



Understanding Options to Reduce Disparities in Cardiovascular Disease through Comparative Effectiveness Research

REQUEST FOR QUOTE

RFQ # PCO-CVDLDSR2013

July 25, 2013

KEY DATES	
Request for Quote Released	July 25, 2013
Deadline for Questions	July 31, 2013
Deadline for Quotes	August 9, 2013
Projected Award Date	August 16, 2013
Project Start	Week of August 19, 2013



About PCORI

PCORI was authorized by the Patient Protection and Affordable Care Act of 2010 as a non-profit, nongovernmental organization and is charged with helping patients, clinicians, purchasers, and policy makers make better-informed health decisions by “advancing the quality and relevance of evidence about how to prevent, diagnose, treat, monitor, and manage diseases, disorders, and other health conditions.” It does this by producing and promoting high-integrity, evidence-based information that comes from research guided by patients, caregivers, and the broader healthcare community.

PCORI’s strong patient-centered orientation directs attention to individual and system differences that may influence research strategies and outcomes. PCORI is charged with producing useful, relevant clinical evidence through the support of new research and the analysis and synthesis of existing research.

PCORI is committed to transparency and a rigorous stakeholder-driven process that emphasizes patient engagement. PCORI uses a variety of forums and public comment periods to obtain public input to enhance its work.

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Opportunity Snapshot

PCORI is seeking an experienced Contractor to research and write a clear and concise landscape review in the area of cardiovascular risk factors for populations at risk for experiencing disparities. The focus of the review is to help PCORI determine where gaps exist in the available evidence about best approaches to address cardiovascular disease in these populations. We are interested in identifying unique opportunities for PCORI to fund comparative effectiveness research to address these gaps. This work may inform the development of a PCORI targeted funding announcement to reduce cardiovascular disease among populations that suffer from disparate health outcomes. The working title for this landscape review is “Identifying Gaps in Evidence for Reducing Cardiovascular Risk Factors and Disparities in Care to Improve Patient-Centered Outcomes.”

The landscape review should include a synthesis of the relevant scientific literature, including white papers and policy briefs, to determine where gaps exist in the available evidence about best approaches to address cardiovascular disease in populations at risk for experiencing disparities.

PCORI expects to make one award under this RFQ. The anticipated contract award date is approximately August 16, 2013. The performance period will be from the date of award through the week of November 20, 2013.

This will be a cost-reimbursable logistical and technical support contract. The Contractor will operate at the direction of and receive guidance from PCORI.

Quotes may be submitted by private-sector, nonprofit, and for-profit organizations.

How to Proceed



1. **Review the Requirements**

Examine all sections of the RFQ and learn about [what makes PCORI's research different](#).

¹

2. **Consider the Evaluation Criteria**

Consider the organization eligibility requirements and PCORI's specific requirements to see whether your organization, your interests, and your capabilities fit this program. Check the PCORI website for any modifications or amendments up to the submission deadline.

3. **Understand the Submission Guidelines**

Understand PCORI's review criteria and the evaluation process.

4. **Develop Your Quote**

Develop your response to accomplish the Scope of Work. Submissions must be organized into two separate files, *Volume I: Technical Capabilities* and *Volume II: Quote for Services* and meet the guidelines specified in the Submission Guidelines section of this document.

5. **Submit Your Quote**

Quotes are due by 5 p.m. ET on August 9, 2013.

¹ Available at pcori.org/research-we-support/pcor



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I. Background

The Patient-Centered Outcomes Research Institute (PCORI) was created to conduct research to provide the best available evidence to help patients, those who care for them, payers, policy makers, and others make better informed decisions. PCORI's research is intended to give patients and their caregivers a better understanding of the prevention, treatment, and care options available and the science that supports those options.

Cardiovascular disease is a leading cause of morbidity and mortality in the United States. Each year, more than 2 million Americans suffer a heart attack or a stroke, and about 800,000 die. Complications from cardiovascular disease are also a leading contributor to lower life expectancy for African Americans, who have nearly twice the risk of whites for having a first stroke. Hispanics and African Americans are also more likely to die after a stroke than whites. In addition, regional differences in the risk for cardiovascular disease show higher incidence of strokes in southeastern states compared to the rest of the country. The economic burden cardiovascular disease poses cannot be understated. It accounts for 30 percent of Medicare expenditures and almost 20 percent of national health expenditures overall. Medical costs and productivity losses approach \$450 billion annually.

