

CADTH Post-Market Drug Evaluation

Bulletin #06

RFP Questions and Answers

Competition File C-220350

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Note by CADTH: Questions may have been edited for clarity or to maintain confidentiality.

Question #01 received February 24, 2022

Reference: RFP General Question.

Question: Will the PMDE Team and other Research Teams be invited to also contribute to the development of queries?

Answer: The PMDE Operations Centre will work closely with the customer to develop the initial query, once the query response team has been identified there will be a scoping and refinement process which will involve the customer, research team(s) and the PMDE Operations Centre.

Question #02 received February 24, 2022

Reference: RFP Section 1.2 PMDE Program Overview Goal 3. Regarding Knowledge Translation.

Question: How will KT be addressed by CADTH? Will the Research Teams be involved in any of CADTH's KT? Do the Research Teams have a specific responsibility for any aspects of KT?

Answer: CADTH has a team of Liaison Officers who are dedicated to implementation support and knowledge translation through a variety of products and services. For more information refer to the PMDE Program Overview, Section 5.2. Query response teams may be consulted at this point in the process depending on the query and its complexity, but do not have any specific deliverables or responsibilities at this stage. If Research Teams already have some KT capacity and skills, they will be asked to lead those efforts and CADTH will provide additional support.

Question #03 received February 24, 2022

Reference: RFP Section 1.2 PMDE Program Overview.

Question: Regarding goal #4 of the PMDE program “create a culture of continuous quality improvement of the query process and timeliness”: Does CADTH have a specific approach to documenting continuous quality improvement?

Answer: CADTH will monitor continuous quality improvement for each core network partner through annual reporting and performance measurement prepared by each of the respective core network partners. Reporting templates will be provided in advance to the awarded core network partners.

Question #04 received February 25, 2022

Reference: RFP Section 2.3.3 Proposal Preparation Instructions c) Co-applicant.

Question: Are co-applicants allowed to be on more than one application?

Answer: Yes, co-applicants may be on more than one application.

Question #05 received February 24, 2022

Reference: RFP Section 4.8 Deliverables.

Question: Can you provide more information regarding the reporting expected (quarterly and yearly reports), which impacts on personnel? Is there a template? What will be required or asked exactly?

Answer: Core Network Partners will be required to report on finances and performance metrics quarterly. For more specific information on the types of performance metrics PMDE will be reporting on, please refer to the PMDE Program Overview, Section 5.3. In addition, core network partners will be required to provide annual reports highlighting the past year's achievements including any new innovative methods applied, collaboration efforts, changes in the team, recommendations to the program and process. Templates and guidance will be provided for all of these reporting requirements.

Question #06 received February 24, 2022

Reference: RFP Appendix A Table 3 Financial Proposal Evaluation Criteria.

Question: Can you provide more information on how the budget section of the proposal will be evaluated? What are the grading criteria?

Answer: For additional information, please refer to the RFP Proposal Guide - Section 2.2. Financial proposals will be evaluated based on feasibility, access to appropriate facilities and resources, attainability of the work proposed given the budget, expenses proposed are eligible.

Question #07 received February 24, 2022

Reference: RFP Appendix B Expenses.

Question: Does the application allow support for activities such as: the development of methods and tools, special/specific training, knowledge translation?

Answer: Development of methods and tools, including special training for these purposes are supported by PMDE funding. For knowledge translation, limited funds are available for publications and presentations at meetings and conferences (See Appendix B of RFP document), while the knowledge translation to customers will largely be led by CADTH's implementation support and knowledge mobilization (ISKM) team.

Question #08 received February 25, 2022

Reference: RFP Appendix B Eligible Expense 3: Open access.

Question: If we are anticipating responding to 5-8 queries per year, then should we budget 5-8 open access publications (one for each distinct approved PMDE project) for a max of \$3K/per publication? So, for example, if we anticipate 5 queries in Year 1, could we budget 5 publications = \$15,000?

Answer: While CADTH supports publications, not all queries will necessitate or be appropriate for open access publication. PMDE Operations Centre will review all requests for publications. Applicants are encouraged to budget estimating for no more than 5 queries annually, with up to \$3000 per query.

Question #09 received February 24, 2022

Reference: RFP Appendix B Expenses Item 5.2.

Question: Can specific training initiatives be included in the Research Teams' proposals?

Answer: While CADTH will support development of methods and tools and special training for these purposes, the PMDE program does not fund training and capacity building, but encourages all awardees to leverage CIHR's Health Research Training Platform. The PMDE program and CIHR's Health Training Platform will work together where possible to identify training opportunities.

