

## **CADTH Post-Market Drug Evaluation**

### Bulletin #05

## RFP Questions and Answers from RFP Information Session on May 5, 2022

### Standing Offer Competition

#### **File C-220440**

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## **Notes by CADTH:**

- 1. Questions may have been edited for clarity or to maintain confidentiality.**
- 2. All questions are from the CADTH Information Session held on March 22, 2022. Some questions were received in advance, some were received during the Session, and some were received after the Session.**

### **Question #01**

Reference: RFP General Question.

Question: Will the Standing Offer (SO) agreement Q&A session, held on May 5, 2022, be recorded and posted?

Answer: No. CADTH will be transcribing questions and answers into a bulletin and posting it here [RFP C-220440 PMDE Standing Offer](#).

### **Question #02**

Reference: RFP General Question.

Question: Are SO contractors groups allowed to publish the results of any queries? Who owns the data of the query, especially if the data is generated by the SO contractor?

Answer: SO contractors are allowed to publish their results. The query report should be completed prior to any publishing and should be made available for use as required by the customer and the PMDE Operations Centre. If there is any confidential information in the query report, this would need to be factored in and kept confidential for the duration that the customer has requested. The PMDE Operations Centre aims to have full transparency and post all work in some format at some point in time. A formal communications policy will be shared with SO contractors. Who owns the data associated with a given query will vary query by query as it will depend on how the data is obtained and/or generated. The collaborative nature of the network will mean that the stewards of the data will be the SO contractor(s) that generated the data, but that the data can be accessed by the network as required to validate results or do subsequent work.

### **Question #03**

Reference: RFP General Question.

Question: What is CADTH's estimated budget per query and how many queries will be given to each Standing Offer contractor per year?

Answer: The budget per query response depends on the nature and complexity of the query. CADTH anticipates that it will receive queries that require a rapid response, along with more complex queries. Without knowing what the specific queries will be, it is difficult to predict cost per query. The budget per query will be established early in the scoping and refinement phase of the query response. CADTH's PMDE Operations Centre will receive a given query,

establish a query response team, and will develop a Call-up with an SO contractor at that time, should a given SO contractor be involved in the query response. SO contractors are meant to supplement the Core Network Partners. Core Network Partners have a variety of expertise that can be used to build a certain level of function. Where there are gaps, overflow, or the need to scale up, SO contractors will be involved in query response.

#### **Question #04**

Reference: RFP Section 1.2 bullet 2 PMDE Program Overview.

Question: Will the SO agreement winners need to manage their own access to data, or will it be provided by CADTH?

Answer: Data access or collection processes will depend on the query. Where data already exists, network members and the PMDE Operations Centre will work to gain access to the data. If data collection is required, this will be established in the scoping and refining stage of the query response.

#### **Question #05**

Reference: Refer to RFP Section 1.2 PMDE Program Overview Goal 1.

Question: What specific skills is the PMDE program looking for in terms of "applied researchers, methodologists, and data analysts"?

Answer: The PMDE Program is looking for a broad set of skills and methodological expertise in post-market drug evaluation to meet the needs of the customers. Applicants are encouraged to list any and all relevant skills.

#### **Question #06**

Reference: RFP Section 2.2 Applicant Eligibility.

Question: Can independent consultants who are not part of a larger group or organization apply for a Standing Offer (SO) agreement?

Answer: Yes, however applicants cannot be affiliated with a for-profit entity or consulting group.

### **Question #07**

Reference: RFP Section 2.2 Applicant Eligibility.

Question: If an individual was previously employed by industry, are they eligible to submit a proposal?

Answer: Yes, but there is an approximately 12-month “cooling” period for those who are previously employed by industry, meaning that individuals who were employed by industry in the approximately 12 months prior to submitting a proposal would not be eligible to apply. The PMDE Operations Centre wants to be conscious of potential or perceived conflicts of interest. The PMDE program model will seek to engage with industry, but not by having industry as an SO contractor.

### **Question #08**

Reference: RFP Section 2.2 Applicant Eligibility.

Question: Is it permissible to contract in other CADTH program areas while contracting on PMDE Queries?

Answer: Yes.

### **Question #09**

Reference: RFP Section 2.3.3 Proposal Preparation Instructions.

