI) [E] <junli.collins@nih.gov>; Jaffe, Deborah (NIH/NCI) [E] <deborah.jaffe@nih.gov>
Subject: NCI New Contract - PRA/OMB Clearance
Importance: High

Good afternoon Diane,

NCI's Coordinating Center for Clinical Trials (CCCT) has a need for a contractor to provide technical and evaluation support to the NCI Equity and Inclusion Program subcommittee. The activities will involve the determination of study participants, data elements, collection of data via survey(s) and

data analysis. The Contractor will develop/design the survey instrument, collect the data, analyze/summarize the data, and report back to the NCI and relevant stakeholders.

Is PRA or OMB clearance required for this contract?

With kind regards,

Ramy Serour, M.S.
Scientific Program Specialist
Coordinating Center for Clinical Trials|Office of the Director
National Cancer Institute
C: 240-578-1548
ramy.serour@nih.gov

Attachment 9

Revised Section 508 StandardsContract Language Template

Instructions: When purchasing IT products or services, insert the following language into your procurement documentation (e.g., Statement of Work). **NOTE:** You must obtain authorization for any claimed 508 exceptionsbefore you issue your solicitation.

IT Accessibility Requirements:

Full Title: Survey, Analysis, and Recommendations for Equity, Diversity, and Inclusion (EDI) in Leadership within the National Cancer Institute's (NCI's) National Clinical Trials Network (NCTN), NCI's Community Oncology Research Program (NCORP), and NCI's Scientific Steering Committees (SSCs).

Short Title: (EDI in NCTN, NCORP, and SSC Leadership)

Section 508 of the Rehabilitation Act, as amended by the Workforce Investment Act of 1998 (P.L. 105-220) requires that when Federal agencies develop, procure, maintain, or use information and communication technology(ICT), it shall be accessible to people with disabilities. Federal employees andmembers of the public who have disabilities must have access to, and use of,information and data that is comparable to people without disabilities.

1. Products, platforms and services delivered as part of this work statement that are ICT, or contain ICT, must conform to the Revised 508 Standards, which are located at 36 C.F.R. § 1194.1 & Apps. A, C &D, and available at Revised 508 Standards and 255 Guidelines (access-board.gov) (https://www.access-board.gov/ict/)

2. Per Section 508 and as mandated under HHS Policy for Section 508 Compliance and Accessibility of Information and Communications Technology (ICT) (07/2020) all documents or electronic files provided to the NIH NCI under contract must be conformant with Section 508 standards and accessible to persons with disabilities, as must all Information and Communication Technology (ICT) products and services.

    a. Conformance shall be established by use of material provided at Accessibility Training Resources | HHS.gov and verified through the use of the HHS Checklist Documents (WCAG 2.0 Refresh), which shall be used as periodic reports to NCI. In addition, contractors and vendors are encouraged to make use of the instructional materials and checklists

at HHS Accessibility Training Resources | HHS.gov as well as GSA Section 508.gov's Create Accessible Digital Products. Products or services delivered as a result of this solicitation will be accepted based in part on satisfaction of identified Section 508 requirements for accessibility.

b. Any Information and Communication Technology (ICT) products and services, beyond those of documents, must be verified as being Section 508 conformant. Submission of an Accessibility Conformance Report (ACR) based on the ITIC Voluntary Product Accessibility Template (VPAT), shall be deemed acceptable.

c. NCI retains the right to confirm the accessibility and Section 508-conformance of vendor submitted documents or other ICT and to return them for remediation, at no cost to the National Cancer Institute but at the contractor's expense.

Item that contains ICT:

- Reports, Documents, and Presentations
  - Electronic Documents
- Surveys (one or more of the following may apply)
  - Internet and Intranet websites and web-based content
  - Internet or Intranet Services
  - Web-based Information, Documentation and Support

Applicable Functional Performance Criteria: All functional performance criteria apply when using an alternative design or technology that achieves substantially equivalent or greater accessibility and usability by individuals with disabilities, than would be provided by conformance to one or more of therequirements in Chapters 4-6 of the Revised 508 Standards, or when Chapters 4-6 do not address one or more functions of ICT.

