Request for Proposal: Business Development/ Client Relations Management (CRM) Software

RFP # CRM2020

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Section 1: Purpose of Request for Proposal

The Geneva Foundation History

The Geneva Foundation (Geneva) is a 501 c(3) non-profit organization that advances military medicine through innovative scientific research, exceptional program management, and a dedication to U.S. service members and veterans, their families, and the global community. Geneva delivers full spectrum scientific, technical, and program management expertise in the areas of Federal grants, industry-sponsored clinical trials, Federal contracts, and educational support.

Established in 1993, Geneva provides military medical and nursing researchers with a complete array of proposal development and program management services designed to secure funding and foster innovative research of specific relevance to the military community. Since its inception, Geneva has successfully supported more than 1,000 research programs worldwide, in collaboration with researchers, government, academic, non-profit partners, and industry sponsors. Geneva currently employs over 570 researchers and research professionals active at more than 55 Federal laboratories and military treatment facilities worldwide.

Project Description

Geneva's need for a CRM solution is immediate. The organization has experienced 18-20% growth annually over the past 5 years and we expect this trend to persist. Additionally, Geneva is continuing to decentralize its workforce. There are six main departments the CRM solution needs to serve: Business Development, Marketing & Communication, Federal Contracting, Federal Grants and Agreements, Industry Sponsored Clinical Trials, and Philanthropy. All functions have different pipeline development milestones and data collection needs, with some data being cross-functional across the organization. Therefore, Geneva seeks a CRM solution that is highly configurable and will allow the organization to reduce the need for stand-alone systems.

Geneva does not have a CRM solution currently. We need a solution that will centralize all of Geneva's contacts and pipelines in one system (using APIs, native features, or configuration) to provide better customer service and increase the efficiencies of our business development efforts; as detailed below. It is expected that the CRM solution will produce powerful sales and business insights that will make Geneva more efficient through business intelligence, real-time analytics, and centralized data. We have multiple excel spreadsheets, departmental SharePoint lists, and non-shared Outlook contacts

which leads to cumbersome business development processes. Each department has its own pipeline tracking system. Most of the tracking is currently done through lists within SharePoint and a custom-built report that communicates data from our proposal system to system interface - Cayuse. It is desired for the CRM solution to scale our operations and make Geneva more productive, in part due to the CRM's ability to push and pull data from multiple existing systems using APIs or to eliminate the need for other systems through native functionality or add-on system applications.

Although Geneva is headquartered in Tacoma, WA, the users of this CRM solution will be both remote (on military treatment facilities or at home offices) and in-house (both Tacoma office and National Capital Region Office). Geneva's work is divided by department, region and portfolio. Most of Geneva's work is within the continental United States. However, we are conducting some work in Germany, Thailand, and Puerto Rico. We anticipate in the next 5 years that there will be an increase in CRM users that reside internationally.

In addition to the program managers of the departments listed above, other CRM users include finance, marketing and communications, and potentially conference and event management. We expect the total number of users in the system to be 50-60 people within the first year and a 5-10% increase year over year.

Our current language requirement is English; however, the future is unclear as to other potential languages we would need to implement. Most, if not all, of our work being conducted is in United States dollars.

Business Development (BD) Overview by Department

Geneva has four distinct BD processes, outlined below. Each department functions differently and has very different BD/CRM needs, therefore, will utilize the features and fields differently within the CRM Solution. There are times when a contact can work with all or some of the departments listed. The CRM Solution will give visibility to all Geneva contacts and will provide different fields to track different information depending on the agreement/contract.

1. **Federal Grants and Agreements CRM Needs**
    a. Funding opportunity searches are a way of identifying leads: (See **Exhibit E**)
        i. Grants.gov (with hyperlink to webpage)
        ii. General funding searches
        iii. Targeted funding searches (See **Exhibit H**)
    b. Client Partnership Managers- Staff at geographically dispersed locations working with researchers to identify business development opportunities.
    c. Teleconferences
    d. Word of mouth
    e. Site visits
        i. After Action Reports are required
    f. Conference exhibitions
        i. After Action Reports are required

g. Technical review service
h. Key Personnel
    i. Contact Information
    ii. Institutional Affiliation
i. Institutional Profiles
    i. Address
    ii. Institutional Data
    iii. Assurances and Certifications
    iv. Indirect Cost Rates
    v. Fringe Rates and Benefits
j. Collaborator/Teaming Partner Repository
    i. Consultant Database
    ii. Vendor Database
    iii. Subject Matter Expert Database by area of expertise
k. Maintain and Store Internal Use Documents for Proposal Submissions
    i. Indirect Cost Rate Letters
    ii. OMB Single Audit Reports
    iii. Independent Contractor Questionnaire
    iv. Federal Researcher Appointment Form
    v. Agreement Questionnaire
    vi. Indirect Cost Rate Waiver Request Form
l. Types of proposals submitted
    i. Pre-applications
    ii. Full applications
    iii. Subaward applications
    iv. Other types of submissions

2. Federal Acquisition Activity Department (Federal Contracts) Needs. See **Exhibit C** for a data capture sheet.
    a. Contract Searches for Government released contracts (web-based services/searches)
    b. Evaluation Tools (documents)
        v. Bid/no-bid questionnaire
        vi. Capture Plan
        vii. AlphaBrook Opportunity Reports
    c. Types of Responses
        viii. Request for Proposal (RFP)
        ix. Source Sought Notification (SSN)
        x. Request for Information (RFI)
        xi. Categorize pre-release RFPs as either 1) Business Intelligence, 2) Existing Contract (for re-compete), or 3) Forecasted RFP

d. Partnering Efforts – teaming partners for responses to RFPs (can be multiple for one RFP response)
    xii. Identification of Teaming Partner/Service
        1. Review of company capabilities (e.g. search of key words of services)
        2. Search for a specific Business Size (e.g. Small Business, Women Owned Business, Veteran Owned, etc.)
    xiii. Teaming Agreements (TA) document
    xiv. Non-Disclosure Agreements (NDA) document
    xv. Link teaming partner (company and Point of Contact) to opportunities and Pipeline information
e. Track information on re-compete opportunities for potential bidding
    xvi. Anticipated date for re-compete
    xvii. Incumbent contractor(s)
f. Business Development Meetings
    xviii. Maintain a list of meetings (conference-call, in-person, conference) planned by each employee in the Department so no overlap
    xix. After Action Report documents are written and saved with the company/contact for future reference
    xx. Follow-up Items are tasked to individuals for completion
g. Metrics & Data Tracking
    xxi. Calendar of Anticipated RFP Release Dates and calendar of Proposal Response Due Dates
    xxii. Track all active “Responses In-Progress” prior to submission (total # of and list of opportunity titles), all “Pending Award” post submission (solicitation number, title and anticipated award amounts), and ratio of won responses to lost per year (P-win).
    xxiii. Pipeline value of submissions that are Pending Award
    xxiv. Marketing analytics and dashboards such as Social Media, traffic and conversion analysis, and landing page reporting for marketing campaigns

3. Clinical Trials Department Needs- See **Exhibit D** for data capture screen
    a. Receive leads via Industry publications (Center Watch) new drug applications, etc.
    b. Pharma companies send out solicitations (by fax)
    c. Ability to enter and create leads based on meeting staff have with clients—system needs the ability to report how the lead came to Geneva (e.g., referral from company, referral from client, employee generated, etc.).
    d. Clinicaltrials.gov is another feed that captures potential leads.

4. Marketing/Events – All Departments utilize this method. Ability to capture leads and contacts that are generated from conference and site visit presence.

Future potential to track responsiveness to electronic mailings or other outreach efforts. Ability to track event attendance and responsiveness to events or campaigns.

a. Ability to track social media engagement during and after events
b. Ability to track email campaigns tied to an event (open rate, exit pages)
c. Create customized landing pages and email templates for events with HTML capabilities integrated with Geneva's branding guidelines
d. Marketing automation capabilities to perform lead nurturing before, during, and after events
e. Blog/news integration with metrics

5. Philanthropy- Campaigns with events and targets, with the ability to track meetings and calls.

Examples of stages within the BD process

a. Identified
b. Qualification
c. Capture (Matching PIs to Programs)
d. Proposal Development (Pre-Award)
e. Post Submission
f. Pending Award
g. Pending Submission
h. Resubmission
i. Negotiations
j. Awarded
k. Lost
l. Protest
m. Donor Identification
n. Donor Qualification
o. Donor Solicitation
p. Donor Cultivation
q. Donor Stewardship (moving in to major donor)
r. Major Donor

CRM System Requirements

1. **Goals for the system:**
   a. Client/Contact Information: Geneva is seeking a solution to manage contact information for both our Clients (researchers/Principal Investigators) and Sponsors (funding source contacts, Federal Government Agencies, pharma companies, etc.) in one central place. We would need this data to have role-specific security and permission levels so that each department can keep confidential certain information due to security levels and donor information. Comprehensive contact repository to document all interactions including teleconference, in-person

meetings, conferences, relevant e-mails and documents, etc. There should be a link between an individual client and a site (i.e., parent/child relationship).

b. Site/Award Information: We need a solution that can report metrics on our current awarded work (e.g. Department and Research Area), where/which sites our work is being performed at (military treatment facilities, Federal laboratories, etc.), and with whom (e.g. researches/Principal Investigators). All of this information needs to be able to be pulled by portfolio, region, worksite, or by key personnel. Geneva seeks a system that allows the creation of unique data fields and note sections to record and report information at the site and award level.

c. Leads and Opportunities Tracking: This solution should capture all the opportunities Geneva is pursuing, prior to submitting a formal proposal (see Pipeline below) and document communications with contacts and engagement on leads prior to the submission of a proposal. We will need the ability to review and update this information by Department by Portfolio/Manager across various departments

d. Pipeline/Proposal Tracking: This solution should track all submitted proposals and capture critical information for lifecycle and forecasting analysis including, but not limited to, potential and anticipated award amounts, custom budget fields, anticipated research duration, Principal Investigator(s), key points of contact, research site(s), research area(s), proposal type, proposal status, and key milestones in the proposal review process.

e. Marketing Qualified Lead Tracking: This solution should track all marketing qualified leads through social media, email campaigns, landing pages, blogs, and automated lead nurturing to calculate Marketing ROI.

