

**2019 American Society of Clinical Oncology
International Cancer Corps**

REQUEST FOR PROPOSALS

Application Deadline: December 1, 2019

American Society of Clinical Oncology

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Purpose

The International Cancer Corps (ICC) of the American Society of Clinical Oncology (ASCO) is designed to improve the quality of cancer care at medical institutions in low- and middle-income countries through oncology training to clinical staff by ASCO member volunteers. The training provided under the ICC program follows a standard curriculum, adapted to the medical institution, that addresses three primary areas of need: multidisciplinary management of common cancers, the integration of palliative care into cancer care, and the improvement of quality of care using evidence-based quality measures. This Request for Proposals solicits applications from eligible medical institutions in the Asia Pacific region (see Eligibility for details).

Program Description

Under the International Cancer Corps (ICC), ASCO and medical institutions in low- and middle-income countries that are selected to participate (“Host Institutions”) commit to collaborating to deliver oncology training to clinical staff at the Host Institution as detailed below. Eligibility criteria for Host Institutions are provided below. ASCO and the Host Institution will commit to an initial term of three years (subject to other terms and conditions), renewable by mutual agreement.

ASCO Contributions

ASCO will work with the Host Institution to organize up to two live courses per year to develop multidisciplinary care approaches and improve palliative care for patients with cancer. Visits by ASCO volunteers up to four times a year will provide the Host Institution with additional training.

Multidisciplinary Cancer Management Course (up to 1 course per year)

Annually or as appropriate, ASCO and the Host Institution will organize a three-day Multidisciplinary Cancer Management Course delivered by ASCO member volunteer faculty at the Host Institution. MCMCs improve cancer care globally by promoting interdisciplinary cancer management among specialists, surgeons, pathologists, and members of the oncology caregiving team. ASCO will cover the airfare, hotel, meals and honoraria for three English-speaking faculty members for the course.

International Palliative Care Workshop (up to 1 workshop per year)

Annually or as appropriate, ASCO and the Host Institution will organize a three-day International Palliative Care Workshop delivered by ASCO member volunteer faculty at the Host Institution. IPCWs cover topics including communication skills, pain assessment and symptom management. ASCO will cover the airfare, hotel, meals and honoraria for three English-speaking faculty members for the course.

Volunteer Visits (up to 4 visits per year)

ASCO will organize visits to the Host Institution by one or more ASCO member volunteers with expertise in multidisciplinary care, palliative care and the integration of palliative care in cancer care. ASCO will cover the airfare, hotel, and meals of English-speaking ASCO member volunteers.

Quality Measurement

1. Training on quality measurement and how to participate in ASCO's Quality Oncology Practice Initiative (QOPI), delivered by English-speaking ASCO staff, ASCO representatives, or ASCO volunteers, at the Host Institution or via video conference or online tools. QOPI is a quality program designed for outpatient-oncology practices to foster a culture of self-examination and improvement. Participating practices can report on over 190 evidence-based quality measures and receive individual performance scores by practice, site, and provider, as well as benchmarked scores aggregated from all participating practices.
2. Subject to legal review and compliance with U.S. and local law, access by the Host Institution to the QOPI program.
3. Subject to eligibility criteria and legal and program requirements, opportunity for the Host Institution to enter the QOPI Certification Program

Host Institution Contributions

1. Program Coordinator: The Host Institution will appoint a Program Coordinator who is an employee of the Host Institution. The Program Coordinator is the primary individual in charge of communicating between the Host Institution and ASCO for purposes of planning, implementing and evaluating the activities at the Host Institution under the ICC. It is recommended that the Program Coordinator be a physician or oncologist if possible, and ideally a senior oncologist.
2. Technical and Logistical Support: The Host Institution will provide, at no cost to ASCO:
 - a. A venue suitable for each training event described above
 - b. Audio-visual equipment needed for the training
 - c. Catering for training participants, as needed
 - d. Language interpreters, as needed
 - e. Technology and connectivity for video conferencing, online learning, and access to the QOPI program tools.
3. Leadership Commitment: The leadership of the Host Institution will support the goals and the initiatives of the program.

