

## CADTH Post-Market Drug Evaluation

### Bulletin #03

### RFP Clarification

### and

### 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.**

### **Clarification by CADTH**

Reference: RFP Appendix A Table 2 Criteria 5. Also, in the PMDE Core Network Partner Proposal Guide 2022, Section 2.3 Attachments.

Inconsistency: The RFP states references are to be from the past 3 years. The Guide states references are to be from the past 5 years

Clarification: CADTH will accept references from the past 5 years.

### **Question #01 received February 10, 2022**

Reference: RFP Section 2.3 Proposal.

Question: If the total submission of the technical proposal, the requested attachments and financial proposal do not exceed the maximum email size of 20MB, can we provide additional appendices?

Answer: No – however applicants can include additional information in the technical proposal, up to the 12-page maximum.

### **Question #02 received February 10, 2022**

Reference: RFP Section 2.3 Proposal.

Question: Would additional appendices be included with the requested attachments or a separate attachment?

Answer: Applicants can not submit additional appendices.

### **Question #03 received February 10, 2022**

Reference: RFP Section 2.3 Proposal.

Question: Are the attachments meant to be merged with the proposal file or separate?

Answer: Applicants are encouraged to submit as one PDF document.

#### **Question #04 received February 15, 2022**

Reference: RFP 2.3.3 Proposal Preparation Instructions.

Question: What is the anticipated breadth of the individual proposals that you are seeking? For example, are you looking for proposals that encompass all of oncology, a subset of oncology (e.g., hematologic malignancy) or a particular set of high-cost interventions (e.g., cellular therapy) be preferred?

Answer: The breadth of the proposal should be sufficient to allow the review panel to better understand the methodological capabilities and capacity within your team. It will be useful to have an understanding of the therapeutic areas of study as they relate to capabilities, or data linkages. For example, if your team does significant work in areas of oncology, has data registries or access to data, and has developed methods to study outcomes this would be useful information.

#### **Question #05 received February 10, 2022**

Reference: RFP 2.3.3 Proposal Preparation Instructions - the proposal must also include: b) 2 or 3 letters of reference.

Question: Are there any restrictions on who the letters of support can come from?

Answer: References can not come from CADTH staff. Otherwise, applicants are free to submit letters of reference of their choosing.

#### **Question #06 received February 15, 2022**

Reference: RFP 2.6 Enquiries.

Question: Could you provide the link to the February 8<sup>th</sup> Info Session Webinar related to this RFP?

Answer: This is available on the [PMDE Webpage](#) (scroll down to near the bottom).

#### **Question #07 received February 10, 2022**

Reference: Proposal Guide 2022 2.1 Technical Proposal (Template, 12 Pages Maximum).

Question: Are the proposal references part of the 12-page technical proposal?

Answer: No, references are in addition to the 12-pages.

**Question #08 received February 11, 2022**

Reference: Proposal Guide 2022 2.1 Section 7 Partner Funds or In-Kind Contributions.

Question: Are there any criteria that exclude in-kind contributions (i.e., the source of funding) and how do you differentiate between the two?

Answer: There are no exclusion criteria. In-kind contributions can be any sort of contributions that are not in cash. For example: salary of research assistant, equipment, data access, etc.

**Question #09 received February 15, 2022**

Reference: RFP Financial Proposal Form 2022.

Question: Referring to the budget module spreadsheet, can we alter it at all for salary calculation, so we can use FTE and annual salary amounts vs needing hourly rates and specific hours/week?

Answer: Yes, applicants may alter to reflect annual salaries.

**Question #10 received February 15, 2022**

Reference: RFP Financial Proposal Form 2022.

Question: The formula to automatically calculate the annual fee uses a default of 40 hours per week. Can we change the default hours so that it varies according to the resource?

Answer: Yes, applicants may alter to change the default weekly hours.

**Question #11 received February 15, 2022**

Reference: RFP Financial Proposal Form 2022.

Question: For benefits, the spreadsheet requires a set \$ value. Are we able to specify a percentage instead, whereby the percentage may vary depending on the resource?

Answer: Yes, applicants may use percentages of total benefit packages.

End of file.