2. The CRM Solution should:

a. Be easy to access & maintain using mobile and conventional computing devices.

b. Be easy to adopt and integrate in to current work processes (Geneva currently uses MS Office suite (Outlook, MS Teams, and SharePoint), JAMIS for financial management), and Cayuse for a proposal system to system management.

c. Keep historical information against all accounts and leads.

d. Create a Calendar or link to Outlook Calendars, send reminders of upcoming opportunities, events, submission due dates, award dates and planned account/contact follow-up. Have functionality to assist in the coordination of proposing available meeting times.

e. Keep metrics for future use (i.e. regionally-based business, conferences attended, matches made, etc.)

f. Provide easy reporting features for community outreach/marketing information and annual growth (e.g. activity by Site, by PI, by Sponsor, by portfolio/Manager, etc.) See **Exhibit F** for Annual Report an example of marketing report needs.

g. Have no duplicate data entry within the system areas.

h. Have proposal aging –to understand how long a proposal stays within various stages for comparison of the lifecycle vs. average (e.g. timing from proposal submission to receive a determination of award or non-selection).

i. Have marketing automation and integration that better enable us to convert marketing leads into BD opportunities

3. **CRM Requirements:**
   a. Provide dashboards and reports of information (e.g. Pipeline, see item of above) that are easy to pull and customize. See **Exhibit G**
   b. Allow for user-defined fields with data entry controls for capturing custom data for all record types
   c. Customizable workflows and/or ability to task items to other employees
   d. Track research areas and dates of partnership for Principal Investigators (PIs) and other data listed below.
   e. Ability to add web hyperlinks. Have a place to link publications and articles- for researcher publications, company websites, or opportunity web sites.
   f. Allow for multiple documents to be attached to the entry records for Clients, Sites and Leads (items 1 a, b and c above).
   g. Once opportunity is “awarded” electronically transfer key program information from CRM to JAMIS Accounting Software
   h. Assign owner groups to the contact with edit controls and a view only access for others. Separate permissions for entry of site and opportunity information. (Note: All users should have the ability to add notes about meetings/calls and upload files/documents)
   i. Track conference lead and site visits with outcomes and deliverables (task assignments).
   j. Allow for social media integration and social media reporting
   k. Customizable landing pages, email campaigns, and CTAs
   l. Allow for blog integration
   m. Have marketing automation capabilities
   n. Donor and event tracking for Philanthropy with internal control functions to limit users access to restricted donor profiles, financial information, and other sensitive information as defined by Geneva.,

4. **Relationships:**

   We would like one to many relationships whereas one contact may have multiple relationships with other contacts or opportunities. We would like the ability to assign the activities listed below to an ownership group with the ability to create workflows within each ownership group. This will allow us to view all business development activities and the stage that they are in the process across all departments within our organization.

   a. Lead Type: Commercial, State & Local, Federal, Non-Profit, Family Foundation, Academic, Individual, Sources Sought Notice (SSN), Request for Information (RFI)
   b. Department: Examples: GCD, FAAD, CTD, Philanthropy
   c. Research Area Examples: Neurology, Behavioral & Mental Health, Oncology

d. Classify Contacts as: Principal Investigator, Site Staff (e.g. COR, DCI staff, ORTA, Lab Manager, etc.), Vendor, Teaming Partner, Donor, Customer, Sponsor Contact, Government Post-Award Team, Community Member, Connector (Philanthropy term)
    a. Please Note: a lead/opportunity will only have 1 selected for items a-c; but multiple for item d

Section 2: RESPONSE TO RFP

Activities Schedule

TASK	COMPLETION DATE
1. RFP issued to selected bidders	11 December 2020
2. Notice of Intent (due by 5PM PST)	23 December 2020
2. Bidder clarification questions submitted	23 December 2020
3. Questions and answers returned to bidder	08 January 2021
4. Proposals due	22 January 2021
5. Notification of demonstration selection	05 February 2021
6. Demonstrations (9:00 AM – 1:00 PM PST)	16-23 February 2021
7. Contract awarded	15 March 2021
8. System implementation start	29 March 2021

Standard Provisions

Proposal submitted in response to this RFP should not be construed as an obligation on the part of Geneva to award a purchase order and/or contract. Proposals submitted in response to this RFP will be considered firm offers for a period of 120 days from bid close date. However, in the event Bidder reduces the price of any item or service provided in their initial bid responses, bidder agrees to immediately pass these reductions on to Geneva by submitting a revised proposal. When entering in to a contractual relationship will be governed by the Terms and Conditions in **Exhibit A**

Bidder warrants that prices provided in the proposal are no greater than prices being charged any other customer for similar items, quantities and schedules with similar specifications.

All bidder responses to this RFP become the property of Geneva. We reserve the right to use any information in this proposal to Geneva's benefit.

Delivery Instructions

A written (email acceptable) confirmation of the Bidder's intent to responds to this RFP is requested by 23 December 2020. Bidders that have not submitted a letter of intent and the date has past may contact kschmidt@genevausa.org for further instructions.

Bidder clarification questions must be submitted to kschmidt@genevausa.org and be received by 5PM PST, 23 December 2020.

Your RFP must be received by The Geneva Foundation by 11 PM PST, 22 January 2021. Please send one (1) electronic copy to: kschmidt@genevausa.org.

It is the bidder's responsibility to deliver their proposal on or before this deadline. Proposals received after the time specified will be considered late and may be disqualified at Geneva's discretion.

Proposal Submission Instructions

All information provided is held in strict confidence. Award of the contract resulting from this RFP will be based upon the most responsive Bidder whose offer will be the most advantageous to The Geneva Foundation in terms of functionality, cost, and other factors as specified elsewhere in this RFP.

The Geneva Foundation reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor,
- Issue revisions in writing to this RFP at any time prior to the closing date,
- Accept other than the lowest priced offer, and
- Award a contract based on initial offers received, without discussions or requests for best and final offers.

Bidders proposal shall be submitted in several parts as set forth below. Bidders are responsible for making a careful examination of the scope of this RFP and to comply with all terms and requirements. Bidder must supply concise statements sufficient to define its proposal and provide an adequate basis for The Geneva Foundation's evaluation of the proposal.

Bidder's proposal in response to this RFP will be incorporated into the final agreement between The Geneva Foundation and the selected Bidder. The submitted proposals are suggested to include each of the following addressing Sections 3- 12 of this RFP:

1. Executive Summary
2. Bidder Company Overview
3. Financial Performance
4. Functionality Requirements Matrix (Attach to RFP response as Appendix A)
5. Proposed Solution Recommendation
6. Implementation
7. Training Services

8. Customer Support
9. References (Attach to RFP response as Appendix B)
10. Service Supplier Questionnaire (Attach to RFP response as Appendix C)

References to external documents or web sites will not be considered. Failure to address any of the requirements in this RFP could subject the bidder's proposal to rejection. The detailed requirements of each above-mentioned sections are outlined below. There is no page limit to RFP responses.

Section 3: Executive Summary

This section will present a high-level synopsis of the Bidder's response to the RFP. The Executive Summary should be a brief overview of the engagement and should identify the main features and benefits of the proposed system/solution. It should at a high-level address information provided in Section 1 of this RFP.

Section 4: Bidder Company Overview

Provide a brief overview and history or your company. Describe the organization of your company and include an organizational chart. Include specific data outlined below:

- Contact name, title, address, email, phone
- Person authorized to contractually bind the organization for any proposal against this RFP
- Previous company name(s), if applicable
- Years in business under previous name(s), if applicable
- Total number of employees?
- Number of staff developers?
- Number of full time technical support staff?
- Number of professional services staff?
- List your five primary product offerings, ranked by contribution to revenue.

Section 5: Financial Performance

- Provide financial information on your company, i.e. annual report, 10-K.
- Financial information on the company (Income Statement and Balance Sheet for the last three years)
- If not apparent in the income statement, what is the annual spend on development and enhancements for the product?
- What is your profit growth history for the past three years?
- What is your average ratio of implementation services versus annuity business (for example, maintenance contracts)?

- Attach a recent Dun & Bradstreet report
- Are you registered with SAM.gov?
- Are you debarred?
- Have you or are you planning on filing for bankruptcy?

Section 6: Functionality Requirements Matrix

Please complete **Appendix A-** Functionality Requirements Matrix. (Attached to RFP as Appendix A)

Section 7: Proposed Solution Recommendation

Solution Description:

Describe the recommended solution, including the following:

- Product name(s)
- Primary features and benefits
- First release date
- Next release date
- How many sites are currently using the proposed system?
- Type of database used e.g. SQL, Oracle, etc.
- How many users per application server are supported by the proposed software?
- Please indicate if the proposed system is: Web-based SaaS, On-Site or Both SaaS and On-site.
- What is the recommended number of users or company size for this solution?

Budgetary Pricing Estimate:

Budgetary quote for your CRM solution**.** Bidders should provide detailed, line item pricing for all items included in the proposal. This should include a detailed item description, quantity required, list price, extended discounted price. Support services, professional services, integration, customization and any travel or other costs should be identified separately. Please include any additional up-charges, service fees and third-party costs.

Annual maintenance costs should be identified as separate charges.

Total Cost of Ownership:

What is the estimated three-year total cost of ownership for the proposed solution? Please provide details of your calculation process.

Section 8: Implementation

Overview:

Provide a brief overview of your professional and integration services organization.

Methodology and Tools:

Include a description of your methodology, tools used to manage the project, change control procedures, and common communication methods. Briefly describe how the engagement proceeds from beginning to end. Please address the following:

- Will implementation occur on site, via teleconference, or other?
- Will an implementation team be dedicated to the Geneva's project be provided by the bidder?
- Corresponding proposals from 3 party implementation partners will be accepted for consideration.

