



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 Associates, Inc has more than a 20-year history of providing exemplary management consulting services. We have the expertise to deliver quality transparent, and efficient services with proven and robust technologies. Our certified, motivated, and collegial staff is committed to excellence and client satisfaction. EDJ Associates has a reputation for providing consistent, accurate data collection, management, and reporting. We have extensive knowledge and experience providing Mission Critical Support, adhering to FTRs, 508 Compliance, protecting PII and upholding HIPAA.

Certifications

SDB, WOSB

UEI - CAM5K35PN6D7

Cage Code - 3CCR8

GSA Professional Services Schedule

Contract Number: GS-07F-467AA

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

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Capabilities Statement



Domestic and International Conference and Event Management

- Project planning and budget development and monitoring
- 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 and support
- Coordination and collection of abstracts
- On-site meeting execution and exhibit management
- Meeting transcription, recording, and note-taking
- Call center support

Grants Management Scientific Review and Peer Review Services

- 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
- Process analysis and recommendations for improvements
- Record of deliberations

Files, Records and Information Management

- Design and implementation of file management systems
- Technical assistance information management
- Records archiving, disposition, and onsite file management
- Design, implementation, maintenance, and mining database of Federal records
- Scanning and reduction of hardcopy 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
- Follow-up and outreach to trial participants
- Technical assistance information management
- Monitoring agent inventory
- Screening requests and distributing confidential documents
- Modification and retrieval of protocol and investigator data
- Management of multiple cycles of approval committee actions
- Design, implementation, and maintenance of Microsoft database of clinical trial records
- Preparation and management of electronic documents and existing records management protocols
- Document abstraction
- Clinical trial review support
- Monitoring and tracking clinical trials
- Scanning hardcopy files and maintenance of electronic records

Past Performances



National Science Foundation

Contract Number: GS-07F467AA / 49100421F0083

Period of Performance: June 4, 2021 – June 3, 2026

EDJ provides full-service administrative and technical support to the NSF Small Business Innovation Research/Small Business Technology Transfer Program to manage 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.

National Institutes of Health, National Cancer Institute, Cancer Trials Support Unit

Contract Number: 75N91022D00013 / 75N91022F00001

Period of Performance: August 1, 2022 – July 31, 2027

The National Cancer Institute’s (NCI) Cancer Trials Support Unit (CTSU) streamlines support services for cancer clinical trials funded by the NCI. EDJ supports this mission by providing technical, administrative, and operational support services for Awareness, Education and Training (AET) activities within the CTSU. EDJ develops materials for the promotion and education of NCI trials including targeted email communications; newsletters; webinars; videos; and social media. EDJ also identifies and develops tailored AET materials and processes based on the audience (clinicians, patient advocates, and the public). Our team works closely with the appropriate MCO organizational staff to identify areas where the CTSU can assist in promoting specific clinical trials or developing disease and protocol-specific materials.

EDJ also develops tailored materials, such as protocol cards and physician fact sheets to promote high visibility NCI initiatives such as precision medicine trials. We identify optimal method(s) of distribution of AET materials and design protocol-specific aids to facilitate participation in the clinical trials supported by the CTSU. EDJ sends patient targeted materials created by the Lead Protocol Organizations (LPOs) to NCI’s CIRB for approval. For each NCI study EDJ staff creates a site initiation packet that will be made available at the time of study activation to assist sites with clinical trial implementation. In addition, we develop training materials for selected trial roles (ex. study PI, pharmacists, auditors) and provide translations for selected documents including Spanish translations as well as translations for the top 10 most frequently spoken languages in the US (other than English). EDJ evaluates selected CTSU AET and other materials on CTEP Websites including the CTSU public and member’s website, to determine consistency, usability, and appropriateness based on subject matter and targeted audience. Our team also provides consultation to other NCI contractors regarding potential AET strategies.

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

Contract Number: HHSN261201700007C

Period of Performance: September 1, 2022 – August 31, 2027

EDJ has supported this multimillion-dollar contract with the National Cancer Institute (NCI) since August of 2002. EDJ provides onsite administrative support to the Pharmaceutical Management Branch (PMB) in its administration of a clinical trials initiative across a network of over 20,000 participating investigators as well as 50,000 other clinical staff. EDJ is responsible for the management of more than 100,000 paper and electronic records of various mediums, the storage and archival of Federal records and the monitoring agent inventory for distribution to clinical trial sites; maintain safety records; process 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 CTEP Enterprise database. EDJ staff also serve as a CTEP Registration Help Desk, diagnosing user accounts and/password issues and providing solutions via phone and e-mail.

U.S. Department of Transportation, Federal Transit Administration

Contract Number: GS-07F467AA / 69319521A000004

Period of Performance: January 5, 2021 – January 4, 2026

EDJ serves as a vendor on a task order contract under the US Department of Transportation, Federal Transit Administration’s Logistical/Conference Planning Support Services Blanket Purchase Agreement. Under this contract, EDJ provides logistical and event planning support for various in-person and virtual meetings involving FTA Contractors, Grantees, Stakeholders, and employees throughout the year. Support activities include note taking, developing and producing meeting materials and other electronic media. EDJ manages the development and analysis of meeting surveys and evaluation forms. EDJ provides meeting summaries, transcriptions, and graphics support for electronic and hard copy event materials. EDJ also provides support with registration management and development of event websites, lodging and travel arrangements as well as onsite logistical support. In addition, EDJ provides virtual event support including online registration, provision of virtual meeting platforms, and technical support during the event. EDJ is also responsible for reserving conference rooms, site selection, negotiating venue contracts, serving as the liaison with venue staff as well as the provision and set-up of audio-visual equipment for each event.