The prevalence of cardiovascular disease is driven largely by high rates of obesity, uncontrolled hypertension, and smoking and high levels of low-density lipoprotein (LDL) cholesterol. Recent analyses have found that almost 50 percent of US adults 20 years and older have at least one of these risk factors. Sub-group analyses show that African Americans, Hispanics, and Native Americans have higher risks than the general population. The prevalence of these risk factors, and consequently, the morbidity and mortality due to disease onset, make paramount the continued investigation of the best approaches to prevent and treat these conditions.

The existence of, and reasons for, the disparate health outcomes related to cardiovascular disease in minority populations are well described in the literature. However, there are far fewer reports of research aimed at identifying methods, tools, system inputs, and policy approaches that reduce or eliminate health disparities. Also, less well-known are any comparative effectiveness research (CER) studies that compare interventions against one another or against usual care to determine what works best. PCORI's aim, through this topic-refinement activity, is to explore opportunities to fund CER that addresses the best approaches to preventing cardiovascular disease among populations that have a history of experiencing disparate health outcomes. PCORI is especially interested in approaches that focus on improving patient-centered outcomes.



For PCORI, an important context for this work is the national Million Hearts Initiative—led jointly by the Centers of Disease Control and Prevention and the Centers for Medicare & Medicaid Services. The goal of the Initiative is to prevent 1 million heart attacks by the year 2017. The effort is broad in scope; comprehensive in its approach, including both clinical and lifestyle interventions; and vast in the number of partners who have joined in to focus, coordinate, and publicize prevention activities across public and private sectors. To achieve these ends, the initiative aims to focus attention on the following clinical interventions:

- Aspirin use for patients with ischemic vascular disease
- Blood pressure screening and control
- Cholesterol screening and control
- Smoking cessation

and community interventions:

- Promotion of smoke-free air and tobacco-prevention policies
- Reductions in sodium and trans-fats in food.

A unique role for PCORI as part of this national effort is to fund CER studies to evaluate clinical and community-based approaches, or combinations of approaches, aimed at improving health outcomes associated with cardiovascular disease.

PCORI is particularly interested in the current evidence and in evidence gaps regarding the following topic areas:

- Clinician/patient health communication models for improving outcomes in minority or underserved populations and people low literacy and numeracy, limited English proficiency, or disabilities
- The effectiveness of health interventions (including place-based interventions in community health centers and other safety-net settings) to reduce major vascular events among the economically disadvantaged people, including racial and ethnic minorities and rural populations
- The effectiveness of different delivery models (e.g., provision of home blood pressure monitors, utilization of pharmacists or other allied health providers) for controlling hypertension in racial minorities.



II. Project Requirements

Scope of Work

The Contractor will carry out the following tasks:

- 1) Manage the project, interfacing with key PCORI program staff members to ensure adherence to the approved budget, meet established deadlines, and ensure quality control;
- 2) Conduct a review of the literature spanning the last five years on cardiovascular disease. Specifically, the literature search should focus on CER and interventions aimed at preventing and improving health outcomes associated with hypertension, heart attack and stroke. Populations of particular interest include those that have a history of suffering from disparate health outcomes including racial and ethnic minorities;
- 3) Prepare a formatted, publication ready report, using a template to be provided by PCORI. The report should be approximately 20 to 25-pages long (excluding references) and written in plain language that is accessible to the general public. In addition to standard elements (e.g., a table of contents, list of acronyms, references, bibliography), the report should include the following sections:
 - **Introduction** – Define the topic and its relevance to patient-centered outcomes.
 - **Burden on society** – Describe recent incidence and prevalence of cardiovascular disease in populations and subpopulations; effects on patients’ quality of life, productivity, functional capacity, mortality, use of health care services, etc. Evaluate whether this overall societal burden suggests that CER on alternative approaches to this problem should be given high priority.
 - **Options for addressing the issue** – On the basis of recent systematic reviews and existing literature (e.g., Cochrane, PubMed, AHRQ reports, issue briefs, Congressional testimony) and evidence-based guidelines (e.g., AHRQ Clearinghouse), what is known about the relative benefits and harms of the available management or treatment options? What could new research contribute to achieving better patient-centered outcomes? Have recent innovations (e.g., a new technology or a new policy) made research on this topic especially compelling? How widely does care now vary among populations and subpopulations? What is the pace of research on this topic (as indicated by recent publications and ongoing trials)? How likely will new research on this topic increase our certainty about how the problem should be addressed?
 - **Potential for new information to rapidly improve care and patient-centered outcomes**– What are the facilitators and barriers (workforce, technology, insurance coverage, costs, etc.) that would affect the implementation of new findings in practice? How likely is it that the results of new research on this topic would be immediately implemented in practice?