Project Timeline:

Identify elapsed time and key dates for completing implementation.

Project Team:

Provide a biography of team leader and all key employees to be assigned to the implementation. Identify required Geneva resources.

Section 9: Training Services

Describe your company's training services and methods for delivering training. Is training curriculum tailored to implementation specifications or is it generic?

What is the overall adoption rate of your CRM within organizations?

Please indicate the type of initial training that will be provided during system rollout:

- Std. Training Manuals, No Onsite (post COVID-19) Training
- Std. Online Training, No Onsite Training
- Std. Manuals with Onsite Training
- Std. Manuals & Onsite Training
- Custom Manuals & Custom Onsite Training
- Custom Manuals

Section 10: Customer Support

Describe your company's ongoing support and services. Specifically address the following:

- What are your support hours? Average response time?
- Type of issue tracking system?
- Availability of on-site support and troubleshooting?
- Average response times for bug fixes and enhancement requests?
- How is documentation provided?

Section 11: References

List three reference accounts. Include one that has been using your system for over five years if applicable, one that purchased within the last year, and one that is within a research or healthcare field preferably with over 500 employees.

Include the company name, contact name and title, phone number, email address and brief project description for each reference.

References must be willing to discuss the technical and performance aspects of the Bidder's installed solutions(s) with Geneva.

Section 12: Service Supplier Questionnaire

Please complete the form of **Appendix B**. (Attach to RFP response as Appendix C)

Section 13: Criteria

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operations, technical, cost and management requirements. Evaluation of offers will be based upon the Bidder's responsiveness to the RFP, the system's ability to meet Geneva's long-term growth needs through configuration and access to add-on products that eliminate the need for Geneva to implement systems outside the CRM, and the total price quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Bidder:

1. Completion of all required responses in the correct format,
2. The extent to which Bidder's proposed solution fulfills The Geneva Foundation's stated requirements as set out in this RFP,
3. An assessment of the Bidder's ability to deliver the indicated solution in accordance with the specifications set out in this RFP,

4. The Bidder's stability, experiences, and record of past performance in delivering such services,
5. Implementation services and timelines,
6. Overall functionality of solution proposed,
7. Overall cost of Bidder's proposal.

The Geneva Foundation may, at their discretion and without explanation to the prospective Bidders, at any time choose to discontinue this RFP without obligation to such prospective Bidders.

EXHIBIT A: The Geneva Foundation's Terms & Conditions
EXHIBIT B: Intentionally Left Blank
EXHIBIT C: Federal Acquisition Activity Department (Federal Contracts) Data Capture Sheet (no response required)
EXHIBIT D: Clinical Trials Data Capture Sheet (no response required)
EXHIBIT E: Funding Opportunity Search (no response required)
EXHIBIT F: Annual Report (no response required)
EXHIBIT G: Pipeline Data Collection Sheet (no response required)
EXHIBIT H: Targeted Funding Searches (no response required)

APPENDIX A: Functionality Requirements Matrix
APPENDIX B: New Vendor Questionnaire

COMMERCIAL OFF THE SHELF PURCHASE ORDER TERMS AND CONDITIONS

REFERENCE GUIDE

1. Acceptance

This purchase order is an offer by The Geneva Foundation (Geneva) (the "Buyer") for the purchase of the goods (the "Goods") or services (the “Services”) specified, from the party to whom the purchase order is addressed (the "Seller") in accordance with and subject to these terms and conditions (the "Terms"; together with the terms and conditions on the face of the purchase order, the "Order"). This Order will be deemed accepted by the Seller upon the first of the following to occur: (a) Seller making, signing, or delivering to Buyer any letter, form, or other writing or instrument acknowledging acceptance; (b) any performance by Seller under the Order; or (c) the passage of ten (10) days after Seller’s receipt of the Order without written notice to Buyer that Seller does not accept. This Order, together with any statement of work, specifications, drawings, or any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties with respect to the Order and supersedes all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral, with respect to the subject matter of the Order, unless a separate overriding written contract has been entered into and signed by the parties. The Order expressly limits Seller's acceptance to the terms of the Order. These Terms expressly exclude any of Seller's terms and conditions of sale or any other document issued by Seller in connection with this Order. Seller shall notify Buyer immediately of any ambiguities, express conflicts, or discrepancies in the statement of work, specifications, drawings, or any other documents that are a part of the Order, and shall comply with the reasonable determination of Geneva in such matter. Any questions regarding the Terms should be made to the Procurement Services Manager at PSD@GenevaUSA.org or 253-383-1398. Headings and numbering in the Order are for convenience of reference only.

2. Shipment and Delivery

Delivery shall be made in accordance with the Terms of this Order. The Order number must appear on all documents pertaining to the Order, invoices, packing lists, correspondence, and all shipping documents. Seller shall not substitute material or ship more than the quantity ordered. Seller shall be solely responsible for and pay, all costs of delivering the Goods to the delivery point (“Delivery Location”), including, without limitation, all shipping and freight costs and all duties, fees, tariffs or similar analogous taxes on imports/exports of the Goods (“Customs Duties”). Seller will take all reasonable steps to minimize Customs Duties costs. Seller agrees to ensure that shipments are properly packed and described in accordance with Buyer’s specifications and applicable carrier regulations. On all shipments, a packing list shall accompany each container and shall describe the contents of that container and reference the appropriate Order and item number. Seller agrees to ship via carrier specified by Buyer, if any. Seller shall bear any premium freight cost incurred by Buyer or Seller beyond that specified by Buyer. Seller is responsible for all shipments that are damaged in transit due to improper packaging, improper marking, improper judgment, or other act or omission of the Seller.

Seller shall deliver the Goods and/or perform the Services at the Deliver Location, and on the date(s) specified in this Order (the "Delivery Date"). If no Delivery Date is specified, Seller shall deliver in full within a reasonable

time of receipt of the Order. Timely delivery is of the essence. If Seller fails to deliver the Goods or Services in full, on the Delivery Date, Buyer may terminate the Order immediately and Seller shall indemnify Buyer against any losses, damages, and reasonable costs and expenses attributable to Seller's failure to deliver.

All goods received in excess of Order requirements shall be subject to return for credit at Seller's expense. Due to the nature of business at Buyer, Seller is required to send a packing slip along with the invoice. All invoices and packing slips are to be sent to AP@GenevaUSA.org or The Geneva Foundation, Attn: Accounts Payable, 917 Pacific Ave, Suite 600, Tacoma, WA 98402. Questions related to payment should be directed to the Accounts Payable Division at AP@GenevaUSA.org or 253-383-1398.

3. Inspection

Buyer reserves the right to inspect the Goods or Services on or after the Delivery Date. Buyer, at its sole option, may reject all or any portion of the Goods or Services if it determines the Goods or Services are defective or nonconforming. If Buyer requires replacement of the Goods or re-performance of Services, pursuant to Section 4, Seller shall promptly replace the nonconforming Goods or re-perform nonconforming Services. If Seller fails to timely deliver replacement Goods or Services, Buyer may replace them with Goods or Services from a third party and charge Seller the cost thereof and terminate this Order for cause pursuant to Section 8 and 9. Any inspection or other action by Buyer under this Section shall not affect Seller's obligations under the Order, and Buyer shall have the right to further inspection after Seller takes remedial action.

4. Cumulative Remedies

The rights and remedies under this Order are cumulative and are in addition to any other rights and remedies available at law or in equity or otherwise. If Seller is in breach of the warranties set out in Section 9, Seller will, at its sole cost, replace or repair the Goods or re-perform Services to Buyer's satisfaction.

5. Price and Payment

The price of the Goods or Services is the price stated on the face of this Order (the "Price"). Seller shall invoice Buyer for the Order within thirty (30) days of delivery. Unless otherwise stated in the Order, Buyer shall pay all properly invoiced amounts due to Seller within thirty (30) days after receipt of such invoice, except for any amounts disputed by Buyer. The parties shall seek to resolve all such disputes expeditiously and in good faith. Seller shall continue performing its obligations under the Order notwithstanding any such dispute. Without prejudice to any other right or remedy, Buyer reserves the right to set off any amount owing to it by Seller against any amount payable by Buyer to Seller. Payment of an invoice is not evidence or admission that the Goods or Services meet the requirements of the Order.

6. Hazardous Wastes

If at any time Seller generates any hazardous waste(s) on Buyer's property or site, as defined in 40 C.F.R. §261.3, Seller will immediately notify Buyer and Seller will comply with Buyer's policies and practices, and any applicable law, regarding management of hazardous wastes.

7. Change Order

Buyer may, from time to time, initiate changes by issuing to Seller written notices (each, a "Change Order") that alter, add to, or deduct from the Goods or Services, but that are otherwise subject to the Terms of this Order. The Change Order is indicated by the version number on the Order. Buyer shall have the right to make changes in the instructions, specifications, and drawings for Goods or Services covered by the Order. If Seller

believes that any such change increases or decreases the price or time of delivery for such Goods or Services, Seller shall so notify Buyer (in writing, with adequate supporting documentation) within fifteen (15) days after receipt of written direction from Buyer to make such change. Seller's request for any adjustments shall be deemed waived unless submitted in writing within such fifteen (15) days.

8. Termination for Convenience of Buyer

Buyer reserves the right to terminate this order or any part hereof for its sole convenience. In the event of such termination, Seller shall immediately stop all work hereunder, and shall immediately cause any of its suppliers or subcontractors to cease such work. Seller shall be paid a reasonable termination charge consisting of a percentage of the order price reflecting the percentage of the work performed prior to the notice of termination, plus actual direct costs resulting from termination. Seller shall not be paid for any work done after receipt of the notice of termination, nor for any costs incurred by Seller's suppliers or subcontractors which Seller could reasonably have avoided.