Question #10 received February 25, 2022

Reference: RFP Appendix B Eligible Expense 5.3.

Question: It details up to \$8k for knowledge mobilization/in team meetings, but this is included under "administrative costs". In the Financial Proposal Form worksheet, there is no area under Administrative costs to include this expense. Can you advise if these costs should be considered under the Travel category vs the Administrative costs category, and/or if they are part of the limited Administrative costs category, where they should be listed or if we should be adding a new section to the justification form for this?

Answer: Team meetings are considered to be an administrative cost. Applicants are encouraged to add a line item under the appropriate Administrative Costs section of the financial proposal.

Question #11 received February 24, 2022

Reference: PMDE Core Network Partner - Proposal Guide 2022 Part 2.1 Technical Proposal Section 3 Overview of the Team.

Question: How detailed should this be within the 12 pages? Can CVs be included as appendices?

Answer: Duplicate question. Refer to Bulletin 05 Question 01 for response.

Question #12 received February 24, 2022

Reference: Reference PMDE Core Network Partner - Proposal Guide 2022 Part 2.1 Technical Proposal Section 4: Work Plans.

Question Part 1: Who are considered highly qualified personnel?

Answer Part 1: For PMDE, Highly Qualified Personnel would include graduate students, post-doctoral fellows, and research associates.

Question Part 2: What are considered traditional existing training opportunities?

Answer Part 2: Traditional existing training opportunities would include CIHR's Health Research Training Platform, other government training programs, research assistantships offered by the universities or research institutions.

Question #13 received February 25, 2022

Reference: PMDE Core Network Partner - Proposal Guide 2022 Section 2 Financial Proposal (Excel Form).

Question: I would like to confirm that the budget justification attachment for this RFP is limited to 2 pages overall, and thus, should be a high-level overview (vs providing details of staff positions and budget items as typically done with, say, CIHR applications). Can you provide additional guidance on the type of information expected to be justified?

Answer: The budget justification attachment should be used to explain costs that may not be straightforward or may be unusual or not completely evident given the available information in the technical and financial proposals. Applicants should not use this document to provide details of the team salaries, unless the reason for including it is not evident in the proposal.

Question #14 received February 25, 2022

Reference: PMDE Core Network Partner - Financial Proposal Form 2022.

Question: Can you confirm if CADTH would be providing/facilitating data access directly, or are all costs of data acquisition the responsibility of the network partner?

Answer: CADTH is actively working to build collaborations with data holders such as CIHI and Statistics Canada. For any targeted data access, these costs should be included in the financial proposal.

Question #15 received February 25, 2022

Reference: Bulletin #02 Question 18.

Question: How is CADTH going to act as a “facilitator and coordinator, when possible, to link the PMDE network to available data sources.”

Answer: Please refer to the PMDE Program Overview and also Question 14 in this Bulletin. As much as possible, when network members require data access, CADTH will work to facilitate and gain access to data for the purpose of responding to queries.

Question #16 received February 24, 2022

Reference: Bulletin #02 Question 23: “Additional documents can be added either as appendices to the technical proposal or as stand-alone documents.”

Also reference Bulletin #03 Question 2 “Applicants can not submit additional appendices“.

Question: Can you please clarify whether additional appendices/attachments, other than those specified in “2.3: Attachments” in the PMDE Core Network Partner - Proposal Guide 2022, are allowed?

Answer: Applicants may submit Resumes or CVs as additional documents in addition to the documents listed in 2.3 Attachments, no other documents are to be included.

Question #17 received February 25, 2022

Reference: Bulletin #02 Question 36.

Question: Can you elaborate on “Access to provincial administrative databases will not be the sole responsibility of the network partners and may in part be partly coordinated by the PMDE Operations Center”.

Answer: CADTH will leverage its existing relationships with CIHI and Statistics Canada to provide network partners and contractors access to provincial administrative databases when needed.

Question #18 received February 25, 2022

Reference: Bulletin #05 Question #04.

Question: “For all data access costs, applicants should include them in the administrative costs section and if they believe them to be “non-administrative”, they should indicate this in the line item. The review panel will determine if these costs are administrative or otherwise.” Can you clarify if the reviewing panel will determine if data access costs are administrative, do we need to maintain data costs within 15% of the budget?

Answer: Data costs will be considered administrative and therefore applicants should strive to keep this within 15% of the total budget.

End of file.