2024 American Society of Clinical Oncology
International Cancer Corps

REQUEST FOR PROPOSALS
Central & Eastern Europe

Application Deadline: July 22, 2024

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, as well as a potential opportunity to participate in quality reporting and improvement programs. 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 by reporting on evidence-based quality measures. This Request for Proposals solicits applications from eligible medical institutions in the Central and Eastern Europe 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 and participating in the ASCO's Quality Oncology Practice Initiative (QOPI) LMIC pilot program 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 one in-person or online course per year to develop multidisciplinary care approaches and improve palliative care for patients with cancer. In-person visits by ASCO volunteers up to four times a year or online "Zoom" calls, as conditions allow, will provide the Host Institution with additional training.

1. Multidisciplinary Cancer Management Course

ASCO and the Host Institution will organize a three-day Multidisciplinary Cancer Management Course (MCMC) delivered in-person by ASCO member volunteer faculty at the Host Institution or, if conditions require, an online electronic course alternative. 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 faculty members for the in-person course.

2. International Palliative Care Course

ASCO and the Host Institution will organize a three-day International Palliative Care Course (IPCC) delivered in-person by ASCO member volunteer faculty at the Host Institution or, as conditions require, an online electronic course alternative. IPCCs cover topics including communication skills, pain assessment, symptom management and the integration of palliative care into cancer care. ASCO will cover the airfare, hotel, meals and honoraria for three faculty members for the in-person course.

3. <u>Volunteer Visits (up to 4 visits per year)</u>

ASCO will organize in-person 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 ASCO member volunteers. If conditions require, ASCO will arrange online "Zoom" calls with ASCO volunteers as an alternative.

4. <u>Quality Improvement Measurement and Reporting</u>
    A. Training on quality measurement and how to participate in ASCO's Quality Oncology Practice Initiative (QOPI) <u>LMIC pilot</u>. The Quality Oncology Practice Initiative (QOPI®) is a quality program designed for outpatient-oncology practices to measure and promote high quality cancer care as well as foster a culture of self-examination and improvement. Participating practices can report on evidence-based quality measures and receive individual performance scores by practice, site, and provider, as well as benchmarked scores aggregated from all participating practices. The QOPI LMIC pilot offers participating practices a limited measure set (five measures) allowing them to start quality reporting on a small scale.
        a. For more information on the measures available on the QOPI platform, please visit [Quality Programs | ASCO](#).
    B. Practices will receive training on the QOPI platform and abstraction. The web-based QOPI platform is where practices enter de-identified patient data known as abstraction.
        a. Training will be delivered by English-speaking ASCO Care Delivery Registry staff, other ASCO representatives (as needed), or ASCO volunteers (as needed), via video conference or online tools.
    C. Subject to legal review and compliance with U.S. and local law, access by the Host Institution to the QOPI program.
    D. Subject to eligibility criteria and legal and program requirements, opportunity for the Host Institution to participate in the QOPI LMIC pilot, QOPI web-based platform and/or QOPI Certification Program as well as ASCO's Quality Training Program (QTP).

Host Institution Contributions

1. <u>Program Coordinator</u>: 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 mid-level or senior oncologist.
2. <u>Technical and Logistical Support</u>: 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 platform and program tools.

 3. <u>Leadership Commitment</u>: 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 country categorized by the World Bank as Low-Income, Lower-Middle Income or Upper-Middle Income. Must also be located in the Central & Eastern Europe 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. Note if a member of the ASCO Central & Eastern Europe Regional Council is directly affiliated with the institution (as an employee, contractor, medical staff member, director, officer, or similar), the Council member will be asked to abstain from the consideration of the institution's application.

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 but not limited to 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 and with the selected Host Institution. ASCO may be unable to consider an application from or make an award to 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 required to amend or 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
- https://sanctionssearch.ofac.treas.gov/

Please note U.S. government policy is subject to change and may impact ASCO programs in the region.

In the case of Belarus and Russia, U.S. government sanctions and travel restrictions will likely limit the nature of the participation of Belarusian or Russian institutions to online activities and may impact other aspects of the ICC program. In the case of Ukraine, travel security considerations may similarly limit the nature of the participation of Ukrainian institutions.

Key Dates

Application Submission Opens:	**April 1, 2024**
Applications Due:	**July 22, 2024 by 11:59 PM EST**
Award Notification:	**September/October 2024**
Program Activity Begins:	**Quarter 4 2024**

Review and Selection Process

Application Review Criteria

The recipient will be selected by members of the ASCO Central & Eastern Europe Regional Council, subject to confirmation by ASCO. Note that if a member of the ASCO Central & Eastern Europe Regional Council is directly affiliated with the institution (as an employee, contractor, medical staff member, director, officer, or similar), the Council member will be asked to abstain from the consideration of the institution's application.

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 and interest in possible participation in quality measurement and reporting
- Past or existing clinical, research, or similar collaborations with international or domestic organizations
- Background information on how the Applicant Institution supports the country's national cancer control plan (if applicable) or other national cancer control efforts and plans to engage with health authorities to implement changes in multidisciplinary care or palliative care (as applicable) if the Applicant Institution's application is approved
- 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 **July 22, 2024 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 5:00 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 September/October 2024, 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, respectively and as applicable. 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 **July 22, 2024 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 of Support from Applicant Organization (required)

    c. Certificate of Legal Status (governmental, private for profit, private not for profit)

    d. Letter of Support from Health Authority or Ministry of Health (optional)

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 patients with cancer
- Laboratory Technicians/Assistants
- Medical students
- Other staff

2. Provide some observations about the level of English proficiency of the potential trainees (please indicate *limited*, *moderate*, 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 Central & Eastern Europe Regional Council deliberations. (Optional)

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.

1. **Program Coordinator Biosketch or Curriculum Vitae (CV) (5 page maximum) (required)**
   The biographical sketch or CV will require the following information:
   - Current Position Title
   - Education/Training
   - Personal Statement – For this section, please describe:
     o The applicant's background in collaboration with international organizations;
     o Why the applicant is the appropriate person to lead the proposed collaboration with ASCO

2. **Letter from Leadership of the Applicant Organization (required)**

    Include a <u>signed </u>letter from authorized leadership (such as the chief executive) at the Applicant Institution expressing the Applicant Institution's commitment to the success of the program, explaining the role that the organization is playing in the program and any resources that they will be providing.

3. **Proof of Legal Registration (required)**

    Upload proof of the organization's legal registration. This can be a document indicating the creation of the institution by the Ministry of Health or other government body, or certificate of operation. Any official legal document indicating the legal status of the institution will be accepted.

4. **Letter of Support from Health Authority or Ministry of Health (optional)**

    A letter of support from an authorized representative of the Ministry of Health or other national health authority is optional. The letter may also describe how the Applicant Institution's participation in the program will support the goals of the health authority or how the health authority will support the Applicant Institution, as applicable.

<u>Full Application Submission Deadline</u>
All applications must be submitted no later than **<u>11:59 PM ET on July 22, 2024</u>**. Applicants will NOT be able to access the online application after this deadline. **Please note: technical assistance will not be available after 5:00 PM ET on the deadline.**

APPENDIX A

Eligible Countries Based on World Bank Central & Eastern Europe Region and Low-Income, Lower-Middle-Income, and Upper-Middle Income Classifications (World Bank classification as of March 2024)	

Albania	Montenegro
Belarus	North Macedonia
Bosnia & Herzegovina	Russian Federation
Bulgaria	Serbia
Kosovo	Turkey
Moldova	Ukraine