9. Termination for Cause

Buyer may also terminate this order or any part hereof for cause in the event of any default by the Seller, or if the Seller fails to comply with any of the Terms of this Order. Late deliveries, deliveries of Goods or Services which are defective or which do not conform to this order, and failure to provide Buyer, upon request, reasonable assurances of future performance shall all be causes allowing Buyer to terminate this order for cause. In the event of termination for cause, Buyer shall not be liable to Seller for any amount, and Seller shall be liable to Buyer for any and all damages sustained by reason of the default which gave rise to the termination.

10. Warranties

Seller warrants to Buyer that for a period of eighteen (18) months from the Delivery Date, all Goods, Services or Goods furnished in connection with Services will: (a) be new and free from any defects in workmanship, material and design; (b) conform to applicable specifications; (c) be fit for their intended purpose and operate as intended; (d) be free and clear of all liens, security interests or other encumbrances; and (e) not infringe or misappropriate any third party's intellectual property rights. These warranties survive any delivery, inspection, acceptance or payment. These warranties are cumulative and in addition to any other warranty provided by law or equity. Any applicable statute of limitations runs from the date of Buyer's discovery of the noncompliance. If Buyer gives Seller notice of noncompliance, Seller shall, at its own cost and expense, promptly replace or repair the nonconforming Goods or Services.

11. Indemnification

Seller hereby agrees to assume the risk of and to release, defend, indemnify, and hold harmless Buyer, and Buyer's customers, and each of their related entities, directors, officers, employees, agents, and assigns (collectively, "Indemnitees") against any and all loss, injury, death, damage, liability, claim, action, judgment, interest, penalty, cost or expense, including reasonable attorney and professional fees and costs, and the cost of enforcing any right to indemnification hereunder (collectively, "Losses") arising out of or occurring in connection with Seller's performance of its obligations or Seller's negligence, willful misconduct or breach of the Terms of this Order or possession of the Goods or Services infringes or misappropriates the patent, copyright, trade secret or other intellectual property right of any third party. Seller shall not enter into any settlement without Buyer's or Indemnitee's prior written consent.

12. Confidential & Proprietary Information
All non-public, confidential or proprietary information of the Buyer and or its customers, including, but not limited to, specifications, samples, patterns, designs, plans, drawings, documents, data, business operations, pricing, discounts or rebates, disclosed by Buyer to Seller, whether disclosed orally or disclosed or accessed in written, electronic, or other form or media, and whether or not marked, designated or otherwise identified as "confidential," in connection with the Order is confidential, solely for the use of performing the Order and may not be disclosed or copied unless authorized by Buyer in writing. Upon Buyer's request, Seller shall promptly return all documents and other materials received from Buyer. Buyer shall be entitled to injunctive relief for any violation of this Section. This Section shall not apply to information that is: (a) in the public domain; (b) rightfully and legally known to the Seller at the time of disclosure; or (c) rightfully and legally obtained by the Seller on a non-confidential basis from a third party.

13. Assignments and Subcontractors
Neither the Order nor any part thereof shall be assigned or transferred by Seller without the prior written consent of Buyer, and any assignment or transfer without such consent shall be void. Seller shall not contract work under the Order totaling more than one-third of the Order value to any third party without prior written approval by Buyer.

14. Compliance with Law
Seller warrants and represents to Buyer that it is in compliance with and shall remain in compliance during performance of this Order and ensure that its employees, agents, contractors and subcontractors (the "Personnel") comply with Buyer's Seller Code of Ethics, available on Buyer's website, and all applicable laws, regulations and ordinances, including, without limitation, 1) Executive Order 11246 as amended and all regulations promulgated pursuant to that Executive Order including but not limited to the provisions of paragraphs (1) through (7) of the "Equal Opportunity Clause" and the "Certification of Nonsegregated Facilities", each of which is incorporated herein by reference, 2) Section 503 of the Rehabilitation Act of 1973 including the applicable parts of the affirmative action clause entitled "Affirmative Action for Handicapped Workers" (41 CFR 60-741.4) incorporated herein by reference, 3) the Vietnam Era Veterans Readjustment Assistance Act (30 USC §2012) including the applicable parts of the affirmative action clause entitled "Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era" (41 CFR 60-250.4) incorporated herein by reference, 4) Executive Order 13496 "Notification of Employee Rights Under Federal Labor Laws" (29 CFR Part 471, Appendix A to Subpart A) also incorporated herein by reference, 5) Seller agrees to comply with all applicable commercial and public anti-bribery laws, including, without limitation, the US Foreign Corrupt Practices Act and the UK Bribery Act and 6) Seller hereby represents and warrants that neither Seller, nor any persons or entities holding any legal or beneficial interest whatsoever in Seller, are (i) the target of any sanctions program that is established by Executive Order of the President or published by the Office of Foreign Assets Control, U.S. Department of the Treasury ("OFAC"); (ii) designated by the President or OFAC pursuant to the Trading with the Enemy Act, 50 U.S.C. App. § 5, the International Emergency Economic Powers Act, 50 U.S.C. §§ 1701-06, the Patriot Act, Public Law 107-56, Executive Order 13224 (September 23, 2001) or any Executive Order of the President issued pursuant to such statutes; or (iii) named on the following list that is published by OFAC: "List of Specially Designated Nationals and Blocked Persons." If the foregoing representation is untrue at any time, an event of default will be deemed to have occurred without the necessity of notice to Seller.

Seller has and shall maintain in effect all the licenses, permissions, authorizations, consents and permits required by law to carry out its obligations under the Order. Seller shall comply with all export and import laws of all countries involved in the sale of Goods or Services under this Order. Seller assumes all responsibility for shipments of Goods requiring any government import clearance. If Seller fails to comply with the laws, orders, rules, ordinances and regulations and as a result Buyer is fined, Seller agrees to pay the fine and costs incident thereto or reimburse Buyer for payment. To the extent that Seller's personnel are required to enter onto Buyer's site or property, Seller shall ensure that personnel comply with Buyer's health, safety and environmental policies and standards. Seller further agrees that it shall not engage in the employment of child, forced, indentured, involuntary, prison, or uncompensated labor.

Seller agrees that, in performance of the Order, Seller will comply with all applicable laws, statutes, rules, regulations, and orders of any state, country, or political subdivision thereof.

15. Choice of Law

This Order and any contract formed hereunder, shall be governed by, and construed under the internal laws of the State of Washington, without regard to principles of conflict of law, as the same may be from time to time in effect, including, without limitations the Uniform Commercial Code as in effect in the State of Washington.

All matters arising out of or relating to this Order shall be governed by and construed in accordance with the internal laws of the state, province or territory identified in the address for the Buyer on the Order (Washington), excluding its choice or conflict of law rules. Each party irrevocably and unconditionally submits to the exclusive jurisdiction of the federal and/or state, provincial or territorial courts in the state, province or territory identified in the address for the Buyer on the Order (Washington) and the courts of appeal from them.

16. Title and Risk of Loss

Unless otherwise specified in the Order, risk of loss of the Goods or Services remains with Seller and title will not pass to Buyer until the Goods or Services are delivered to and accepted in writing or 60 days after receipt of goods or services by Buyer at the Delivery Location.

Seller warrants full and unrestricted title to Buyer for the Goods and Services furnished by Seller under the Order, free and clear of any and all liens, restrictions, reservations, security interests, or encumbrances. Transfer of title shall occur upon acceptance of Goods and Services or 30 days after receipt of Goods and Services, whichever is earlier. If Buyer makes progress payments to Seller under the Order, title to the Goods or Services ordered hereunder (including work in progress, components thereof, and materials therefor) shall pass to Buyer at the time the first progress payment is made or as otherwise specified in the Order. Buyer shall have the right, at Buyer's option, to inspect and verify that said Goods have been identified as Buyer's property. Care, custody, and control of such goods remain with Seller until such time as Buyer takes physical possession or otherwise agrees in writing by Change Order to the Order.

17. Force Majeure

Neither party shall be liable to the other for any delay or failure in performing its obligations under the Order to the extent that such delay or failure is caused by an event or circumstance that is beyond the reasonable control of that party, without such party's fault or negligence, and which by its nature could not have been foreseen by such party ("Force Majeure Event"). Force Majeure Events include, but are not limited to, acts of

God or the public enemy, government restrictions, floods, fire, earthquakes, explosion, epidemic, war, invasion, terrorist acts, riots, strike, or embargoes. Seller's economic hardship or changes in market conditions are not considered Force Majeure Events. Seller shall use all diligent efforts to end the failure or delay of its performance, ensure that the effects of any Force Majeure Event are minimized and resume performance under the Order. If a Force Majeure Event prevents Seller from performance for a continuous period of more than fifteen (15) business days, Buyer may terminate this Order immediately by giving written notice to Seller.

18. Waiver and Release of Liens
Upon Seller receipt of amounts properly invoiced, Seller waives and releases all rights to, for itself and its subcontractors, and at its sole cost shall obtain prompt removal of any lien fixed against Buyer, for Goods or Services performed under this Order.

Buyer's failure to insist on performance of any of the terms or conditions herein or to exercise any right or privilege or Buyer's waiver of any breach hereunder shall not thereafter waive any other terms, conditions or privileges whether of the same or similar type.

19. Setoff
All claims for money due or to become due from Buyer shall be subject to deduction or set off by the Buyer by reason of any counterclaim arising out of this or any other transaction with Seller.

20. Relationship of the Parties
The Seller is an independent contractor of Buyer. Nothing contained herein shall be construed as creating any agency, partnership, employment or fiduciary relationship. Neither party shall have authority to bind the other party in any manner whatsoever.

21. Kickbacks and Gratuities
Buyer, by written notice to Seller, may terminate the right of Seller to proceed or continue under the Order if it is found that any kickback or any gratuity in the form of money, entertainment, gift, or other thing of any value, was offered or given by Seller, or any agent or representative of Seller, to any officer or employee of Buyer with a view toward securing the Order or securing favorable treatment with respect to the awarding, amending, or making of any determinations with respect to the Order. If the Order is terminated under this provision, Buyer shall be entitled to the same remedies against Seller as Buyer could pursue in the event of a material breach of the Order by Seller.