Applicable requirements for software features and components: All WCAG Level AA Success Criteria, 502 Interoperability with Assistive Technology, 503 Application

Applicable requirements for hardware features and components: All requirements apply

Applicable support services and documentation: All requirements apply

Instructions: The following instructions will help vendors properly document how their proposed solution addresses the Section 508 requirements outlinedin the previous section. Vendors should include this documentation with their proposal. When explaining how potential offerors should respond to the solicitation, include these instructions. **Caution**: These instructions are not 508 requirements, evaluation factors, or acceptance criteria.

Instructions to Offerors

1. Provide an Accessibility Conformance Report (ACR) for each commercially available Information and Communication Technology (ICT) item offered through this contract. Create the ACR using the Voluntary Product Accessibility Template Version 2.1 or later, located at https://www.itic.org/policy/accessibility/vpat. Complete each ACR in accordance with the instructions provided in the VPAT template. Each ACR must address the applicable Section 508 requirements referencedin the Work Statement. Each ACR shall state exactly how the ICT meets the applicable standards in the remarks/explanations column, or through additional narrative. All "Not Applicable" (N/A) responses mustbe explained in the remarks/explanations column or through additional narrative. Address each standard individually and with specificity, and clarify whether conformance is achieved throughout the entire ICT Item(for example - user functionality, administrator functionality, and reporting), or only in limited areas of the ICT Item. Provide a descriptionof the evaluation methods used to support Section 508 conformance claims. The agency reserves the right, prior to making an award

   decision, to perform testing on some or all of the Offeror's proposed ICTitems to validate Section 508 conformance claims made in the ACR.

2. Describe your approach to incorporating universal design principles to ensure ICT products or services are designed to support disabled users.

3. Describe plans for features that do not fully conform to the Section 508 Standards.

4. Describe "typical" user scenarios and tasks, including individuals with disabilities, to ensure fair and accurate accessibility testing of the ICTproduct or service being offered.

Instructions: Insert the following language into the Acceptance Criteriasection of the solicitation.

Acceptance Criteria

1. Prior to acceptance, the government reserves the right to perform testing on required ICT items to validate the offeror’s Section 508 conformance claims. If the government determines that Section 508 conformance claims provided by the offeror represent a higher level of conformance than what is actually provided to the agency, the government shall, at its option, require the offeror to remediate the itemto align with the offeror’s original Section 508 conformance claims priorto acceptance.

Attachment 10

From: Milliard, Suzanne (NIH/NCI) [E]
To: Serour, Ramy (NIH/NCI) [E]
Cc: Collins, Junli (NIH/NCI) [E]; Jaffe, Deborah (NIH/NCI) [E]
Subject: Re: NCI New Contract - SORN Applicability
Date: Thursday, April 21, 2022 12:03:02 PM

Hi Ramy-

Since we do not own or control the data at any time, I do not feel that the Privacy Act applies.

Best,

Suzy

Suzy Milliard, CIPP/US
Freedom of Information/Privacy Coordinator
National Cancer Institute
240-781-3340
milliars@mail.nih.gov
Bldg. 31, Room 10A48
9000 Rockville Pike
Bethesda, MD 20892-2580

From: "Serour, Ramy (NIH/NCI) [E]" <ramy.serour@nih.gov>
Date: Thursday, April 21, 2022 at 8:29 AM
To: "Milliard, Suzanne (NIH/NCI) [E]" <milliars@mail.nih.gov>
Cc: "Collins, Junli (NIH/NCI) [E]" <junli.collins@nih.gov>, "Jaffe, Deborah (NIH/NCI) [E]" <deborah.jaffe@nih.gov>
Subject: RE: NCI New Contract - SORN Applicability

Hi Suzy,

Many thanks for the information and feedback. To further clarify, The Contractor will be collecting, de-identifying, and analyzing the data, and presenting the NCI with a summary of the analysis in an aggregated form that will not identify any of the participating groups/individuals. The Contractor will not share the raw data with the NCI anytime during and after the conduct of the study and contract has completed.

