

CAPABILITIES STATEMENT



EDJ Associates, Inc. (EDJ) is a certified woman-owned small business (WOSB) offering a wide range of services to a growing portfolio of federal, commercial, and nonprofit clients.

EDJ has a more than 25-year history of providing exemplary professional and operational support services. We have the expertise to deliver quality transparent, and efficient services using proven and robust technologies. EDJ has a reputation for consistently providing accurate data collection, management, and searchable reports. Our certified, motivated, and collegial staff have extensive knowledge and experience providing Mission Critical Support, adhering to FTRs, ensuring 508 compliance, protecting PII and upholding HIPAA requirements.

CONFERENCE AND EVENT MANAGEMENT

- Comprehensive planning and execution of in-person domestic, international, virtual, and hybrid events for federal, private, and nonprofit clients.
- Expertise in site selection, contract negotiation, travel coordination, and on-site logistics.
- Development and maintenance of customized event websites and registration platforms.
- Seamless facilitation of webinars, virtual meetings, and live events using advanced technical platforms.
- Creation of engaging materials, including graphic design, agendas, and meeting summaries, ensuring 508 compliance.
- Real-time support for participants, exhibitors, and stakeholders with call center and help desk services.

PEER AND SCIENTIFIC REVIEW MANAGEMENT

- End-to-end management of grant review processes, including reviewer recruitment, technical support, and compliance screening.
- Design and maintenance of secure, user-friendly review platforms for applicant submission and processing.
- Customized technical assistance for applicants, ensuring equity and transparency in the review process.
- Comprehensive analysis and recommendations to enhance review procedures.
- Maintenance and archiving of deliberations and application records for future audits.

DATA MANAGEMENT

- Design, implementation, and maintenance of secure, searchable electronic and paper-based file management systems tailored to federal requirements.
- Expertise in records archiving, scanning, and transitioning organizations to paperless environments.
- Development of robust, searchable databases for federal records, ensuring data integrity and usability.
- Analytical services, including data mining, reporting, and records disposition strategies to support organizational compliance.

COMMUNICATIONS MANAGEMENT

- Strategic communication planning across traditional and digital platforms, including email marketing, social media, and CRM databases.
- Development of visually compelling presentations, webforms, and landing pages to engage diverse audiences.
- Content creation and management, including newsletters, videos, and promotional materials, tailored for federal and public stakeholders.
- Asset and inventory management to support outreach campaigns and maintain operational efficiency.
- Measurement of communication effectiveness through data-driven analysis and reporting.

Certifications

SDB, WOSB

UEI- CAM5K35PN6D7

Cage Code - 3CCR8

GSA PSS Schedule

Contract Number:

47QRAA25D00BW

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

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HEALTH RESEARCH OPERATIONS SUPPORT

- Comprehensive administrative and operational support for clinical trial management, including protocol distribution, investigator registration, and data integrity.
- Management of extensive clinical trial records, ensuring compliance with regulatory requirements and data security.
- Development of training materials and multilingual translations for trials, enhancing accessibility and inclusivity.
- Real-time help desk support and coordination for clinical trial participants, investigators, and sponsors.
- Scalable solutions for monitoring agent inventory and tracking clinical trial progress.

CALL CENTER SUPPORT

- Multi-channel customer support via toll-free lines, live chat, and email with CRM integration, tracking, and real-time response to high-volume inquiries.
- Comprehensive registration and technical support for virtual and in-person events, including platform troubleshooting, connectivity assistance, and attendee communication.
- Event concierge services for conferences, webinars, and multi-day events, including logistics guidance, general inquiries, and on-site issue resolution.

PAST PERFORMANCES

NATIONAL SCIENCE FOUNDATION

CONTRACT NUMBER: GS-07F467AA / 49100421F0083

PERIOD OF PERFORMANCE: JUNE 4, 2021 – FEBRUARY 7, 2026

EDJ provides administrative and technical assistance support for the Directorate of Technology, Innovation and Partnerships (TIP). In support of this project EDJ provides 23 full-time employees who handle comprehensive proposal processing support, from initial receipt through award/decline decisions. This includes electronic intake, compliance screening, panel assignments, peer reviewer recruitment, and logistics support. The contract scope encompasses extensive data management, analysis, and communications support services. EDJ manages the proposal review process using various technologies including Salesforce, provides help desk support, and conducts data analysis using tools like Aqua Data Studio and Tableau. We handle 3,000–4,000 proposals annually and provide communications support through multiple channels, including social media, email marketing, and webform development. Additional responsibilities include conference management for events up to 450 participants, records management including transition to paperless systems, and support for NSF's electronic grants management systems.

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 managed this critical contract with the National Cancer Institute's (NCI) Pharmaceutical Management Branch since 2002. We provide essential support for NCI's clinical trials initiative across a network of over 20,000 participating investigators. Core responsibilities include managing and updating investigator registration documents, maintaining extensive electronic records, and overseeing agent inventory distribution for clinical trial sites. Additionally, EDJ represents NCI and NIH to the extramural community through daily consultations with researchers, pharmaceutical manufacturers, investigators, and clinical staff, providing critical information about investigational agents and assisting pharmacists with various tasks. The team manages the CTEP Identity Access Management system and maintains data integrity for more than 10,000 organizations in the CTEP Enterprise database, processing approximately 15,000 records annually. EDJ monitors agent inventory and provides drug forecasts based on treatment plans, patient accruals, and therapy durations. EDJ serves as a CTEP Registration Help Desk and is responsible for assigning appropriate institution codes and role associations that determine how organizations can access and use the CTEP Enterprise database.

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.