22. Notices
All notices, consents, claims, demands, waivers and communications hereunder (each, a "Notice") shall be in writing and addressed to the parties at the addresses set forth on the face of this Order or to such other address that may be designated by the receiving party in writing. All Notices shall be delivered by personal delivery, nationally recognized overnight courier (all fees pre-paid), facsimile (with confirmation of transmission), email or certified or registered mail (return receipt requested, postage prepaid). A Notice is effective only upon receipt of the receiving party, and if the party giving the Notice has complied with the requirements.

23. No Waiver

Except as otherwise expressly provided, no failure or delay of either party in exercising any power, right, or remedy will operate as a waiver thereof, nor will any single or partial exercise of any power or right preclude any other or further exercise thereof or the exercise of any other power, right, or remedy.

24. Inconsistent Terms
The terms found on the face of this Order shall govern over the terms and conditions herein. Any separate written overriding agreement signed by both parties shall govern over the terms of the Order.

25. Services
Any Seller that may perform Services represents itself as qualified and able to perform. Seller shall perform Services pursuant to the industry standard of care. Buyer will furnish materials, equipment and machinery only if and to the extent set forth in the Order. Seller will report immediately to Buyer any event or circumstance which Seller knows or reasonably suspects is, or results from, a violation of Buyer's policies or law set forth herein. Seller will, at its sole cost and expense, repair or replace any real or personal property belonging to Buyer that Seller, its employees or agents may damage, destroy or remove while performing or result from performing this Order.

In the event the Order requires the performance of service work or installation of goods by Seller upon any property, premise, or project of Buyer or its customer, Seller shall examine the premises to determine whether they are safe for such Services and shall advise Buyer promptly of any situation it deems unsafe. Seller shall maintain and, upon Buyer request, shall provide written proof of the following insurance coverage: Worker's Compensation in amounts required by law and Employer's Liability Insurance with minimum limits of $500,000 per occurrence; Comprehensive General Liability with a combined single limit of $2,000,000 per occurrence for bodily injury and property damage, protecting Seller against bodily injury, including death, and property damage arising out of Seller's operations; Automobile Liability Insurance with a combined single limit of $1,000,000 per occurrence for bodily injury, contractual endorsement, products, hazards, environmental liability, and property damage covering use and operation of owned, non-owned, and hired vehicles. If Seller subcontracts any of the work to a third party, Seller shall require such third party to furnish the same insurance and indemnity as are required of Seller hereunder. While on the premises of Buyer or its customer, Seller and its employees shall comply with all applicable safety and health laws, regulations, and ordinances and with Buyer's or its customer's safety and plant rules. Seller shall keep said premises and the vicinity thereof clean of debris caused by its work, and upon completion of work, shall leave the premises clean and ready for use. Upon request of Buyer and at no expense to Buyer, Seller shall promptly remove from said premises any person under the control of Seller who violates any of the aforesaid safety, health, or plant laws, regulations, ordinances, or rules, who may cause or threaten to cause a breach of the peace, or who is otherwise objectionable to Buyer or its customer.

26. Limitation of Liability
Except for Seller's liability for intellectual property right infringement or for breach of confidentiality obligations, or for improper marking(s) implicating patent protection, in no event will either party be liable for special, indirect, consequential or incidental damages even if that party has been advised of the possibility of such damages. In no event will Buyer's liability hereunder for damages of any nature exceed the Order value. No action, regardless of form, arising out of the transactions under the Order, may be brought by either party more than one (1) year after the cause of action has accrued. Buyer and Seller expressly acknowledge that the

limitations contained in this Section represent the parties' agreement based upon the level of risk associated with the performance of their respective obligations hereunder. This Section will survive the expiration or termination of the Order.

27. Severability
If any term or provision of this Order is found invalid, illegal or unenforceable in any jurisdiction, such invalidity, illegality or unenforceability shall not affect any other term of this Order or invalidate or render unenforceable such term in any other jurisdiction.

28. Flow down clauses
The Seller certifies that when they are awarded with and accept a Buyer Order that they are not a debarred or disqualified supplier. The Seller agrees to follow all applicable Federal Acquisition Regulation (FAR) and Uniform Guidance Regulations.

It is Buyer's preference for the Seller to register with the Federal System for Award Management ("SAM") and to maintain an active SAM registration at all times during its performance. This is not require for Seller executing an Order under $100,000.00.

The Seller agrees to comply with all statutes and regulations, including the Federal Acquisition Regulations ("FAR"), applicable to the purchasing thresholds outlined below.

The following contract clauses prescribed under the FAR and the DFARS are incorporated into this Vendor Agreement by reference. The Seller agrees to be bound by the obligations of the "Contractor" under all such clauses. Also to the extent that the term "Government" or the phrases "United States" or "Contracting Officer" as used in any of these clauses denotes a contracting party, the same shall also mean Buyer.

The Seller shall perform its obligations under the Order in compliance with the clauses incorporated herein by reference unless specifically exempted by law or regulation. The Seller shall cooperate with Buyer in evaluating the Seller's compliance with these clauses. The Seller shall allow Buyer and/or the Government access to the Seller's facilities, records, and personnel to the extent that Buyer, in its sole discretion, deems necessary to evaluate the Seller's performance under the Order or its compliance with the clauses herein incorporated by reference.

The clauses incorporated herein by reference carry the same force and effect as if they were set forth in full text. The full text of these clauses is available at http://www.acquisition.gov/far or http://farsite.hill.af.mil.

Clauses Applicable to All Vendors	
Clause	**Title (Effective Month/Year)**
52.204-16,	Commercial and Government Entity Code Reporting
52.204-18,	Commercial and Government Entity Code Maintenance
52.209-7,	Information Regarding Responsibility Matters, as prescribed in 9.104-7(b).
52.209-12,	Certification Regarding Tax Matters, as prescribed at 9.104-7(e).
52.222-56,	Certification Regarding Trafficking in Persons Compliance Plan, in solicitations as prescribed at 22.1705(b).

52.225-19,	Contractor Personnel in a Designated Operational Area or Supporting a Diplomatic or Consular Mission outside the United States, as prescribed in 25.301-4.
52.232-40,	Providing Accelerated Payments to Small Business subcontractors, as prescribed in 32.009-2.

EXHIBIT B: Intentionally Left Blank

EXHIBIT C: Federal Acquisition Activity Department (Federal Contracts) Data Capture Sheet

Federal Contract Opportunity List Entry Form

☐ *For Review*

Response In-Progress ☐

AlphaBrook:

AlphaBrook Report Date:

Date report was received

Title

Solicitation No.

If applicable, enter the federal identifier. This may be the Sources Sought Number, the RFI #, the RFP #, etc.

GovWin IQ ID

Click here to insert a hyperlink

Assigned To

Bid/No-Bid Questionnaire:

Click here to insert a hyperlink

☐ Capture Plan

Opp Phase

Opp Status

Opp Type

RFP Release Date:

☐ *Multi-award*

Response Due Date:

Competition Type

Anticipated Value:

☐ *Incumbent*

Incumbent Name:

Teaming Companies:

☐ *RFI/SSN Submitted*

Customer

Sponsor

Description

Comments

Action Items

Corey Items

Attachments File Attachment

Post-Submission Information

Submitted Date:

Amount Proposed:

Anticipated Funding:

Anticipated POP Start:

Anticipated Years POP

Prime

Sub

Post-Award Information

IDIQ Awardees

Awarded Contract #

Awarded Geneva #

EXHIBIT D: Clinical Trials Data Capture Sheet

Indication

This value will be used in the folder name. Please don't use any special characters like (,),/,\, &,#,@ etc. Remember to remove any trailing empty space at the end of the Short Title as those cause the workflow to fail when it tries to create a Questionaire folder.

Sponsor

Protocol Title

PI Initiated ☐

Active ☐

Therapeutic Area

Date Received 12 AM 00

Received By

Adding Sites ☐

On Hold ☐

Lead POC

Overall Notes

Questionnaire

Type the Web address: (Click here to test)

http://

Type the description:

The link to the folder that will contain the questionaire is created automatically when you save this item

EXHIBIT D: Clinical Trials Data Capture Sheet

Study ID

CDA Executed

CRO

Save Cancel

EXHIBIT E: Funding Opportunity Search

Funding Opportunities Search Request (FOSR)

Please use this form to request that a Geneva team member conduct a search for funding opportunities for a researcher with a specific project.

Please note: Researchers who have not clarified the specific project they wish to pursue should continue to work directly with the assigned manager(s) until such a plan is clarified. Targeted funding searches are designed to find funding specific to proposed projects.

To submit a request:

1. Complete this form with as much specific information as possible. **Answer ALL questions** using drop-downs or free text, even if the answer is unknown.
2. Attach the following to the form:
   - Abstract, pre-proposal, or white paper describing the proposed study
   - Recent CV/Biosketch (within a year, if available)
3. Press the Submit button to submit the form. You will receive a confirmation via email within 2 business days that your request was received and to whom it was assigned. If you do not, please resubmit.

Tracking Information

Researcher Requiring Funding Search: Last Name: First Name:

Check all that apply: ☐ MD/DO ☐ PhD ☐ MPH ☐ NP/RN ☐ MS ☐ Other

Military Rank or CIV:

Experience level: ☐ New ☐ Early Stage ☐ Experienced

*NIH defines New and Early Stage investigators here: http://grants.nih.gov/grants/new_investigators/

Site:

Portfolio Team:

Geneva POC Submitting Request: Your name

To be completed by funding search coordinator: Date Submitted: 10/3/2017

Date Assigned:

Project Information

Primary Research Area:

Secondary Research Area:

Proposed timeline/length of project (years): How many years of funding are needed?

