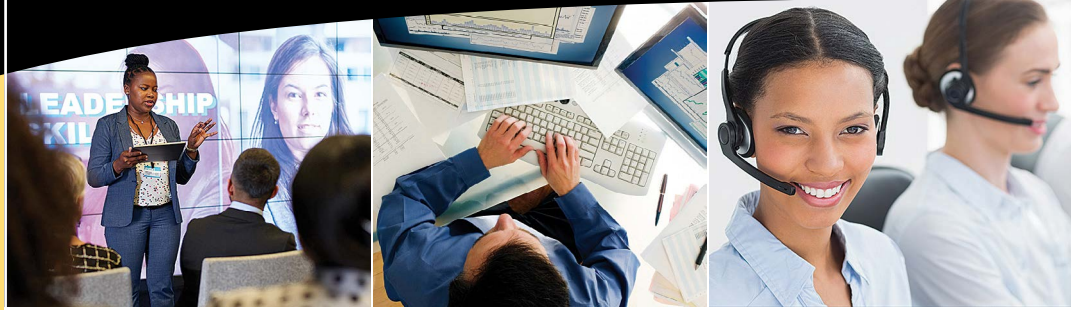




Capabilities Statement



EDJ Associates, Inc. (EDJ) is a small disadvantaged business (SDB) and certified woman-owned small business (WOSB) offering a wide range of professional and technical services to a growing portfolio of Federal, private, and nonprofit clients.

EDJ's clients benefit from our exceptional 20-year history of managing people, data and event logistics in secure, compliant and accessible environments. The EDJ team delivers high quality, efficient services with proven and robust technologies. As a collaborative partner, EDJ provides its clients with transparent accounting, Continuous Process Improvement and Mission Critical support. EDJ's qualified, professional staff anticipates challenges and provides innovative and appropriate solutions within applicable regulatory frameworks, including FAR, FTR, FAA, 508, FISMA and HIPAA compliance

Certifications

SDB, WOSB, EDWOSB

DUNS – 043690788

Cage Code – 3CCR8

GSA PSS Schedule SIN 541D+

Contract Number: GS-07F-467AA

Primary NAICS: 518210, 541611, 561920, 541614, 541430, 541613, 541618, 541990, 561110, 561410, 611430

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Domestic and International Conference and Event Management

- Project planning, budget development, cost monitoring and vendor management
- Facilitation of webinars and virtual meetings
- Graphic design and materials production
- Site selection and venue contract negotiation
- Design and maintenance of event websites
- Travel coordination
- Coordination and collection of abstracts
- On-site meeting support and exhibit management
- Meeting transcription, recording, and note-taking
- Event registration and call center support

Grants Management, Scientific and Peer Review Management

- Reviewer recruitment, retention, and technical support
- Design and maintenance of review websites
- Provision of technical assistance to applicants
- Application processing and distribution
- File auditing and preparation for archiving
- Continuous process improvement

Files, Records and Information Management

- Design and implementation of file management systems
- Technical assistance information management
- Records archiving, disposition, and on-site file management
- Design, implementation, maintenance, and mining of Federal database
- Scanning and redacting hard copy files
- Data analysis

Asset Management

- Maintain asset/inventory accuracy for warehoused materials
- Manage asset databases, physical inventories, and location surveys
- Perform causative research for processing errors and inventory adjustments
- Coordinate receipts, storage, and asset disposal
- Support the purchase and expansion/refinement of the asset management system
- Manage physical inventory control program services in accordance with standard asset management practices

Clinical Trials Administrative Support

- Help desk support
- Electronic identity and access management
- Monitor agent inventory
- Modification and retrieval of protocol and investigator data
- Management of multiple cycles of approval committee actions
- Design, implement, and maintain Microsoft database of clinical trial records
- Monitor and track clinical trials
- Screen requests and distribute confidential documents
- Preparation and management of electronic documents and existing records management protocols
- Document abstraction
- Clinical trial review support
- Scan hard copy files and maintain electronic records
- Follow-up and outreach to trial participants

Past Performance



National Institutes of Health, National Cancer Institute, Pharmaceutical Management Branch

