

Posting Date: January 13, 2025

Closing Date: January 23rd, 2025 11:30 a.m. ET

Reference Number: 25-003609

To: NCI Bid Board

From: Darnikia Demby
Officer/ Office of Acquisitions
Darnikia.Demby@nih.gov

Subject: NCI Bid Board Posting – CUGH Sponsorship

The Center for Global Health (CGH) supports NCI's mission to improve cancer control worldwide. CGH contributes by advancing global cancer research and training and coordinating NCI engagement in global cancer control. CGH also represents NCI in international research partnerships, playing a key role in coordinating multinational research efforts for global benefit.

The National Cancer Institute plans to purchase a sponsorship for the CUGH Conference from CUGH. 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 January 23rd, 2025 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:

NCI-CGH seeks to sponsor the Consortium of Universities for Global Health (CUGH) Annual Conference in 2025 at the \$20,000 level as it provides an opportunity to elevate the discourse on global cancer research and integration with global NCDs at a traditionally infectious disease-oriented meeting. As part of sponsorship, NCI will convene one plenary session under the theme: Non-Communicable Diseases, Health Systems, Public Health, Primary and Surgical Care which will feature NIH funded investigators from LMICs as speakers. Convening the session is an opportunity to work together with other NIH ICs and allows CGH to advance many goal areas, including promoting equity in global cancer research (Goal 1), identifying research training gaps (Goal 2), increasing non-NIH support for early career investigators (Goal 2), supporting institutional capacity for research training (Goal 2), supporting signature dissemination and knowledge translation programs (Goal 3), highlighting NCI-supported research by LMIC investigators (Goal 3), and encouraging increased global engagement by partners (Goal 4).

Attached Documents:
SF18
Statement of Work

FAR Clause 52.213-4 Simplified Acquisitions Terms and Conditions (Sept 2023) is applicable and available in full text upon request

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES
1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY			6. DELIVER BY (Date)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY	
NAME		TELEPHONE NUMBER		<input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)
		AREA CODE	NUMBER	9. DESTINATION
8. TO:				
a. NAME		b. COMPANY		b. STREET ADDRESS
c. STREET ADDRESS				c. CITY
d.. CITY		e.. STATE	f.. ZIP CODE	d.. STATE e. ZIP CODE
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please 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 services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.		

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

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)

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			
b. STREET ADDRESS		16. SIGNER	
c. COUNTY		a. NAME (Type or print)	b. TELEPHONE
d. CITY		AREA CODE	
e. STATE f. ZIP CODE		c. TITLE (Type or print)	
		NUMBER	

STATEMENT OF WORK (SOW)

1.0 TITLE

2025 Consortium of Universities for Global Health (CUGH) Annual Conference Hosting

2.0 BACKGROUND

NCI established CGH in 2011 to support NCI's goal of fully integrating research on cancer into US global health initiatives. CGH supports the NCI mission by advancing global cancer research, and by coordinating NCI engagement in global cancer control. NCI/CGH has four strategic goals: (1) support innovative, impactful research that addresses key scientific issues in global cancer control and/or leverages unique scientific opportunities afforded by global collaboration; (2) support global cancer research training, particularly in low- and middle-income countries, that enables impactful global scientific collaboration; (3) promote the integration of current scientific knowledge in global cancer control; and (4) represent the NCI and promote its engagement with key partners in global cancer control. NCI/CGH also supports efforts across the NIH to advance global collaborative research and dissemination of such work in various venues. There are several annual conferences hosted by outside organizations that are in line with NCI/CGH's mission to advance global cancer research, collaboration, and professional development in this field.

2.1 OBJECTIVE

The NCI CGH has a need to work directly with an outside organization/contractor (Consortium of Universities for Global Health CUGH) at their 2025 Annual Conference, convening global health scientists, early career professionals, and program implementers from around the globe to discuss and address global health challenges and solutions. One theme CUGH hopes to promote in 2025 is 'Innovating and Implementing in Global Health for a Sustainable Future', and one of the seven sub-themes focuses specifically on Non-Communicable Diseases and Health Systems. NCI/CGH has the need to have one representative on the Executive Planning Committee for the 2025 Annual Conference and will plan and convene a dedicated scientific plenary session focused on non-communicable disease (NCD) research and practice in low- and middle-income countries (LMICs). This session will highlight CGH, NCI, and NIH funded NCD research in LMICs, and will spotlight the LMIC-based investigators' work, as well as their challenges and recommendations for the field. In addition to the plenary session, NCI/CGH will serve as a reviewer of session and abstract proposals as part of its role on the Executive Planning Committee.

