

CADTH Post-Market Drug Evaluation Proposal

Standing Offer Contractors: Letter of Intent Guide

1. Background

The Post-Market Drug Evaluation (PMDE) Program is a new CADTH program that will leverage a network of applied researchers, data analysts, and methodologists to respond to federal, provincial, and territorial queries to assist in drug reimbursement decision-making.

Standing Offer Contractors are individuals or teams of individuals with expertise in applied research, methodologies, and/or data analysis. Standing Offer Contractors will be awarded a 1-year contract following a competitive selection process and will be part of the PMDE network.

2. Guidelines for the Letter of Intent

This guide is to be used by interested applicants and should be used in conjunction with the Request for Proposals and Standing Offer Contract Proposal Guide, available on the [CADTH RFP webpage](#).

The Letter of Intent (LOI) provides CADTH with notice of the applicant's intent to submit a proposal for a contract award through the PMDE Program. The LOI should be submitted by the applicant.

2.1 What to Include

The following must be included in the PMDE Standing Offer Contract LOI:

- **Applicant(s)** name(s) and credentials, position, and affiliation, contact information (phone, email, and mailing address) for each applicant
- a **brief description** of the expertise the applicant or team would bring to the PMDE network
- host institution (optional).

2.2 Formatting

Applicants must use the Post-Market Drug Evaluation — Standing Offer Contract Competition Letter of Intent Form. This document must be sent as a searchable PDF to contracts@cadth.ca. Prints, photocopies, scans, and faxes will **NOT** be accepted.

3. Submitting Your Letter of Intent

3.1 Deadline

The deadline for electronic submission of the LOI to CADTH is **April 8, 2022, at 4:00 p.m. EDT**.

4. CADTH Support

4.1 Information Webinar

CADTH will be hosting an information session on March 22, 2022, from 12:00 p.m. – 12:45 p.m. EDT. To register, please visit the [CADTH website](#).

4.2 Contact

For any additional information, please contact contracts@cadth.ca.