Eligibility Criteria

All of the following criteria must be met in order to qualify for the International Cancer Corps program.

Applicant Institution:

1. Must be a hospital with legal registration with the relevant national authority or must be a government medical institution.
2. Must be located in a low-income or middle-income country identified from those categorized by the World Bank as Low-Income, Lower-Middle Income or Upper-Middle Income. Must also be located in the East Asia Pacific region as defined by the World Bank. (See Appendix A for a list of eligible countries).

3. Must have been operating for at least one full year, have an acceptable management structure and processes in place, and be in sound financial condition with or without participation in the International Cancer Corps.
4. Should have experience in carrying out activities with tangible outcomes.
5. Must not be directly affiliated with a member of the ASCO Asia Pacific Regional Council (as an employee, contractor, medical staff member, director, officer, or similar).

For any questions about eligibility, send an email to international@asco.org.

ASCO has the discretion to evaluate and determine applicants' eligibility based on the application materials, U.S. policies, and ASCO policies and resources. ASCO has the right to accept any applicant or no applicant.

Compliance with Applicable Legal Requirements

The International Cancer Corps is subject to applicable financial and legal requirements, including but not limited to United States laws addressing foreign corrupt practices and economic and trade sanctions (including those administered by the Office of Foreign Assets Control of the U.S. Department of the Treasury). Notwithstanding any other provision in this Request for Proposals, any International Cancer Corps offering is contingent on ASCO's ability to carry out necessary financial transactions, information transfer, and staff and volunteer travel and on securing necessary permission to carry out the ICC in that country. ASCO will not accept applications from institutions in countries that are subject to U.S. sanctions or that require ASCO to obtain a license from the Office of Foreign Assets Control. ASCO will not collaborate with institutions whose staff or representatives appear on lists of sanctioned individuals. If applicable U.S. policies or sanctions change during the course of the ICC program, ASCO may be obliged to terminate the program. It is the ongoing responsibility of the successful applicant to assist ASCO in understanding and meeting United States and local legal requirements.

Among the resources available to evaluate compliance with requirements administered by the Office of Foreign Assets Control are:

- <http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>
- <http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>
- <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>

Key Dates

Application Submission Opens:	September 2, 2019
Applications Due:	December 1, 2019 by 11:59 PM EST
Award Notification:	February 2020
Program Activity Begins:	Summer/Fall 2020

Review and Selection Process

Application Review Criteria

The recipient will be selected by members of the ASCO Asia Pacific Regional Council, subject to confirmation by ASCO. Selection will include the following considerations:

- Overall capabilities of the institution to incorporate the training provided by the program
- Demonstrated commitment of the applicant institution to improving multidisciplinary care and palliative care services in care of patients with cancer, and to objective assessments of impact through evaluation tools
- Demonstrated support by the leadership of the applicant institution to international collaboration and improvement of cancer care delivery
- Past or existing clinical, research, or similar collaborations with international or domestic organizations
- Size of the cancer patient population and catchment area of the applicant institution
- Service to indigent patient populations

Application Procedures

All applications must be submitted in accordance to the requirements and instructions of this Request for Proposals (RFP). **All application materials must be in English and must be submitted, complete, to ASCO at international@asco.org. Do not include any identifiable patient information or patient images.** No paper applications sent by mail or fax will be accepted. Applicants will have until **December 1, 2019 by 11:59 PM EST** to submit all required application components to the ASCO email address.

Please note: technical assistance will not be available after 5 PM EST on the deadline. Therefore, applicants are encouraged to start their application early.

Award Notification

All communications will be sent to the primary email address entered for the Program Coordinator. Please ensure that this email address is correct.

Please add international@asco.org to your safe senders list and/or check your spam folder if you are not receiving communications such as the online system registration confirmation, application submission confirmation, etc. Applicants can expect to be notified in February 2020, by email to their primary email address.