3.0 SCOPE

1. Responsibilities for Developing the Event

- a. NCI/CGH expects to engage in the following activities without expense to the other co-sponsors:
 - i. Disseminating information on the 2025 Annual Conference through each co-sponsor's communication channels.

STATEMENT OF WORK (SOW)

- b. NCI/CGH intends to perform the following activities without expense to the other co-sponsors, subject to the availability of appropriations:
 - i. Serve on the 2025 Annual Conference Executive Planning Committee,
 - ii. Lead the development and implementation of one scientific plenary session, including inviting and corresponding with session presenters; and
 - iii. Work with the Executive Planning Committee to identify and finalize conference session topics and the conference agenda schedule.
 - iv. Provide travel support for allowable travel expenses for transportation and accommodation in line with the US Federal Travel Regulations.

4.0 CONTRACT REQUIREMENTS/ AND PERSONNEL

1. Responsibilities for the Contractor

- a. Contractor shall perform the following task:
 - i. Disseminate NCI/CGH information on the 2025 Annual Conference through each of the conference co-sponsor's communication channels.
- b. Contractor is expected to produce the following deliverables:
 - i. Premium logo placement on printed and online conference materials
 - ii. Priority banner advertisement on the conference mobile app
 - iii. One conference exhibitor table for two days (including badge waivers for two representatives) and
 - iv. Five (5) complimentary conference registrations

5.0 TYPE OF ORDER

This is a firm fixed price purchase order.

6.0 PERIOD OF PERFORMANCE

February 20-23, 2025

7.0 PLACE OF PERFORMANCE

2025 Annual Conference, Atlanta, Georgia, USA

8.0 REPORT(S)/DELIVERABLES AND DELIVERY SCHEDULE

<i>DELIVERABLE</i>	<i>DUE DATE</i>
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STATEMENT OF WORK (SOW)

Premium logo placement on printed and online conference materials	February 20, 2025
Priority banner advertisement on the conference mobile app	February 20, 2025
One exhibitor table for NCI at the Conference (including Badge Waivers for two representatives)	February 20, 2025
Five (5) sponsor registrations	February 20, 2025

9.0 PAYMENT

Payment shall be made as a one-time payment. 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 considered in the computation of any interest penalty owed the Contractor.
1. Vendor/Contractor: Name, Address, Point of Contact for the invoice (Name, title, telephonenumber, e-mail and mailing address of point of contact).
 2. Remit-to address (Name and complete mailing address to send payment).

STATEMENT OF WORK (SOW)

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: ContractNumber; 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. Unique Entity Identifier (UEI) which is in the System for Award Management (SAM) and replaces the Dun & Bradstreet Data Universal Numbering System (DUNS) number.
8. Federal Taxpayer Identification Number (TIN). In those rare cases where a contractor does not have a UEI number or TIN, a Vendor Identification Number (VIN) 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 paid.

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 paid carrier's receipt.

B. The Contractor shall submit invoices to the Department of Treasury's Invoice Processing Platform (IPP) at <https://www.ipp.gov> with a copy to the approving official, as directed below.

The Contractor shall submit a copy of the electronic invoice to the following Approving Official (Contracting Officer) and Contracting Officer's Representative:

Approving Official: Contracting Officer
Name- Email Address-

STATEMENT OF WORK (SOW)

Contracting Officer's Representative
Name- Email Address-

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.

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 (November 2021)

(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.

STATEMENT OF WORK (SOW)

(c) Include the substance of this clause, including this paragraph (c), in all subcontracts with small business concerns, including subcontracts with small business concerns for the acquisition of commercial products or commercial services.

(End of Clause)

V. HHSAR 352.232-71 Electronic Submission of Payment Requests (February 2, 2022)

(a) Definitions. As used in this clause—

Payment request means a bill, voucher, invoice, or request for contract financing payment with associated supporting documentation. The payment request must comply with the requirements identified in FAR 32.905(b), “Content of Invoices” and the applicable Payment clause included in this contract.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests electronically using the Department of Treasury Invoice Processing Platform (IPP) or successor system. Information regarding IPP, including IPP Customer Support contact information, is available at www.ipp.gov or any successor site.

(c) The Contractor may submit payment requests using other than IPP only when the Contracting Officer authorizes alternate procedures in writing in accordance with HHS procedures.

(d) If alternate payment procedures are authorized, the Contractor shall include a copy of the Contracting Officer’s written authorization with each payment request.

(End of Clause)