Kind regards,
Ramy

Ramy Serour, M.S.
Scientific Program Specialist

Coordinating Center for Clinical Trials|Office of the Director
National Cancer Institute
C: 240-578-1548
ramy.serour@nih.gov

From: Milliard, Suzanne (NIH/NCI) [E] <milliars@mail.nih.gov>
Sent: Wednesday, April 20, 2022 4:27 PM
To: Serour, Ramy (NIH/NCI) [E] <ramy.serour@nih.gov>
Cc: Collins, Junli (NIH/NCI) [E] <junli.collins@nih.gov>; Jaffe, Deborah (NIH/NCI) [E] <deborah.jaffe@nih.gov>
Subject: Re: NCI New Contract - SORN Applicability

Hi Ramy-

If we do not own or control the data in any way, and our portion is deidentified, then the Privacy Act would not apply. However, that needs to be certain…if the contract ended, where does the data go…does it come to us? I just want to make sure we don't have ownership or "control" of the data. We look at control similar to how we look at it under the Freedom of Information Act (FOIA).

Under the FOIA, we define control by looking at a 4-part test to determine whether we have control of a record/records:

1. Intent of document's creator to retain or relinquish control of the record
2. Ability of Agency to use or dispose of record as they see fit
3. Extent to which the Agency has read or relied upon the document/records (in this case, data)
4. The degree to which the document was integrated into the Agency's record systems or files

If you can say "no" to those, then I would feel extremely comfortable saying the data was not ours….

Best,

Suzy

Suzy Milliard, CIPP/US
Freedom of Information/Privacy Coordinator
National Cancer Institute
240-781-3340
milliars@mail.nih.gov
Bldg. 31, Room 10A48
9000 Rockville Pike
Bethesda, MD 20892-2580

From: "Serour, Ramy (NIH/NCI) [E]" <ramy.serour@nih.gov>
Date: Wednesday, April 20, 2022 at 3:58 PM
To: "Milliard, Suzanne (NIH/NCI) [E]" <milliars@mail.nih.gov>
Cc: "Collins, Junli (NIH/NCI) [E]" <junli.collins@nih.gov>, "Jaffe, Deborah (NIH/NCI) [E]" <deborah.jaffe@nih.gov>
Subject: NCI New Contract - SORN Applicability

Good afternoon Suzy,

NCI's Coordinating Center for Clinical Trials (CCCT) has a need for a contractor to provide technical and evaluation support to the NCI Equity and Inclusion Program subcommittee. The activities will involve the determination of study participants, demographic data elements, collection of data via survey(s) and data analysis. The Contractor will develop/design the survey instrument, collect the data, analyze/summarize the data, and report back to the NCI and relevant stakeholders. The Contractor will not share with NCI or study participants any of the raw data or disseminate any information/resulting analysis that may identify and individual.

To this end, we believe that the Privacy Act will not apply to this work since the NCI will not own any of the identifiable data. Do you concur with this statement?

With kind regards,

Ramy Serour, M.S.
Scientific Program Specialist
Coordinating Center for Clinical Trials|Office of the Director
National Cancer Institute
C: 240-578-1548
ramy.serour@nih.gov

NATIONAL SCIENCE FOUNDATION
2415 Eisenhower Avenue ▪ Alexandria, VA 22314

STATEMENT OF WORK
ACCEPTANCE NOTICE

As the sponsor of the Science and Technology Policy Institute (STPI), the National Science Foundation (NSF) is responsible for approval of all work to ensure compliance with the mission and scope of this federally funded research and development center (FFRDC), and for the administration of the indefinite-delivery, indefinite-quantity contract, number NSFOIA0408601, to ensure compliance with the Federal Acquisition Regulations, contract terms and contract ceiling.

This Statement of Work Acceptance Notice contains approval of both the SOW and the documentation that this work is acceptable for the STPI contract as described under Step 2 A and B of the STPI Task Order and Modification Procedures document.
The NSF has reviewed and approves the following proposed statement of work and documentation as appropriate for the FFRDC:

Requesting Agency/Office: NIH National Cancer Institute
Requesting Agency Point of Contact (name, position, email, phone): Junli Collins., Contracting Officer, junli.collins@nih.gov
Statement of Work Title: Survey, Analysis, and Recommendations for Equity, Diversity, and Inclusion (EDI) in Leadership within the National Cancer Institute's (NCI's) National Clinical Trials Network (NCTN), NCI's Community Oncology Research Program (NCORP), and NCI's Scientific Steering Committees (SSCs)

Task Order number (for modifications):

The Requesting Agency Point of Contact shall coordinate with their Contracts office and Contracting Officer to begin processing the award for any new task order or modification. Prior to award, the second approval described and provided below is required.