- **Durability of information:** Would new information from CER on this topic remain current for several years, or would it be rendered obsolete quickly by subsequent studies?

5) What are the opportunities for PCORI to fund CER studies to address the issue through comparative effectiveness research?

The table below lists key deliverables and a tentative timeline. The final timeline will be negotiated post-award between the Contractor and PCORI.

Table 1: Key Deliverables and Timeline

Key Deliverable	Description	Timeline
Kick-off meeting	Hold a kick-off meeting with PCORI's Addressing Disparities staff to discuss the objectives of the project, schedule, initial steps, and report components	Within 1 week of contract award
Search terms and strategy for literature review	Develop the literature review strategy and identify search terms, databases, and other information sources	Two weeks after kick-off meeting
Report outline	Submit an outline to ensure the structure of report fits PCORI's needs. (PCORI will provide comments in writing or by phone within a week.)	One week after PCORI acceptance of search terms and strategy
Draft report	Submit a draft report that includes the sections listed above. (PCORI will provide feedback within two weeks.)	Two months after kick-off meeting
Final report	Submit final, formatted report with references	Two weeks after feedback on draft report
Ad hoc	PCORI may request additional information or details related to the report. Offerors should provide hourly rates for ad hoc work in the quote for services.	As mutually agreed



Use of Final Report

The final report will be for PCORI's use exclusively. The contractor will not publish the report. PCORI reserves the right to publish the report on our website as a joint collaboration between PCORI and the contractor.

Period of Performance

The expected period of performance is three months, from the week of August 20 through the week of November 20, 2013.

Other Requirements

Organizational Eligibility

Quotes may be submitted by any private-sector organization, including nonprofit and for-profit organizations. The Internal Revenue Service must recognize all US organizations. All proposed subcontracts must be clearly described along with budget support for direct and indirect costs.

Project Management

- The Contractor will provide the strategic guidance, project management, and personnel necessary to assure that the highest-quality service is provided on schedule and within budget.
- The Contractor will communicate effectively with PCORI both verbally and in writing. All Contractor personnel providing services under this contract shall be fluent in English. All key personnel shall be available to begin work on the contract start date.
- The Contractor will provide a Project Manager who is the point of contact for PCORI for any and all questions, issues, and collaboration. The Project Manager must have experience managing similar projects for similar organization and the authority to make decisions for the timely resolution of problems, extensive experience with literature reviews and reports, and a deep understanding of best practices for these services.

Furnishing of Equipment/Property

The Contractor will furnish its own office, equipment, and technology.

Place of Performance

The Contractor will provide the facilities necessary to execute the Scope of Work.

Hours of Service

The Contractor must be available for project support, Monday through Friday, between 8:30 a.m. and 5:30 p.m. (Eastern Time). PCORI has regular observance of federal holidays: New Year's Day;



Birthday of Martin Luther King, Jr.; Washington's Birthday; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Day after Thanksgiving; and Christmas Day.

Insurance

The Contractor, at its own expense, will provide and maintain at least \$1 million of General Liability insurance during the entire period of performance of this contract. The Contractor assumes absolute responsibility and liability for any and all personal injuries or death and/or property damage or losses suffered due to negligence of the Contractor's personnel in the performance of the services required under this contract.

Non-Disclosure Agreement

The Contractor must not release any sensitive, confidential, or proprietary information without prior written approval from PCORI. At the time of award, the awardee must sign a Non-Disclosure Agreement (NDA), and at each subsequent option year, if exercised.

Organizational Conflict of Interest

The Contractor, upon award, must sign a statement confirming that it does not have and will prevent any organizational conflict of interest. If a conflict arises, the Contractor will immediately advise PCORI.

Compliance

The Contractor must comply with PCORI's Rules and Regulations, all required forms, and any changes in procedures. The Contractor will remain informed of any such changes and updates, as necessary, by the PCORI Procurement Office. Upon the request of employees or other persons with disabilities participating in official business, the Contractor must arrange necessary and reasonable accommodations for the impaired individual(s) per Section 508 Compliance.