For questions, please email international@asco.org.

Application Information Use and Sharing

ASCO may use and process the information submitted through this application form for several purposes, including but not limited to: 1) evaluating the application, 2) communicating with the applicant and its

representatives regarding the application and other opportunities that may be of interest to the applicant, 3) publishing information regarding ASCO's International Cancer Corps program on an anonymous basis, and 4) informing ASCO's strategies and policies. Information submitted through this application form will be kept on secure servers accessible to ASCO personnel and third parties authorized by ASCO to perform functions on ASCO's behalf.

By submitting an application form to ASCO, the applicant grants ASCO the right to use all application information submitted, outside of the research proposal, in aggregate and de-identified form, for any purpose.

Terms and Conditions

This RFP is not a contract nor an offer of a contract. ASCO has full discretion to select any recipient(s) or no recipient(s). The recipient will agree to written terms and conditions, including but not limited to releasing ASCO and International Cancer Corps faculty from liability for patient care. The recipient will agree to written participation agreements for QOPI and QOPI Certification Program. The recipient will agree to cooperate with ASCO in assessing and reporting the impact of the International Cancer Corps program. The recipient will agree to written license terms governing the use of ASCO's name and trademarks.

International Cancer Corps Application.

Completion of the full application must be submitted online on or before **December 1, 2019 by 11:59 PM EST.**

Full Application Component List (see below for instructions for each section):

1. General Information (required)
2. Goals Statement (required)
3. Personnel (required)
4. Care Processes (required)
5. Facilities (required)
6. Medicines (required)
7. Current and Past Collaborations (required)
8. Additional Statement (optional)
9. Additional Attachments:
 - a. Program Coordinator Biosketch (required)
 - b. Letter from Applicant Organization (required)
 - c. Certificate of Legal Status (governmental, private for profit, private not for profit)
 - d. Signed Application Approval Face Sheet (required - template)

References to "you" and "your" in the application refer to the Applicant Institution.

Application

General Information

Program Coordinator

Name:

Title:

Phone:

E-mail:

Name of Facility (Applicant Institution):

Address:

Phone:

Fax:

E-mail:

Nature of Applicant Institution

- Public
- Private
 - For Profit
 - Not For Profit

Size of Institution

- Number of inpatient beds
- Number of clinical personnel
- Number of clinical personnel involved in cancer care

Patient Population served by the Institution

- Number of new patients each year
- Number of new cancer patients each year
- Most common cancer types seen at the institution

Goals Statement

Please provide a statement on leadership goals for the Applicant Institution, particularly in the areas of multidisciplinary care, palliative care and quality of care measurement, and how participation in the International Cancer Corps will support the achievement of these goals.

Personnel

1. Number of personnel at the Applicant Institution that are involved in the care of patients with cancer:

- Physicians
 - Medical Oncologists/Hematologists
 - Surgeons
 - Radiation Oncologists
 - Clinical Oncologists
 - Clinical Pathologists
 - Gynecologic Oncologists
 - Pain Interventionist (i.e., anesthesiologist with interest/experience doing blocks, injections, etc.)
 - Oncology trainees
- Nurses
 - Nurses who actively care for cancer patients
- Laboratory Technicians/Assistants
- Medical students
- Other staff

2. Provide some observations about the level of English proficiency of the potential trainees (please indicate *poor*, *medium*, or *fluent* for each. Put *not applicable* for any categories that are not present at your institution):

- **Physicians** _____
- **Nurses** _____
- **Residents** _____
- **Medical Students** _____
- **Laboratory Technicians** _____

3. Please describe how your institution supports the training of your staff, and what training is currently offered to staff at your institution

Care Processes

1. Please describe your medical record-keeping:

- a. Is your medical record system paper-based or electronic?
- b. Is every patient seen by your institution recorded in the medical records?
- c. Are standard forms or templates used to record this information?