Question: Some applicants may have engaged in work that is confidential and may be unable to provide specific details about the project(s) and divulge customer information. Is it sufficient for applicants to provide high-level information in the technical proposal?

Answer: Applicants do not need to provide the specific details of their previous work, however, they do need to provide sufficient information about the methods, whether the project deliverables were met, demonstrate innovation, provide general information about the type of query and the customer (i.e., was the customer from industry or a decision maker), etc. Enough detail for the review panel to evaluate should be provided. Please refer to the [RFP Appendix A Technical Proposal Table 2 Criteria for additional information.](#)

### **Question #10**

Reference: RFP Section 2.3.3 Proposal Preparation Instructions.

Question: Can applicants attach their CV/resume to the proposal?

Answer: Yes.

### **Question #11**

Reference: RFP Section 2.4 Validity.

Question: Proposals must remain open for acceptance for a period of one hundred and twenty (120) calendar days after the proposal submission due date as listed in Table 1.” Can you elaborate on what this means?

Answer: After a proposal is submitted, CADTH will go through a period of review and negotiation on the financial proposal and retainer amount with potential SO contractors. The rationale for the 120 days component is that it gives enough time to finalize these negotiations with applicants and their host institutions prior to September 1, 2022.

### **Question #12**

Reference: RFP Section 4.1 (b) Working With CADTH.

Question: Are the budgets for a query negotiable? For example, what happens if CADTH thinks a query would take 50 hours to complete but the SO contractor thinks it would take 75 hours?

Answer: Yes, query response hours and budgets will be negotiated during the scoping and refinement phase. CADTH PMDE Operations Centre will engage with SO contractors through dialogue to determine the budget for the query. There will be continuous dialogue between SO contractor(s) and the CADTH PMDE Operations Centre to respond to any changes in query response complexity or demand over time. The upfront feasibility assessment and internal work of the PMDE Operations Centre to scope and refine the query will limit the need to alter budgets during the query response phase.

### **Question #13**

Reference: RFP Section 4.5 Budget.

Question: Is the budget limit \$400K for one year per team?

Answer: CADTH is looking to fund approximately 3-4 SO agreements, with a total annual budget across SO agreements of \$1.6 million. The per team budget will ultimately depend on the number of SO agreements given. The per team budget will also depend on the number of queries a team can perform, the size of the team, the skillset of the team etc. The \$400K will be the upper limit of what teams can request in their financial proposals. SO agreements are not grants, which means teams will not be given the \$400K upfront. Teams will be given a small retainer up front, and as they complete work, will be compensated accordingly. Applicants should develop a financial proposal that is in line with their capacity as a team.

#### **Question #14**

Reference: RFP Appendix A: Technical and Financial Proposal Evaluation.

Question: Will the decision to award an application be based on the application itself and not the proposed budget?

Answer: The technical proposal makes up the bulk of the overall applicant scoring. The technical proposal accounts for 75% of the total score, while the financial proposal accounts for 25%. In terms of process, the review panel will look at the technical proposals first, focusing on proficiency, technical skills, etc. After the Technical Proposal receives a passing score, PMDE Operations Centre will appraise the financial proposals.

#### **Question #15**

Reference: RFP Appendix A Technical Proposal Table 2 Criteria 4 Additional.

Question: Having recently worked for CADTH, would it be possible to include references from current CADTH employees?

Answer: References from current CADTH employees are not permissible.

#### **Question #16**

Reference: PMDE Standing Offer Contractor PROPOSAL guide 2022 Section 2.1 Technical Proposal, and also reference the YouTube Video from the Info Session on March 22, 2022.

Question: I am reviewing the info session from March 22 on YouTube and wanted to clarify the proposal page limit. The info session states 12 pages and the proposal guide states 8 pages. Can you confirm the page limit?

Answer: Apologies for the confusion. We will accept Proposals that are up to 12 pages including any figures or tables but does not include references.

#### **Question #17**

Reference: PMDE Standing Offer Contractor PROPOSAL guide 2022 Section 2.1 Technical Proposal.

Question: Does the limit of 8 pages, for the Proposal, include figures/references?

Answer: The page limit includes any figures or tables but does not include references. Refer to Question #16 in this Bulletin whereby the page limit has been increased to 12 pages.

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