III. Quote Evaluation Criteria

The evaluation is completed in two stages. In the first stage, *Volume I: Technical Capabilities* submissions will be reviewed and rated on a pass/fail basis. Quotes that pass this review will proceed to the second stage, a review of *Volume II: Quote for Services*. An award will be made to the Offeror(s) that clearly illustrate the capability to perform the Scope of Work, with preference given to low cost. PCORI will evaluate quotes in compliance with the Scope of Work and requirements stated in this RFQ. PCORI reserves the right to reject quotes that are unreasonably low or high in price. PCORI also reserves the right to engage one or more Offerors who demonstrate significant value to PCORI and assemble a preferred provider listing for these services.

Category	Rating
Volume I: Technical Capabilities	Pass —The Offeror has demonstrated that they have the skills, experience, and capability to perform the Scope of Work. Offerors must receive a rating of “pass” on the Technical Capabilities in order to be considered.
Volume II: Quote for Services	Best Quote —The quote is the lowest received among the Offerors who have demonstrated that they can perform the work.



IV. Submission Guidelines

General Guidelines

Submissions should be organized into two separate volumes, sent as separate files. The content and organization of each volume is provided below. *Volume I: Technical Capabilities* is limited to 25 pages. *Volume II: Quote for Services* is unlimited but must provide sufficient justification for the quote. Title pages, cover letters, the table of contents, pages intentionally left blank, and appendixes are excluded from the page count. To ensure completeness, please refer to the Offeror Checklist (Appendix A).

All text should be Arial or Times New Roman font, no less than 11 point with one-inch margins, and single spaced. Graphics and tables may be included. Files may be submitted in MS Word, MS Excel, or Adobe PDF formats.

Submissions exceeding the page limits will not be considered. In addition, the submission cannot exceed 10MB in size, and all submitted documents must be searchable.

Questions must be submitted to rfq@pcori.org, referencing RFQ # PCO-CVDLDSR2013 in the subject line, no later than 5 p.m. ET on July 31, 2013.

All quotes must be sent no later than 5 p.m. (ET) on August 9, 2013, to rfq@pcori.org with RFQ # PCO-CVDLDSR2013 in the subject line.

Cover Letter

Each submission must include a cover letter with the following information:

- Offeror's name and mailing address
- Reference to the solicitation number RFQ # PCO-CVDLDSR2013
- Technical and contract points of contact (name, phone number, and email address)
- Business size (large, small, state/federal certifications—MBE, 8(a), HUBZone, etc.)
- Dunn & Bradstreet Number (DUNS)
- Federal Tax ID (EIN, TIN, SS)
- Affirmation that the quote is valid for at least 30 days
- A statement specifying agreement with all terms, conditions, and provisions included in the solicitation
- Acknowledgement of any amendments posted to the PCORI website before the submission deadline



Volume I: Technical Capabilities

Describe your approach to provide, prioritize, and manage the tasks included in the Scope of Work. Prepare your technical capabilities statement following the numbered outline shown below. The maximum page length is 25 pages. Title pages, cover letter, table of contents, pages left intentionally blank, and appendixes are excluded from the page count.

1. Statement of Understanding

1.1 State a clear understanding of the mission of PCORI and this project.

2. Technical Solution

2.1 Describe experience in conducting scientific literature reviews, and synthesizing reports.

2.2 Describe knowledge of, and experience working on projects related to, cardiovascular disease, clinical interventions, and community interventions.

2.3 Describe experience in the not-for-profit, health, healthcare, health-policy, and health-/medical-research sectors. Such experience, especially in the not-for-profit sector, is strongly preferred, but not required.

3. Management Approach

3.1 Describe the overall plan for organizing and managing the tasks required by the Scope of Work. The plan shall describe organizational oversight and indicate how decisions will be made, work monitored, and quality and timeliness assured.

3.2 Describe your procedures to monitor quality of services. These procedures must include an internal method for identifying and correcting deficiencies.

3.3 Explain how this approach will enable you to start the project quickly, complete tasks within specified periods, and ensure quality of products.

3.4 Describe procedures to ensure that the most comprehensive, yet cost-effective, approach is provided.

3.5 List proposed project team staff and state their roles.

3.6 Provide a brief description of qualifications, including education and experience, for key personnel. (Note: In an appendix, provide resumes, maximum length of 2 pages each, for all proposed team members.)

3.7 List the location or locations where the work will be performed.

3.8 Develop a form and/or process to evaluate your ability to fully execute all of the tasks outlined in this RFQ. The result may be used by the Offeror, PCORI, or both.