Proposed cost/funds required (estimate): Please provide a minimum or range

Will Human Subjects be enrolled? ○ Yes ○ No

Is this a clinical trial? ○ Yes ○ No ○ Unknown

Are Vertebrate Animals required? ○ Yes ○ No

For basic science or pre-clinical work? ○ Basic Science ○ Pre-Clinical ◉ Unknown

Impact and military relevance:

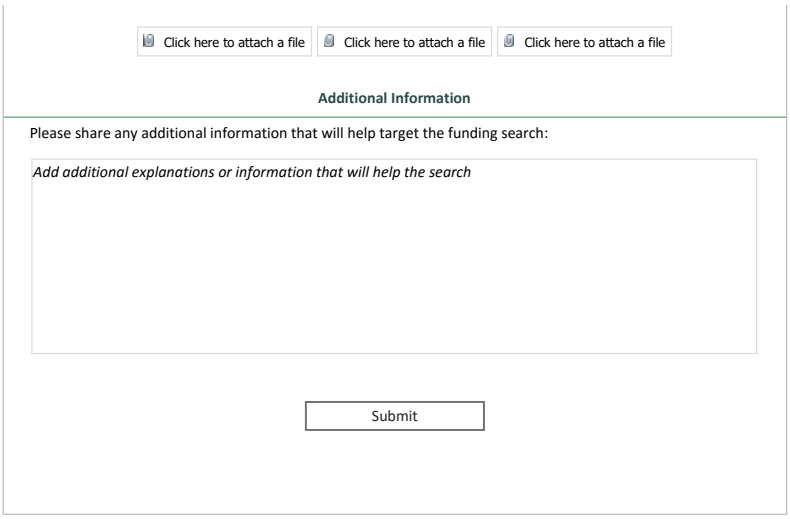
If not immediately obvious, please clarify the impact/relevance to the military community.

What FOAs related to this study have you already sent to the investigator?
To which FOAs have they already applied and what was the outcome?

Attach the following here (please do not rely on access to the shared drive):

- Abstract, pre-proposal, or white paper describing the proposed study
- Recent CV/Biosketch (within a year, if available)
- Any additional information that may help understand the proposed study

EXHIBIT E: Funding Opportunity Search



2019 Annual Report

The Geneva Foundation
The future of military medicine. Today.

Notable Achievements of 2019

MIRROR program launches

Geneva's $15M Musculoskeletal Injury Rehabilitation Research for Operational Readiness (MIRROR) program at Uniformed Services University (USU) provides infrastructure, operational, and research support to advance the treatment for service members with non-combat related musculoskeletal injuries.

MIRROR supports 26 studies, impacting approximately 19,940 beneficiaries worldwide

MIRROR's premier steering committee develops 38 validated processes to standardize care guidelines for the 11 most common rehabilitations related to shoulder, hip, knee, and foot/ankle, activates the 14 initial MIRROR projects with 80 patients recruited, hosts five symposiums, and submits ten grant applications.

4D Bio³ Program provides regenerative medicine and biomanufacturing training to build the future of military medicine

4D Bio³ scientists give lectures to front line military members at the U.S. Military Academy at West Point. The program's first Cadet interned and completed a rotation at the 4D Bio³ Lab, culminating in a poster presentation.

4D Bio³ makes groundbreaking 3D bioprinting and biofabrication advancements

Geneva's 4D Biofabrication, Bioprinting and Biomanufacturing (4DBio³) Program successfully bioprints medical products, including biologics, in an austere military environment to advance future treatments for deployed warfighters.

Pipeline of federal grant applications over $159M

Geneva's Grants and Contracts Department submits 141st proposal of the year totaling $159,330,080 in submissions just in 2019 alone.

FDA approves first vaccine for Ebola

Led by Geneva researcher and employee Dr. Amy Shurtleff, Ervebo, the first vaccine to treat Ebola, was approved.

Traumatic Brain Injury (TBI) research grant received

Geneva collaborates with CIRCULOGENE on a research grant with the DoD to assess traumatic brain injuries led by Geneva researcher and employee Dr. Andriy Batchinsky, Brooks City Base.

Cooperative Agreement issued for antimicrobial Blue light (aBL) therapies

USU issues a Cooperative Agreement to Geneva to investigate the efficacy of aBL at combating infections at the implant site for osseointegrated implant technology.

Geneva-Jonas Scholarship recipients at USU spearhead nursing research - Ph.D. candidates Ms. Lisa Perla and CDR Melissa R. Troncoso strive to improve leadership in health care and address obesity among service members respectively.

Geneva is awarded contract to manage TSNRP – The TriService Nursing Research Program (TSNRP) at USU has supported rigorous military nursing research to optimize the health of military members since 1990.

25+

Researcher of the Year Award - Senior Nurse Scientist at Madigan Army Medical Center MAJ (Ret.) Mary McCarthy, Ph.D. receives the 2018 Researcher of the Year award for her 25+ years of nursing research expertise focused on the overall wellness, optimized performance, and readiness of service members.

The L.T. Murray Foundation funds Geneva's 1st direct grant award at Joint Base Lewis McChord – Madigan Army Medical Center researchers, Capt. Daniel Lammers, M.D. and Lt. Col. Matthew Eckert, M.D., receive funding for their research program titled, "Combatting Ischemia Reperfusion Injury from Traumatic Injury Requiring Occlusion of the Aorta via Adenosine, Lidocaine, and Magnesium".

By the Numbers

490+
RESEARCH PROGRAMS WORLDWIDE

240+
PRINCIPAL INVESTIGATORS

550
EMPLOYEES WORLDWIDE
(17% CORPORATE &83% PROGRAMMATIC)

45+
PARTICIPATING SITES

225+
SPONSORS & COLLABORATING PARTNERS

$55.9
GRANT, CONTRACT, AND AWARD REVENUE

35+
RESEARCH AREAS

From the President & CEO and Chair of the Board of Directors

As we publish this 2019 report, it is important to address the turmoil related to the COVID-19 pandemic the world is facing at the current time. The Geneva Foundation, like every other entity, is coping with the challenges of 2020. This annual report captures our very successful past year and reminds us that in these trying times, Geneva is managing for the long term.

As we reflect on 2019, The Geneva Foundation has much to celebrate. Thanks to the dynamic, engaged leadership of our Board members, the commitment of our dedicated employees, and the expertise of our diverse network of sponsors and collaborators, Geneva has continued to tackle the military's most urgent medical research needs with groundbreaking advancements across the globe.

This past year saw the first vaccine approved by the FDA for Ebola virus, a tremendous achievement made by our infectious diseases experts at the U.S. Army Medical Research Institute for Infectious Diseases (USAMRIID). Geneva's 4D Biofabrication, Bioprinting, and Biomanufacturing (4DBio3) program successfully printed medical products, including biologics, in an austere military environment to advance future treatments for deployed warfighters. We also saw marked progress in rehabilitative medicine in Geneva's Musculoskeletal Injury Rehabilitation Research for Operational Readiness (MIRROR) program which supported 26 studies with the potential to impact approximately 19,940 beneficiaries.

The magnitude of Geneva's growing portfolio of research programs and collaborations has inspired our organization to continue to reach new heights and serve as an accelerator of innovation worldwide. Geneva is engaged in initiatives that will ultimately transform how we serve our mission to advance critically important medical research within the U.S. military. As we move forward together, we do so with a renewed strategic focus and desire to build even stronger collaborations by leveraging our 26 years of scientific, technical, and program management expertise and successes.

We are more enthusiastic than ever about progress with first-class partnerships. Geneva's continued engagement with leaders within the Department of Defense (DoD), Defense Health Agency (DHA), and National Institutes of Health (NIH) has enabled us to further discussions and advancements leading to a greater collective impact on how we approach military medicine today. Geneva's growing partnerships with academia, especially the Uniformed Services University (USU), industry partners, including small businesses, and principal investigators have elevated opportunities to address urgent global health needs.

This past year has been remarkable as Geneva continues to expand and achieve its important mission, but we could not have reached new heights without the dedication and contributions of our research teams, partners, employees, and supporters. Thanks to your tireless commitment, Geneva is well-positioned and eager for what the future holds.

Here's to another noteworthy year!

Elise W. Huszar, MBA, President and CEO

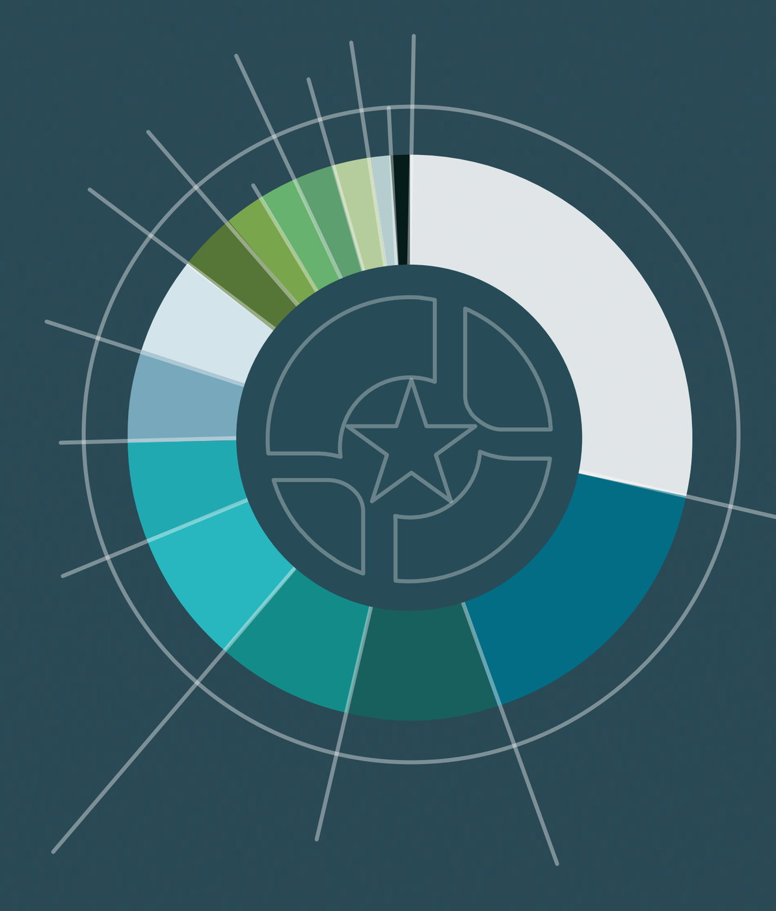
Major General (Ret.) Frank Scoggins, Chair of the Board of Directors

