

Bulletin #07

Request for Proposal Questions and Answers

File #C-2401280 Rare Disease Registry Funding

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Questions may have been edited for clarity or to maintain confidentiality. Answers will be provided in the language of the original submission.

Question 1, Received May 7, 2024

Reference Request for Proposal (RFP) Section 3.2 (Proposal Preparation Instructions)

Question: In the proposal, we plan to identify our collaborators at each clinical site involved in data collection. Is it sufficient to list them without providing full details in the Team Information section (e.g., names, positions, departments, institutions, contact details, hours allocated, roles, and affiliations)? We are working with multiple collaborators, and including all the information might exceed the proposal's space limits.

Answer: It is acceptable to list your collaborators without providing full details in the Team Information section. You may provide a brief summary of their involvement, but it is not necessary to offer extensive information on collaborators.

Question 2, Received May 7, 2024

Reference RFP Section 3.2 (Proposal Preparation Instructions)

Question: My proposal includes the cost of switching to a new platform or database. Would the estimated cost of the new platform or database that was quoted to us be entered under the section heading Salaries, Stipends, and Benefits or under Consulting Costs (Third Party)?

Answer: The quoted cost of switching to a new platform or database should be entered in the Consulting Costs (Third Party) section. However, hours worked by internal team members to implement and learn the new platform or database should be entered under Salaries, Stipends, and Benefits.

Question 3, Received May 7, 2024

Reference RFP Appendix 2: Expenses

Question: Can you clarify whether indirect costs are included in the funding? I am concerned about the overhead requested by my institution.

Answer: Yes, indirect costs, such as institutional overhead, are included in the total funding.

Question 4, Received May 8, 2024

Question: Will the reviewers have access to the Letters of Intent (LOIs)? If so, can we omit the information already included in the LOIs from the full application?

Answer: No, the reviewers will not have access to the LOIs. Please ensure that all relevant information from the LOIs is included in the full proposal within the 8-page limit.

Question 5, Received May 8, 2024

Question: What is the deadline for submitting inquiries related to the RFP?

Answer: The deadline for submitting inquiries is May 15, 2024. Please ensure that all questions are submitted before this date to allow ample time for responses before the May 24, 2024, RFP deadline. Please note that questions received after May 15, 2024, will not be addressed.

Question 6

Question: We have received several inquiries about whether the funding provided through the RFP will be in the form of a grant or a contract, and what kind of accountability is expected from successful applicants.

Answer: Based on the questions we have received, it is important to clarify that this funding will be provided through a contract, not a grant. Successful applicants will be required to complete specific deliverables within the agreed time frame and demonstrate measurable outcomes at the end of the funding period. The contract will clearly outline the payment timelines, and recipients will be responsible for completing their work within the given time frame. Work is scheduled to commence immediately upon contract execution and must be completed by March 31, 2025. Project timelines should consider organizational contracting processes and procedures. This ensures that recipients have a well-defined work plan with realistic timelines and clear deliverables.