

Posting Date: June 10, 2024

Closing Date: June 20, 2024 11:30 a.m.

ET Reference Number: 24-031065

To: NCI Bid Board

From: Teferi Gebremariam  
NCI CCR P-ARC  
[Teferi.Gebremariam@nih.gov](mailto:Teferi.Gebremariam@nih.gov)

Subject: NCI Bid Board Posting – ELAM Fellowship Program Fee

The Pediatric Oncology Branch is dedicated to improving outcomes for children and young adults with cancer and genetic tumor predisposition syndromes. We conduct translational research that spans basic science to clinical trials. Our clinical studies are performed in an environment that supports our patient's medical and emotional needs, alongside cutting edge scientific research. Whether you are a referring physician, family member or patient with childhood cancer or neurofibromatosis, or are interested in training at the Pediatric Oncology Branch, we hope that this website will provide the information you need to access our programs.

The primary objective of this purchase is to provide online assignments, assign groups and hold in-person session as a part of their curriculum. Any updates, reminders or additional information will be sent from a class listserv from [elamprogram@drexel.edu](mailto:elamprogram@drexel.edu).

The National Cancer Institute plans to make payment for 2024 – 2025 ELAM Fellowship Program to Drexel University. This is not a request for competitive quotation. However, if any interested party believes it can meet the attached requirements, it may submit a statement of capabilities. The capability statement must be in writing and must contain information and material in sufficient detail to allow NCI to determine if the party can fully meet this requirement. The capability statement must be received in the contracting office by 11:30 AM on June 20, 2024 ET. A determination by the Government not to compete this requirement based upon responses to this notice is solely within the discretion of the Government. Information received will be considered solely for the purpose of determining whether to conduct a competitive procurement.

**Sole Source Justification:**

Drexel University's Executive Leadership in Academic Medicine program is unique from other women's leadership programs. The ELAM program has been "at the forefront of national leadership training programs for women in academic medicine" since 1995. Drexel University's ELAM program is the only program designed for women in executive leadership in health care with such a prestigious reputation. No other program would be able to provide with this level of expertise with this record of success and recognition.

**Attached Documents:**

SF18

Statement of Work

FAR Clause 52.213-4 Simplified Acquisitions Terms and Conditions (AUG 2019) is applicable and available in full text upon request.

<b>REQUEST FOR QUOTATION</b> <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF <b>1</b>	PAGES <b>1</b>
1. REQUEST NUMBER	2. DATE ISSUED <b>06/10/2024</b>	3. REQUISITION/PURCHASE REQUEST NUMBER <b>24-031065</b>	4. GERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING	
5a. ISSUED BY NIH/NCI-OA			6. DELIVER BY (Date) <b>07/01/2024</b>		
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY		
NAME <b>Teferi Gebremariam, Purchasing Agent</b>		TELEPHONE NUMBER		<input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
		AREA CODE <b>240</b>	NUMBER <b>760-6546</b>	9. DESTINATION	
8. TO:			a. NAME OF CONSIGNEE <b>VICKI RICHMOND</b>		
a. NAME		b. COMPANY <b>DREXEL UNIVERSITY</b>		b. STREET ADDRESS <b>9000 Rockville Pike Bldg 10 RM 1W-5750</b>	
c. STREET ADDRESS <b>3141 Chestnut ST</b>			c. CITY <b>Bethesda</b>		
d. CITY <b>Philadelphia</b>		e. STATE <b>PA</b>	f. ZIP CODE <b>19104-2875</b>	d. STATE <b>MD</b>	e. ZIP CODE <b>20892</b>
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) <b>06/20/2024</b>		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.			

**11. SCHEDULE (Include applicable Federal, State and local taxes)**

ITEM NUMBER (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
001	<b>2024-2025 ELAM Fellowship Program Fee</b>  Notice of Intent: If submitting a capability statement, please e-mail only 1 copy of the technical capability statement to Teferi Gebremariam at Teferi.Gebremariam@nih.gov  See attached statement of work.  This will be awarded as a Firm-Fixed Price Contract	1	EA	0.00	\$0.00

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations  are  are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE	
b. STREET ADDRESS						
c. COUNTY			a. NAME (Type or print)		AREA CODE	
d. CITY		e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER

# STATEMENT OF WORK (SOW)

## 1.0 TITLE

Program Fee for Drexel University's College of Medicine Executive Leadership in Academic Medicine (ELAM) Program for Dr. Nirali Shah

## 2.0 BACKGROUND

Dr. Nirali Shah has focused her research on novel immunotherapies in the treatment of children, adolescents and adults with relapsed/refractory leukemia, of which she is an internationally recognized expert and leader the field. Through the course of her career in the Pediatric Oncology Branch at the NCI, she has served as a fellow, Staff Clinician, and is now a tenure-track investigator leading the Hematologic Malignancies Section. She runs a clinical/translational research team to oversee the implementation of chimeric antigen receptor (CAR) T-cell therapy for the treatment of ALL and AML and provides ongoing support, guidance and mentorship to a host of trainees and colleagues embarking on learning the skill set needed to safely and effectively implement CAR T-cell therapy.