Geneva's top 5 largest awards funded in 2019 totaled $119M

1. TriService Nursing Research Program at USU led by PI Heather King
2. In Vitro Assessments of Antimicrobial Activity – Task Area A (Bacteria, Fungi, and Toxins) at USAMRIID led by PI Dr. Rekha Panchal
3. In Vitro Assessments of Antimicrobial Activity – Task Area B (Viruses) at USAMRIID led by PI Dr. Rekha Panchal
4. Photomedicine to Enhance Military Readiness at USU and Massachusetts General Hospital led by PI Dr. Paul Pasquina
5. Integrated Program for Operational Systems Toxicology at USACEHR and WRAIR led by PI Dr. John Lewis

GENEVA'S TOP 15 RESEARCH AREAS BY FUNDING

Infectious Diseases	26%
Rehabilitative Medicine	15%
Regenerative Medicine	8%
Critical Care	7%
Oncology	7%
Neurology	5%
Orthopedics	5%
Behavioral & Mental Health	5%
Emergency Medicine	3%
Pulmonology	2%
Hepatology	2%
Otolaryngology (ENT)	2%
Evidence Based Practice	2%
Health Informatics	1%
Gastroenterology	1%



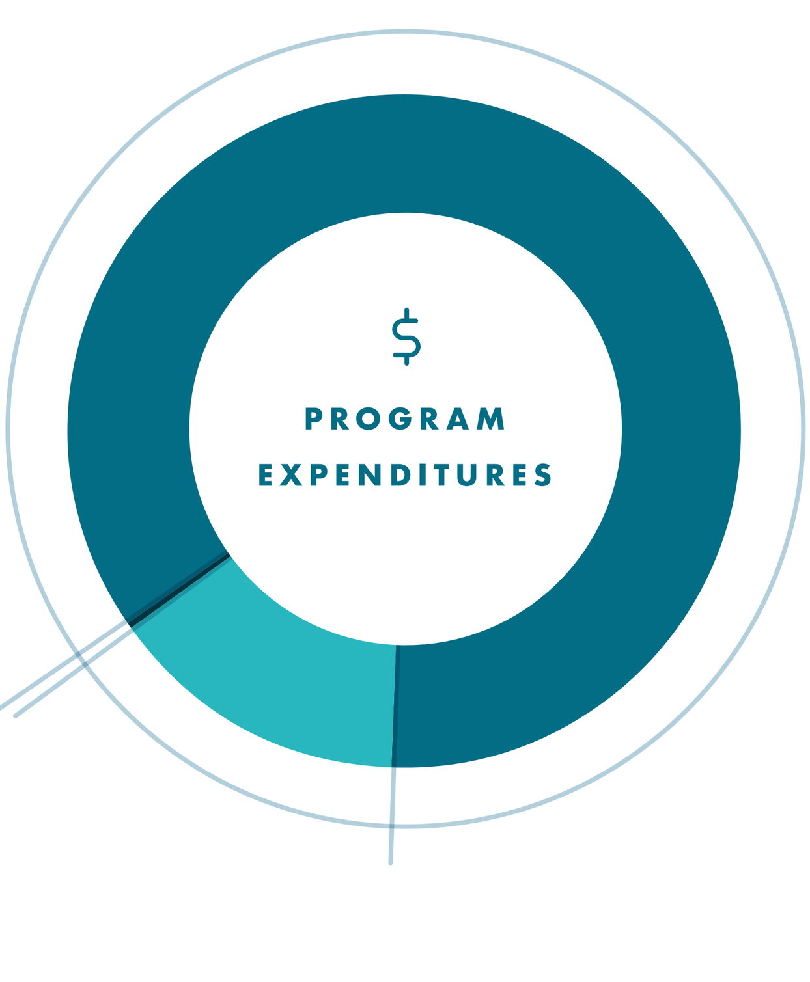
2019 Financials

Total Grant, Contract, and Award Revenue
$55,938,475

Program Expenditures
$47,892,929

THE BREAKDOWN

Program Expenses	85.2%
General & Administrative	14.2%
Fund Development	0.2%



Statement of Revenue & Expenditures	2019
(Rounded to the nearest thousand)	
Total Grant, Contract, and Other Award Revenue	**$55,938,475**
Grant	$31,636,422
Contract	$21,899,095
Other Award Revenue	$2,402,958
Program Expenses	**$47,892,929**
Net Income from Grants, Contracts, and Awards	**$8,045,546**
Support Services	
General and Administrative	$8,240,252
Fund Development	$100,953
Total Support Services	$8,341,205
Total Other Income (Loss)	**$78,342**
Increase (decrease) in net assets	**($217,317)**
Unrestricted Net Assets	
Beginning of Year	$4,770,543
End of Year	**$4,553,226**