2. Please comment on the use of international or national guidelines as part of standard care at your institution.

3. Are tumor boards conducted? If so, how frequently and what specialties typically attend?
4. Are physical and psychosocial symptoms routinely assessed? If so, how are they addressed, and by whom?
5. What metrics, if any, are used to measure the quality of care delivered at your institution?
6. Please describe generally which costs of patient care are covered by the institution, and which are paid by the patient. Please include any considerations made for indigent patients.

Facilities

Chemotherapy/systemic therapy

Please describe your inpatient and outpatient facilities

Surgery

Please describe your surgical facilities

Radiotherapy

Please describe your facilities for administering radiotherapy, as applicable

Laboratory Medicine Support

- Microscopes Yes No How many? _____
- Multi-head scope Yes No How many? _____
- Slide staining capabilities Yes No
- Capability for evaluating marrow specimens Yes No
 - Is there a need for evaluating marrow specimens Yes No
- Marrow biopsy materials Yes No
- Immunohistochemistry available Yes No
- Flow cytometry available Yes No
- Are there facilities for evaluating sections from the OR Yes No

Radiology Support

- Available on-site: X-rays Yes No
- Ultrasounds Yes No
- CT Yes No
- MRIs Yes No

Other

- Internet speed

Medicines

1. Referencing the World Health Organization's (WHO) lists of Essential Medicines (<http://www.who.int/medicines/publications/essentialmedicines/en/>), please list the medicines that are available at your institution that are listed in:
 - a. Section 2. MEDICINES FOR PAIN AND PALLIATIVE CARE
 - b. Section 8. IMMUNOMODULATORS AND ANTINEOPLASTICS

Current and Past Collaborations

1. Please describe significant clinical or research collaborations that the Applicant Institution has with other facilities in the country.
2. Please describe significant current or past collaborations that the Applicant Institution has with international organizations.

Additional Statement

Please add additional information about the Applicant Institution that has not been asked that may inform the Asia Pacific Regional Council deliberations.

Attachments

The following components of the application must be included in the application email.

Important Instructions about Attachments. Attachments can be in PDF, MS Word, or MS Excel formats, although PDF format is preferred, and must be in accordance with document page limits. Uploaded documents should not be password protected or they may not convert properly.

- a. **Program Coordinator Biosketch (Template must be used) (5 page maximum) (required)**
Please use the biosketch template provided in the Uploads page of the online application.

The biographical sketch will require the following information:

- Current Position Title
- Education/Training
- Personal Statement – For this section, please describe:

- The applicant's background in collaboration with international organizations;
- Why the applicant is the appropriate person to lead the proposed collaboration with ASCO

f. Letter from Applicant Organization (required)

Include a signed letter from an authorized individual (such as a member of the leadership or an executive) at the Applicant Institution explaining the role that the organization is playing in the project and any resources that they will be providing.

g. Proof of Legal Registration (required)

Upload proof of the organization's legal registration.

h. Signed Application Approval Face Sheet (required, Template must be used)

Upload the completed Organizational Approval Face Sheet which includes the following information:

- Signature of Program Coordinator
- Signature of authorized individual at Applicant Organization

Full Application Submission Deadline

All applications must be submitted no later than **11:59 PM ET on December 1, 2019**. Applicants will NOT be able to access the online application after this deadline. **Please note: technical assistance will not be available after 5 PM ET on the deadline.**

APPENDIX A

Eligible Countries

**Based on World Bank East Asia and Pacific Region and
Low-Income, Lower-Middle-Income, and Upper-Middle Income Classifications, 2019**

American Samoa	Nauru
Cambodia	Papua New Guinea
China	Philippines
Fiji	Samoa
Indonesia	Solomon Islands
Kiribati	Thailand
Lao PDR	Timor-Leste
Malaysia	Tonga
Marshall Islands	Tuvalu
Micronesia, Fed. Sts.	Vanuatu
Mongolia	Vietnam
Myanmar	