



REQUEST FOR PROPOSALS (RFP)

Clinical Trial Management System (CTMS) and Electronic Data Collection (EDC)

Invitation

The COG Research Foundation, LLC (Research Foundation) is initiating this Request for Proposals (RFP) to provide a comprehensive Clinical Trial Management System (CTMS), including system implementation, data migration, user training, alongside with Electronic Data Collection (EDC) and ongoing technical support.

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Required Services & Specifications

Summary

The COG Research Foundation, LLC is soliciting proposals for a robust and scalable Clinical Trial Management System (CTMS) paired with an advanced and integrated Electronic Data Collection (EDC) system. The goal of this project is to centralize study management, site monitoring, regulatory compliance, and clinical data capture into a unified or seamlessly integrated ecosystem. This combined solution will support our vast network of over 12,000 experts globally, ensuring high-quality data collection and streamlined trial conduct.

Vendor Requirements

Qualified vendors must meet the following minimum requirements:

- Must be a SAM.gov registered vendor.
- Demonstrate relevant experience with projects of similar scope and complexity
- Provide references from previous clients upon request
- Vendors must demonstrate specialized experience implementing unified or highly integrated CTMS and EDC platforms for large-scale oncology or pediatric research networks.
- The proposed EDC system must support complex protocol designs, dynamic electronic Case Report Forms (eCRFs), and automated query management. Both systems must guarantee strict compliance with FDA 21 CFR Part 11, HIPAA, and international patient data security standards.

Scope of Work, Deliverables, and Communication

Phase 1 - Unified System Configuration: Configure the CTMS and integrate the EDC system to align with COG's specialized trial workflows. This includes establishing global libraries for eCRF design and defining data dictionaries. Estimated Due Date: 60 days post-award.

Phase 2 - Data Migration: Securely migrate site data into the CTMS and integrate with EDC environment. Estimated Due Date: 90 days post-award.

Phase 3 - Training & Rollout: Develop comprehensive role-specific user manuals and conduct live virtual training sessions for primary site staff (data entry, clinical research associates, investigators). Estimated Due Date: 120 days post-award.

Phase 4 - Ongoing Maintenance & Support: Provide continuous technical support, regular system updates, and helpdesk services for both the CTMS and EDC systems for all COG network users. Estimated Due Date: 5 years and renewable.



Proposal Requirements

The following components must be included for full consideration:

1. Consultant/Organization Profile:
 - a. Primary contact name, title, and contact information;
 - b. Overview of organization.
 - c. Description of services offered.
2. Qualifications and Experience:
 - a. Description of experience relevant to the Scope of Work;
 - b. Identification and background of key personnel.
3. Budget
 - a. Detailed cost proposal including itemized breakdown of fees, taxes, expenses
4. Timeline
 - a. Estimated schedule for deliverables or completion
5. Page Limit
 - a. Maximum of 8 pages (excluding appendices, samples, or references).

Proposal Evaluation

All proposals will be evaluated based on the following criteria:

1. Understanding of and approach to the Scope of Work;
2. Experience and qualifications of proposed personnel;
3. Past performance on similar projects;
4. Total cost and overall value

Top proposals may be invited for interviews or presentations. Final selection will be made based on the best overall value and alignment with the Research Foundation and its needs.



Conflict of Interest and Contractual Disclaimer

Vendors must disclose any real or potential conflicts of interest must be disclosed in the proposal. Submission of a proposal indicates acceptance of all terms and conditions contained in this RFP.

The Research Foundation complies with all applicable federal laws and regulations, including but not limited to 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. All vendors must agree to comply with relevant federal requirements related to procurement, cost allowability, recordkeeping, and debarment status (including verification through SAM.gov).

By submitting a proposal, the vendor certifies that they are not debarred, suspended, or otherwise excluded from participation in federal programs under Executive Order 12549 (Debarment and Suspension) and that they will comply with all applicable requirements under federal funding that may be used to support the resulting contract.

The Research Foundation reserves the right to reject any or all proposals, cancel this RFP, or reissue a new RFP at its sole discretion. Issuance of this RFP does not obligate the Research Foundation to award a contract.

Proposal Submission

Submit proposals to:

Name of contact: Hema Chaudhary

Email of contact: hchaudhary@childrensoncologygroup.org

Deadlines

Clarifying questions must be submitted to the contact listed above by: 04/01/2026, 12:00 PM PST

Proposals are due by: 04/02/2026, 12:00 PM PST