2019 REVENUE TO COSTS

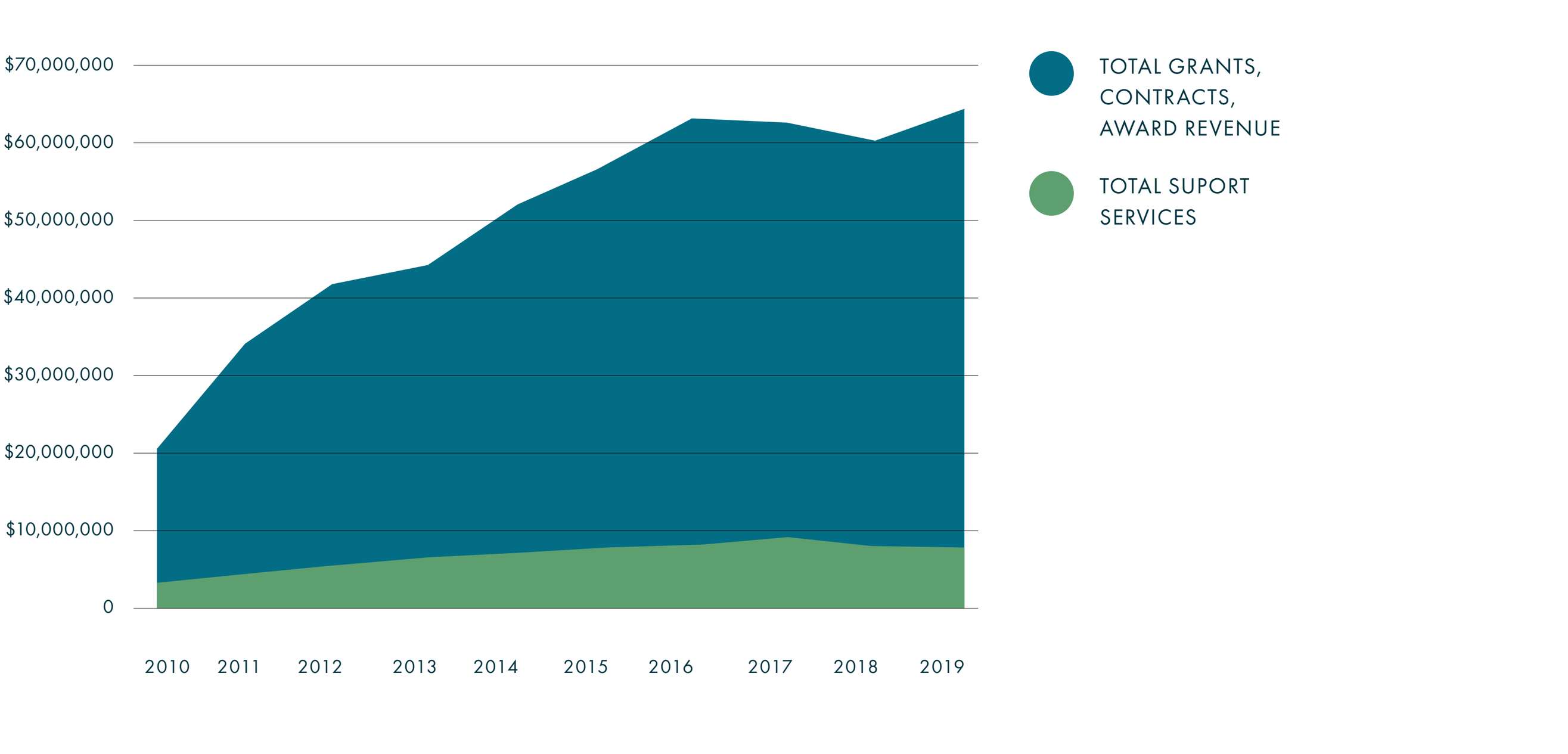


EXHIBIT G: Pipeline Data Collection Sheet

Type	Consolidated	General Remarks	GCD (Cayuse)	GCD Remarks	GCD Actual Field Name	FAAD (SP-Federal Contract Opportunities)	FAAD Remarks	FAAD Actaul Field Name	CTD (Leads)	CTD Remarks	CTD Actual Field Name	JAMIS
Required	"Site"	"Geneva" Site(s) (Job Attributes) in JAMIS. FAAD will add Site field to SP List. All will use "XXXX-Name", from JAMIS Use common lkup for FAAD/CTD	Performance Site	This is tracked in Cayuse.	other_institutional_code	Site	To be added Performance Site: Not tracked in Pipeline stage as some contracts cover multiple performance sites over mulitple IDIQ task orders		Site Surveyed ID	We only have one site per lead, per Jamis number, only Convert to lookup	Site Surveyed IDId	Geneva Job Site
Required	Research Area	"Research Areas" in JAMIS, Invoice Rule Attribute(s). All to use JAMIS Research Areas Use common lkup for FAAD/CTD	Account Classification	Currently, we do not track research areas in Cayuse. But GCD has submitted a CMC request to do this. We would call this "Research Area" as the nomenclature for this field.	account_class_primary	Research Area	Research Area: Not tracked in Pipeline phase - entered in JAMIS Research Area. Majority of FAAD contracts are service type contracts not specific to 1 Research Area		Therapeutic Area	Can also be called Research Area and is different than Indication. "Studies" List Convert to lookup	Therapeutic Area (Ref "Studies" List)	Research Area(s)
Required	PI	Invoice Rule Attribute in JAMIS. "Last, First MI"	PI	This is tracked in Cayuse.	first_name; last_name	NULL	PI Name: Not Applicable, except in PI Driven contracts	[NULL]	PI	For our records, must be First name - Last name.	Site PI of Con	Geneva PI/COR
Required	Org	Job Org in JAMIS	Department	This is tracked in Cayuse. We used the acronym "GCD".	departmental_id_primary	Department	Department not captured in current SP List	[AUTO ASSIGN]	Department	We don't track this in Leads	[AUTO ASSIGN]	Job Org
Required	Contract Manager	Contract Manger	Portfolio Code	This is tracked in Cayuse. It is assigned to the GCD Manager. We use the GCD manager's initials and the year the proposal was submitted as the naming convention, i.e. Miranda Bethay has MB17 for her 2017 proposals.	departmental_id_secondary	Assigned To	Is PM tracking and overseeing opportunity submission	AssignToID	Managed By	CTM name	Managed By	Contract Manager
Required	Anticipated Funding		Anticipated Award Amount	This is tracked in Cayuse.	award_total_costs	Anticipated Funding	1.) Anticipated Value = anticipated total contract amount (includes all awardees if multi-award) 2.) Anticipated Funding = Amount we anticipate will be funded to Geneva (takes into consideration amount of award that will go to teaming partners)	Anticipated Funding	Anticipated Funding	CTD needs to add this to Leads Database for pipeline. I still haven't talked to Dave about how he wants this done. To be added		Total Billing Rule Funding
Required	1 Pending 2 Awarded 3 Not Awarded		Proposal Status: Pending (1) In Negotiations Awarded (2) Not Funded (3)	This is tracked in Cayuse.	award_proposal_status	Opp Phase: New Opp/Intel Dead Opp Duplicate Entry Capture Planning Bid No Bid Transitioned to GCD Won Lost Pending Award Announcement Monitor	For metrics tracking: -Bid -Pending Award Ann. (1) -Won (2) -Lost (3)	Status	Lead Status: Pending (To be added) (1) Awarded (2) On-Hold No Go (3) Completed		Final Status	N/A
Required	Proposal ID	Unique proposal identifier	Cayuse Proposal ID/ Proposal Title	This is tracked in Cayuse. The statuses means the following: Pending = Submitted but we have not received a funding decision or a merit review score for the proposal. In Negotiations = The sponsor selected the proposal for funding but we have stipulations to meet before an award is made. Awarded = We have received the award document and can begin work on the project. Not Funded = We received a merit review score and it was not picked to be funded.	proposal_id	Contract Proposal ID Issue ID (Use this) or Solicitation No.	We have 2 numbers: -Issue ID (Internal tracking #) -Solicitation No.	Contract Proposal ID	System ID		System IDId	N/A
Required	Sponsor	Invoice Rule Attribute	Sponsor	This is tracked in Cayuse. For GCD, this means whoever we are receiving our money from. If we are the prime, it's the federal agency such as NIH or DoD. But if we are a subrecipient, it's usually a university or a company that would be our sponsor.	sponsor_code	Sponsor		SponsorID (Lkup)	Sponsor	Pharma Company and/or CRO "Studies" List	Sponsor or CRO (Ref "Studies" List)	Funding Source
Required	Award Number	If awarded	Award Number	This is tracked in Cayuse.	award_number	Awarded Contract #		Awarded Contract_x0	Use JAMIS contract code	Jamis number put in later	N/A	Award Number
Required	Submission Date	Confirm with Dave if required?	Submission Date	This is tracked in Cayuse.	submission_date	Submitted Date		Submitted Date	Returned to Sponsor Date	To be added		N/A
Required	Selection Notification Date	Invoice Rule Attribute	Selection Notification Date	This is tracked in Cayuse. This is the date on the letter that we receive notifying us that our proposal has been selected for funding.	sponsor_subdivision2	Notification Date	Keep only in JAMIS - not in Pipeline To be added		Study Awarded	rename "Study Awarded"	Study Awarded	Funded Notification Date
Required	Award Date	Invoice Rule Attribute	Award Date	This is tracked in Cayuse. The award date and start date are usually the same thing.	award_date	Award Date	Keep only in JAMIS - not in Pipeline (effective Date) To be added		CTA Execution	Tracked in Leads	CTA Execution	Award Date
Required	Confirmed Start Date	In cases where it differs from "Award Date". This translates to the PoP "Start Date" in JAMIS (Contract Configuration) and indicates when the contract will start contributing to Revenue	Confirmed Start Date	This is tracked in Cayuse.	departmental_name_primary	Confirmed Start Date	Keep only in JAMIS - not in Pipeline To be added?		Enrollment Opened	Tracked in Leads	Enrollment Opened	Contract Start Date
Required	Proposed Start Date		Project Start Date	This is tracked in Cayuse.	project_start_date	Anticipated POP Start		Anticipated POP Star	N/A		N/A	N/A
Required	Proposed Duration	required to identify proposed duration of contract	Project End Date	Tracked in Cayuse	project_end_date	Anticipated Years POP		Anticipated Years PO	N/A	Always 10 Years?	N/A	N/A
Desired	Proposed Amount	Ceiling Amount	Proposed Amount	This is tracked in Cayuse.	total_costs	Amount Proposed (might be removed)	Amount actually submitted within Proposal	Amount Proposed	Will be Null ofr CTD, or same as potential?	N/A	N/A	Potential Value
Desired	Prime vs Sub		Submission Type (Prime award vs Sub-Award)	This is tracked in Cayuse.	is_subcontract	Prime/Sub	We document, by Name, who acts as Prime and Sub. 2 different columns in our list.	Prime2ID (Lkup)	All Prime	N/A	N/A	Contract Class
Desired	Proposal Type		Proposal Type (Commercial, Contract, Grant, Cooperative Greement, Other)	This is tracked in Cayuse. We currently only use the "Grant", "Cooperative Agreement" or "Contract" types.	proposal_type	N/A	We do have a checkbox to indicate PI Initiated contracts	Grants PI Driven	All Commercial	N/A	N/A	Contract Class
Deferred		Pre-Award Effort, not tracked by any org.					Do not monitor this internally - only FAAD G&A on Timecard					Time card entries?
Deferred		Roll Forward: # of studies in pipeline during a monthly period (# added/ lost/ awarded and Change in Value) **(Report requirement based on status and milestones)**	Pipeline Net Growth, Submissions	We track this in the pipeline report for GCD.			Not currently reporting, but could include			???		N/A
Deferred			"Incomplete" status Pre-apps?			Indicate via check box which proposals are actively in-progress for submisson	Provide Dave #/List of Responses in Progress		N/A			
Deferred			Release date?			RFP Release Date	Ability to track # released per month		N/A			
Deferred			Opp due date			RFP Due Dates	Ability to track # responses due per month		N/A			
Deferred	Loss Reason Code											

EXHIBIT H: Targeted Funding Searches

Technical Review Request

Use this form to request a technical review of research proposals and research projects discussions described in any one of the four categories shown in the sections below.

Tracking Information

Researcher Requiring Technical Review: Last Name: First Name:

Check all that apply: ☐ MD/DO ☐ PhD ☐ MPH ☐ RN/NP ☐ MS ☐ Other

Research Area/Therapeutic Area:

Experience Level: ☐ New ☐ Early Stage ☐ Experienced

*NIH defines New and Early Stage investigators here: http://grants.nih.gov/grants/new_investigators/

Where is the Investigator working? Site:

Are there collaborators? List & describe, if any - Do they bring different expertise to the team?

Geneva GCM:

GCM team member submitting request/POC:

To be completed by Technical Reviewer: Date Submitted: 2017-10-03

Date Request Reviewed:

In all cases, you will receive an email within 2 business days confirming that your request was received and whether or not the request can be accommodated. Requests are prioritized based on the order in which they are received, and will not be assigned if the submission is incomplete.

For any service request, we ask that the GCM facilitate an introduction of the Technical Reviewer with the PI after the Technical Reviewer has confirmed availability to support the request.

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1. Proposals And Pre-Proposals - Components and Consistency Review

Reviews the technical sections of full and pre-proposals for completeness and consistency.

- All technical sections sent for review must be close to a final draft– i.e., a version of the draft that could be presented to peers for review.
- Requests and proposal documents must be received a minimum of 10 business days (full proposal) /4 business days (pre-proposal) prior to the submission deadline. Earlier requests are strongly encouraged.
- Proposal documents must be received by the review deadlines. Proposal documents and requests received after the deadline will not be reviewed.

2. Proposals And Pre-Proposals - In-Depth Review

Provides an in-depth review of the technical sections of full and pre-proposal drafts. This review provides technical feedback and suggestions to assist during the writing process.

- At minimum, proposals should have a working draft of the literature review, objectives/aims, and research plan available to review.
- Requests should be submitted a minimum of 30 days or more prior to submission deadline for full proposals, 14 days or more for pre-proposals. Earlier submissions are strongly encouraged.
- Proposal documents must be received at the time of request for a determination to be made on whether or not an in-depth review can be provided at the time of request.

3. Unfunded Proposals For Resubmission

Review of an unfunded proposal for review and resubmission to the same or to a different funding opportunity.

- Include submitted proposals and if available, summary statements from the funding agency.
- Please note, if major changes will be made to the research project or to apply to a different funding opportunity, a targeted funding search request may be necessary.
- Recommended request submission timeline: 30-60 days prior to a new FOA deadline, if a new opportunity has been identified.

4. Research Project / Idea Development

Provides assistance to new and novice investigators, such as residents and students – in developing early research ideas into well-designed research plans.

- Information on the research topic should be provided prior to making any introductions.
- A formal draft is not necessary, but please provide information on the research area and idea; including outlines, drawings, flow charts, etc. if available.