Approved by:
ERIC R SCHERMERHORN Digitally signed by ERIC R SCHERMERHORN
Date: 2022.04.19 15:46:45 -04'00'
_____ _____
Date

NSF Contracting Officer

……..
The NSF has reviewed and approves the proposal and cost estimate for the above-approved work. The Requesting Agency Contracting Officer is authorized to contract directly with the FFRDC according to Step 4 in the STPI Task Order and Modification Procedures document.

Approved by:

_____ _____
Date

NSF Contracting Officer

Attachment 12

CONTRACT TYPE: COST-REIMBURSEMENT JUSTIFICATION FOR STPI EIP SIBCOMMITTEE TO

NCI is interested in understanding the representation of women and underrepresented groups in their clinical trials enterprise, specifically within the NCI National Clinical Trials Network (NCTN) and NCI Community Oncology Research Program (NCORP) and well as NCI's Scientific Steering Committees (SSCs) that are responsible for evaluating clinical trials concepts from the NCTN and NCORP groups. We anticipate that this work will comprise the following:

a) Evaluating diversity of the leadership and membership of NCTN and NCORP oversight committees, that can be classified as governance/executive/focused-based executive/clinical trial or protocol review
b) Evaluating diversity of the leadership and membership of NCI SSCs
c) Evaluating diversity of the leadership of NCTN and NCORP scientific research committees (disease-site/discipline/modality)
d) Evaluating diversity of the leadership of NCI SSC task forces
e) Evaluating diversity of study chairs of clinical trials approved by the NCI SSCs withing the last 5 years.

There are currently no data or analyses that describe the diversity of the scientific leadership across the NCI clinical trial networks. Although we present a well-defined scope and set of deliverables as described in the Statement of Work, many of the operational details, processes and methodologies may not be standardized and may need to be developed. As such the level of effort required by the contractor is not well-defined and therefore costs cannot be estimated with sufficient accuracy. Additionally, the level of contract effort will be determined to some extent by external factors not under our control. For example, the degree of contractor follow-up required in response to a survey cannot be determined until we know and understand the survey response rate. Since we anticipate that the operational details will be clearer as the activity evolves, the contractor's level of effort will be adjusted accordingly.

Attachment 13

From: Mitchell, Traci (NIH/NCI) [E]
To: Collins, Junli (NIH/NCI) [E]
Cc: Serour, Ramy (NIH/NCI) [E]; Jaffe, Deborah (NIH/NCI) [E]; Fabian, Sarah (NIH/NCI) [E]
Subject: RE: Funds certification for NCTN new task order
Date: Wednesday, May 11, 2022 4:06:27 PM

Hi Junli,

I confirm that CCCT has FY2022 funds available in the amount of $195,048 to fund the NCTN requirement.

Traci M. Mitchell
Administrative Officer, OD ARC, NCI
9609 Medical Center Drive
East Tower, Room 1E210
Rockville, MD 20892
(240) 276-6247 – phone
(240) 276-7910 - fax

From: Collins, Junli (NIH/NCI) [E] <junli.collins@nih.gov>
Sent: Wednesday, May 11, 2022 1:53 PM
To: Mitchell, Traci (NIH/NCI) [E] <mitchetr@mail.nih.gov>
Cc: Serour, Ramy (NIH/NCI) [E] <ramy.serour@nih.gov>; Jaffe, Deborah (NIH/NCI) [E] <deborah.jaffe@nih.gov>
Subject: Funds certification for NCTN new task order

Hi Traci,

Can you please email me back and confirm that FY 2022 funds in the amount of $195,048 are available to fund the NCTN's new requirement? The SOW and the IGCE are attached to this email.

Thank you,

Junli Collins
Contracting Officer
Office of Acquisition
National Cancer Institute | National Institutes of Health
Email: Junli.collins@nih.gov