Contract Number: HHSN261201700007C

Period of Performance: May 1, 2017 through April 30, 2022

EDJ Associates, Inc. has supported this multi-million-dollar contract with the National Cancer Institute since August 2002. EDJ provides on-site administrative support to the Pharmaceutical Management Branch, which administers a clinical trials initiative across a network of more than 20,000 participating investigators as well as 50,000 other clinical staff. EDJ is responsible for managing more than 100,000 paper and electronic records of various mediums, storing and archiving Federal records and monitoring agent inventory for distribution to clinical trial sites; maintaining safety records; processing the transfer of agents across protocols. EDJ also screens requests and distributes confidential pharmaceutical documents; maintains electronic and paper filing systems; and maintains database information integrity for more than 10,000 organizations in the Cancer Therapy Evaluation Program (CTEP) Enterprise database. EDJ staff also work at the CTEP registration help Desk, diagnosing user accounts and password issues and providing solutions via phone and e-mail.

National Institutes of Health, National Institute of Allergy and Infectious Diseases, Division of AIDS (DAIDS)

Contract Number: HHSN272201600001G

Period of Performance: July 21, 2016 through July 20, 2021

EDJ supports research and evaluation activities within the Division of Acquired Immunodeficiency Syndrome, National Institute of Allergy and Infectious Diseases, by providing travel, meeting, conference, and administrative support services for up to 35 meetings per year, ranging in size from 10 to 900 participants. Supported events range from ½ day to 3 days in duration and take place in various locations including Federal facilities such as the NIH Campus, domestic commercial locations across the continental United States, as well as international destinations. Meeting management services and support for DAIDS events includes budget development and monitoring, hotel and vendor identification and contract negotiations, meeting site selection, reservations, and billing reconciliation. EDJ also provides on-site meeting support, poster session management, and registration services, which includes developing and maintaining online registration websites in compliance with Section 508. In addition, EDJ writes, edits, and produces conference collateral, including agendas, meeting materials, abstracts, and signage; coordinates event correspondence and other communications with attendees; provides travel support; and coordinates and distributes participant reimbursements, ensuring the receipt of accurate and complete vouchers.

U.S. Geological Survey

Contract Number: G17PC00002

Period of Performance: March 29, 2017 through March 8, 2022

EDJ Associates, Inc. provides full-service scientific and logistical support services for domestic and international events as well as on-site administrative management for international office locations. Specific services include provision of travel arrangements, visa support, per diem, and ground transportation as well as language translation. In addition, EDJ provides subject matter experts with knowledge of a variety of geological topics to develop training curriculum and execute training workshops internationally. Subject matter experts also manage specimen collection, data collection, data analysis, and the development of reports in support of U.S. Geological Survey initiatives.

National Science Foundation

Contract Number: NSFDACS15T1128

Period of Performance: September 1, 2015 through August 31, 2020

As a subcontractor to IQ Solutions, EDJ Associates, Inc. provides full-service administrative and technical support to the NSF Small Business Innovation Research/Small Business Technology Transfer Program to support the rigorous and competitive peer review process by which approximately 2,000 to 3,000 proposals are reviewed annually. EDJ supports the NSF proposal processing and peer review activities by providing data management services in all electronic (paperless) systems, as well as physical (hard-copy) records management support including data entry, printing, updating, filing, and tracking all program "jackets" or records. EDJ also provides support for post-award management processes, which includes communicating with grantees about reporting requirements and payment requests and conducting data analysis on the program's portfolio. In addition, EDJ supplies meeting planning expertise to ensure approximately 250 panels per year are scheduled and conducted in an expeditious and cost-effective manner. EDJ also has planned and executed three annual "Grantees Conferences" with 200 to 400 attendees at each event. EDJ has provided support for this contract since 2010.

Defense Logistics Agency

Contract Number: SP701-14-C-0072

Period of Performance: February 1, 2014 through September 29, 2018

As a subcontractor to ARServices, LLC, EDJ provided on-site asset management support to the Defense Logistics Agency. EDJ provided an IT Asset Manager to help establish the various inventory schedules and conduct asset inventories. EDJ maintained asset/inventory accuracy for warehoused materials and managed physical inventories, location surveys, as well as researched and reconciled data to correct accountability record imbalances and prevent denials. Staff identified repetitive processing errors and helped resolve issues/problems in supply system work processes. EDJ also provided supervising supply technicians who inspected items for correct quantities and damage in shipment, worked with inventory specialists to correct item stock numbers and identification codes, and conducted physical counts of inventory items.