Dr. Shah has used her natural leadership abilities to effectively lead her own program but also take on additional challenges such as taking on the leadership roles within both CCR and the NIH Clinical Center (NIH CC). Through the NIH CC, Dr. Shah has led efforts to unify investigators on toxicity management and guidelines for patients treated with adoptive cell therapy and established a toxicity management team. In the CCR, she holds the role as the Chair of the Office of the Clinical Director Advisory Committee – where her role is to lead a team in representing the CCR investigators in improving the efficiency of implementing novel clinical trials. In addition to this, Dr. Shah is also focused on overcoming the challenges of delayed pediatric oncology drug development, particularly as it relates to cell therapy.

The timing for participation in ELAM is perfect given her new leadership roles at the NCI and NIH, and in anticipation of Dr. Shah's upcoming tenure. ELAM will enrich her leadership skills and provide input and feedback regarding her proposed ELAM project.

## 2.1 OBJECTIVE

The objectives of the ELAM program are to develop Executive Leadership in Health Care fellows' abilities to:

1. Use strategic approaches to financial and resource management that enhance the missions of their organizations.
2. Enhance their leadership behaviors to effectively address strategic, operational and relational challenges.
3. Lead and manage change initiatives within complex and dynamic organizations.
4. Collaborate with a variety of stakeholders in order to build a diverse community of leadership practice that supports personal, professional and organizational effectiveness

## 3.0 SCOPE

The Hedwig van Ameringen Executive Leadership in Academic Medicine® (ELAM®) program is a year-long part-time fellowship for women faculty in schools of medicine, dentistry, public health and pharmacy. The program is dedicated to developing the professional and personal skills required to lead and manage in today's complex health care environment, with special attention to the unique challenges facing women in leadership positions. The ELAM program will provide online assignments, assign groups and hold in-person session as a part of their curriculum. Any updates, reminders or additional information will be sent from a class listserv from [elamprogram@drexel.edu](mailto:elamprogram@drexel.edu).

## STATEMENT OF WORK (SOW)

### 4.0 CONTRACT REQUIREMENTS

The ELAM program will aim to achieve its objectives through a program schedule. From July 1 to September 12, 2024 they will provide self-assessments, assigned readings and online assignments to be completed by Dr. Nirali Shah. The first in-person session takes place in Philadelphia, PA from September 14-19, 2024 which will consist of facilitators and special educational and networking events. In the interim, Dr. Shah will work on both her group and independent projects guided and supported by the ELAM program. The next in-person session is from January 25 to January 30, 2025 in Philadelphia, PA followed by another scheduled time to work on group and independent projects. The last in-person session will take place from April 26 to May 1, 2025 in Philadelphia, PA. The end of the program will result in Dr. Shah bringing her newly learned concepts, tools and skills to bring her full potential to the NCI and her current and future leadership opportunities.

### 5.0 TYPE OF ORDER

Firm fixed price – Program Fee

### 6.0 PERIOD OF PERFORMANCE

The period of performance shall be from (July 1 2024 – May 31, 2025)

### 7.0 PLACE OF PERFORMANCE

Online assignments will be performed by Dr. Nirali Shah at her Bethesda home, or her NCI office of 10 Center Drive Rm 1W-5752 Bethesda, Maryland 20892.

In-person sessions are also scheduled to take place in Philadelphia, Pennsylvania.

### 8.0 REPORT(S)/DELIVERABLES AND DELIVERY SCHEDULE

Complete deliverables schedule listed below, as outlined in the Program Acceptance Letter:

DELIVERABLE	DELIVERABLE DESCRIPTION / FORMAT REQUIREMENTS	DUE DATE
<u>Coursework</u>	Several hours' worth of coursework to be assigned each week to be completed and submitted electronically	Early July 2024
<u>e-Leadership online curriculum</u>	Online lectures, reading and assignments specified directly to Dr. Nirali Shah	Early July 2024

## STATEMENT OF WORK (SOW)

<u>ELAM In-Person Sessions</u>	Mandatory Sessions taking place in September 2024, January 2025 and April 2024 in both Philadelphia, PA and Sacramento, CA	September 2024
<u>Communication with ELAM colleagues</u>	Ability to communicate with ELAM colleagues electronically, in-person or virtually	Early July 2024

### 9.0 PAYMENT

This one-time payment shall be made no later than July 1, 2024. Payment authorization requires submission and approval of invoices to the COR and NIH OFM, in accordance with the attached payment provisions listed below:

The following clause is applicable to all Purchase Orders, Task or Delivery Orders, and Blanket Purchase Agreement (BPA) Calls: PROMPT PAYMENT (JUL 2013) FAR 52.232-25. Highlights of this clause and NIH implementation requirements follow:

