



DATE: June 3, 2024

TO: Scott Keasey
Management Operations and Support Branch
National Cancer Institute (NCI)

FROM: NIH Privacy Act Officer

SUBJECT: Applicability of the Privacy Act: "Federally Funded Research Development Center Contract Administration System (FCAS) Vendor Portal"

I have reviewed the NCI submission to OMB which requests the approval of the Federally Funded Research Development Center Contract Administration System (FCAS) Vendor Portal. The vendor portals will serve as a one-stop shop for transmission of requests, reports, deliverables and other correspondence due on numerous research and development and in support of R&D contracts. These reports and deliverables cover a wide variety of topics in the areas of cancer research including prevention, detection, diagnosis, and control.

The FCAS vendor portal will use technology to collect information from vendors. Vendors that do not have existing vendor portal accounts with whom NCI Office of Acquisitions (OA) wish to negotiate based upon evaluation of their proposal, will be invited by NCI OA by email to set up a vendor profile. This will allow the authorized vendor users to access to the subject solicitation to view and respond to the request for revised proposal, and or negotiation questions.

I have determined that the Privacy Act will apply to this data collection. The following Personally Identifiable Information (PII) will be collected to establish the vendor profile so that vendor users that are authorized can have access to their specific vendor firm's account: name of business official, business officials title, email address of business official, firm/company name, firm/company mailing address, firm/company phone number and firm DUNS number. This information will be stored within the FCAS system and will only be accessible by authorized users.

The information the vendors provide will be included in a Privacy Act system of records and will be used and may be disclosed for the purposes and routine uses described and published in the following System of Records Notices (SORN): 09-25-0216 Administration: NIH Electronic Discovery and 09-25-0118 Contracts: Professional Services Contractors. If you have questions, contact me at (301) 402-6469.

Dustin Close

Cc: Diane Kreinbrink, NCI PRA Liaison