

CADTH Post-Market Drug Evaluation Proposal

# Standing Offer Contractor Competition: Proposal Guide

## 1. Background

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

Standing Offer (SO) contractors are individuals or teams of individuals who bring expertise in PMDE applied research, methodology, and/or data analysis. Successful applicants will hold 1-year agreements to undertake PMDE work when a call-up is issued. Agreements may be extended for up to 2 additional, 1-year periods for a maximum of 3-years.

## 2. Guidelines for the Proposal

This guide is to be used by SO contract applicants who have previously signalled their intention to submit a proposal through a Letter of Intent and should be used in conjunction with the Request for Proposals document, both available on the [CADTH RFP webpage](#).

The proposal provides CADTH with detailed information on the individual or team's suitability for the PMDE network, relevance of their work, methods and data access, quality and rigour of the work, and ability to work in accordance with the PMDE Program's process to deliver timely and relevant outputs to the program's customers. SO contractors will be critical in the success of the network and in achieving its goals. Through the proposal, applicants will be asked to describe various aspects of their ability to respond to queries from federal, provincial, and territorial decision-makers.

The proposal should be submitted by the applicant.

### 2.1 Technical Proposal (Template, 8 Pages Maximum)

The PMDE Technical Proposal Form template is a Microsoft Word document provided on the [CADTH RFP webpage](#). When filling out this form, applicants must adhere to the following format:

- Page size: letter size (21.59 cm x 27.94 cm)
- Margins: standard (1.45 cm on both sides; 2.54 cm on the top and bottom)
- Font: Arial, 11 pts (no condensed type)
- Numbering included in the bottom right corner of every page
- Graphs, tables, and illustrations may be included, but will count as part of the set page limits
- Any pages exceeding the page limits indicated will be removed
- Format must be a **searchable PDF** (prints, photocopies, scans, and faxes will NOT be accepted)

The following outlines the proposal sections that must be included, as well as the information to be provided in each section:

#### **SECTION 1: Applicant Information**

Applicants are asked to provide the following:

- Applicant's name, as indicated in the Letter of Intent
- Team name (if applicable)
- Host institution (if applicable)

#### **SECTION 2: Executive Summary**

Applicants must provide a high-level summary of their ability to conduct work as part of the PMDE network

## SECTION 3: Suitability and Expertise

Applicants must provide a description of the following:

- expertise that they will provide to the PMDE work and how this addresses gaps in the health care system
- awareness of how outputs could inform regulatory and/or health technology assessment and reimbursement processes
- ability to translate evidence into reports that will support policy decisions
- any relevant affiliation(s)
- any links with relevant collaborators or partners
- ongoing contracts or grants related to PMDE work
- ability to collaborate with external partners

## SECTION 4: Historical Work

Applicants must provide:

- Demonstrated world-class capacity to address challenges in PMDE
- Examples of relevant and successful PMDE work completed in the past 5 years
  - Cohesive plans that are appropriate to the scope and type of work being proposed
  - Work that leads to meaningful results for decision-makers
  - Work of international calibre
  - Work that shows innovation in addressing safety and effectiveness needs now and into the future
- A discussion of potential barriers and appropriate risk mitigation strategies

## SECTION 5: Feasibility

- The minimum and maximum number of queries the team or individual is willing to accept per year and any relevant possible factors that might influence the provided numbers
- Description of facilities and resources the applicants have at their disposable to be able to take on PMDE work

## 2.2 Financial Proposal (PDF Form)

The PMDE Standing Offer Contractor Financial Proposal Form template is also a Microsoft Word document provided on the [CADTH RFP webpage](#). The applicant's financial proposal will also be **submitted as a searchable PDF**. Prints, photocopies, scans, and faxes will NOT be accepted.

The financial proposal will include:

- hourly rate of work for each applicant and co-applicant,
- (if applicable) the host institution's fees.

## 2.3 Attachments

In addition to the information provided in the proposal form, applicants must provide the following as attachments:

- **a letter from the host institution** (2-page maximum, free form) indicating agreement with the content of the proposal, willingness to provide the resources indicated in the proposal, and willingness to negotiate quickly given the timeline for the PMDE Program launch on September 1, 2022
- **2 to 3 reference letters** (2-page maximum, free form) pertaining to similar work described within the proposal and having taken place in the last 5 years (references may include peers, customers, end-users, and so forth, but *References from current CADTH employees will not be accepted*); all listed references must be available for a reference check between June 1-8, 2022.

## 3. Submitting Your Proposal

### 3.1 Submission

Applicants must submit their technical and financial proposals via email to [contracts@cadth.ca](mailto:contracts@cadth.ca).

### 3.2 Deadline

The deadline for electronic submission of the proposal to CADTH is **May 17, 2022, at 2:00 p.m. EDT**.

## 4. CADTH Support

### 4.1 Bulletins

CADTH will be posting bulletins on the [RFP webpage](#). Applicants are encouraged to check regularly for updates and responses to pertinent questions.

**Please note:** Bulletins may contain questions and answers, provide additional clarity to the content, revisions to the schedule, or other pertinent information.

### 4.2 Contact

For any additional information, please contact [contracts@cadth.ca](mailto:contracts@cadth.ca).