#### I INVOICE REQUIREMENTS

- A. An invoice is the Contractor's bill or written request for payment under the contract for supplies delivered or services performed. A proper invoice is an "Original" which must include the items listed in subdivisions 1 through 12, below, in addition to the requirements of FAR 32.9. If the invoice does not comply with these requirements, the Contractor will be notified of the defect within 7 days after the date the designated billing office received the invoice (3 days for meat, meat food products, or fish, and 5 days for perishable agricultural commodities, dairy products, edible fats or oils) with a statement of the reasons why it is not a proper invoice. (See exceptions under II., below.) Untimely notification will be taken into account in the computation of any interest penalty owed the Contractor.
1. Vendor/Contractor: Name, Address, Point of Contact for the invoice (Name, title, telephone number, e-mail and mailing address of point of contact).
  2. Remit-to address (Name and complete mailing address to send payment).
  3. Remittance name must match exactly with name on original order/contract. If the Remittance name differs from the Legal Business Name, then both names must appear on the invoice.
  4. Invoice date.
  5. Unique invoice #s for all invoices per vendor regardless of site.
  6. NBS document number formats must be included for awards created in the NBS: Contract Number; Purchase Order Number; Task or Delivery Order Number and Source Award Number (e.g., Indefinite Delivery Contract number; General Services Administration number); or, BPA Call Number and BPA Parent Award Number.
  7. Data Universal Numbering System (DUNS) or DUNS + 4 as registered in the Central Contractor Registration (CCR).
  8. Federal Taxpayer Identification Number (TIN). In those exceptional cases where a contractor does not have a DUNS number or TIN, a Vendor Identification Number (VIN)

## STATEMENT OF WORK (SOW)

- must be referenced on the invoice. The VIN is the number that appears after the contractor's name on the face page of the award document.
9. Identify that payment is to be made using a three-way match.
  10. Description of supplies/services that match the description on the award, by line billed.\*
  11. Freight or delivery charge must be billed as shown on the award. If it is included in the item price do not bill it separately. If identified in the award as a separate line item, it must be billed separately.
  12. Quantity, Unit of Measure, Unit Price, Extended Price of supplies delivered or services performed, as applicable, and that match the line items specified in the award.\*

\* NOTE: If your invoice must differ from the line items on the award, please contact the Contracting Officer before submitting the invoice. A modification to the order or contract may be needed before the invoice can be submitted and Shahd.

B. Shipping costs will be reimbursed only if authorized by the Contract/Purchase Order. If authorized, shipping costs must be itemized. Where shipping costs exceed \$100, the invoice must be supported by a bill of lading or a Shahd carrier's receipt.

C. Mail an original and 1 copy of the itemized invoice to:

National Institutes of Health  
Office of Financial Management, Commercial Accounts 2115  
East Jefferson Street, Room 4B-432, MSC 8500 Bethesda, MD  
20892-8500

For inquiries regarding payment call: (301) 496-6088

In order to facilitate the prompt payment of invoices, it is recommended that the vendor submit a photocopy of the invoice to the "Consignee" designated for the acquisition in blocks 6A – 6E of the face page of the Order/Award document.

## II. INVOICE PAYMENT

- A. Except as indicated in paragraph B., below, the due date for making invoice payments by the designated payment office shall be the later of the following two events:
  1. The 30th day after the designated billing office has received a proper invoice.
  2. The 30th day after Government acceptance of supplies delivered or services performed.
- B. The due date for making invoice payments for meat and meat food products, perishable agricultural commodities, dairy products, and edible fats or oils, shall be in accordance with the Prompt Payment Act, as amended.

## III. INTEREST PENALTIES

- A. An interest penalty shall be paid automatically, if payment is not made by the due date and the conditions listed below are met, if applicable.

## STATEMENT OF WORK (SOW)

1. A proper invoice was received by the designated billing office.
2. A receiving report or other Government documentation authorizing payment was processed and there was no disagreement over quantity, quality, or contractor compliance with a term or condition.
3. In the case of a final invoice for any balance of funds due the contractor for supplies delivered or services performed, the amount was not subject to further settlement actions between the Government and the Contractor.

- B. Determination of interest and penalties due will be made in accordance with the provisions of the Prompt Payment Act, as amended, the Contract Disputes Act, and regulations issued by the Office of Management and Budget.

### IV. PROVIDING ACCELERATED PAYMENT TO SMALL BUSINESS SUBCONTRACTORS, FAR 52.232-40 (DEC 2013)

- a) Upon receipt of accelerated payments from the Government, the Contractor shall make accelerated payments to its small business subcontractors under this contract, to the maximum extent practicable and prior to when such payment is otherwise required under the applicable contract or subcontract, after receipt of a proper invoice and all other required documentation from the small business subcontractor.
- b) The acceleration of payments under this clause does not provide any new rights under the prompt Payment Act.

Include the substance of this clause, include this paragraph c, in all subcontracts with small business concerns, including subcontracts with small business concerns for the acquisition of commercial items.