4. Past Performance

- 4.1 Complete table in Appendix B. Identify at least three current projects or projects completed within the past five years (and preferably within the past three years) that are consistent in scope, nature, and effort for commercial customers, non-profit clients, or local, state, or federal governments.
- 4.2 For each selected project, submit a synopsis of work performed (no longer than two pages). Provide information on problems encountered on the contracts and subcontracts and corrective actions taken to resolve those problems. Do not provide general information on performance on the contracts because we will obtain that information from the references.

Volume II: Quote for Services

The Quote for Services should conform to PCORI's formatting requirements, noted above. The Quote for Services may be submitted with as many pages as necessary to explain rates. However, please be as concise as possible as PCORI reserves the right to dispose of pages that are not relevant.

PCORI expects to issue a Cost Reimbursable (CR) contract for those expenses that are proposed, directly related to the performance of the contract, and preapproved by PCORI during contract negotiations. The Quote for Services must clearly state all direct and indirect costs, justified with supporting documentation, as needed.

1. Quote for Services

- 1.1 Provide a quote in table form that supports the entire Scope of Work, including all expected expenditures and fees. The quote should list key services with corresponding prices. Quotes may be broken out by tasks / subtasks, or by key personnel. Offerors may use fully-loaded rates that include G&A, Overhead, Fringe and Fee. However, these indirect rates must be broken out and substantiated with federal indirect cost rate agreements or substantiated through independently audited financial statements by external auditors. Quotes may include the rates for each labor category and the Direct Labor (DL) rates and total billable rates by labor category, showing how each rate is applied to the DL. Offerors may break out costs by each task/heading within the project, or by key personnel working on the project. Offerors must clearly propose and justify all expected travel costs associated with the successful execution of the Scope of Work. Travel will be reimbursed, at cost, according to PCORI travel guidelines (based on federal travel regulations). See sample templates in Appendix C.
- 1.2 If needed, a brief budget narrative (no more than 2 pages) may be included to clarify unusual budget items or calculations.



V. Post-Submission Information

Withdrawal or Modification of Quotes

An Offeror may modify or withdraw its quote upon written, electronic, or facsimile notice if received at the location designated in the solicitation for submission of quotes not later than the closing date and time for receipt of quotes.

Late Submissions

Late quotes, requests for modification, or requests for withdrawal shall not be considered, unless a late modification of a successful quote makes terms more favorable for PCORI.

Best and Final Offers

Subsequent to receiving the original quote, PCORI reserves the right to notify all technically acceptable Offerors within the competitive range and to provide them an opportunity to submit written best and final offers (BAFOs) at the designated date and time.

BAFOs shall be subject to the late submissions, late modifications, and late withdrawals of quotes provision of this RFP. After receipt of a BAFO, no discussions shall be reopened unless PCORI determines that it is clearly in PCORI's best interest to do so (e.g., it is clear that information available at that time is inadequate to reasonably justify Contractor selection and award based on the BAFOs received). If discussions are reopened, PCORI shall issue an additional request for BAFOs to all technically acceptable Offerors still within the competitive range.

Retention of Quotes

All quote documents shall be the property of PCORI, retained by PCORI, and not returned to the Offerors.

Presentation by Acceptable Offerors

At its discretion, PCORI reserves the right to also invite Offerors who are technically acceptable to conduct a presentation to PCORI on the proposed effort for technical and management approaches identified in the submission. PCORI will notify vendors who meet the qualifications and provide the date, time, and format for the presentation. PCORI expects to fund one quote. However, PCORI reserves the right to fund more than one quote or to fund no quote if, in its judgment, an acceptable quote is not identified.



Protests

Any actual or prospective Contractor who is aggrieved in connection with the solicitation or award of a contract must file a protest with PCORI no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation that are apparent prior to quote opening or the time set for receipt of initial quotes shall be filed with PCORI prior to quote opening or the time set for receipt of initial quotes. For procurements in which quotes are requested, alleged improprieties that do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the closing time for receipt of quotes. The protest shall be filed in writing. Protests should be submitted to finance@pcori.org or mailed to:

PCORI
Attn: Finance Department
1828 L Street, NW, Suite
900 Washington, DC 20036



VI. Post-Award Information

Anticipated Award Date

The anticipated notice of award date is August 16, 2013.

Post-Award Kickoff Meeting

Upon notice of award, PCORI will coordinate an award kickoff meeting within 7 days with the Contractor. Date, time, and location will be provided at the time of the award. At that meeting, PCORI will provide the Contractor with a template for the landscape review.

Notice to Proceed

Immediately upon receipt of notice of award, the Contractor shall take all necessary steps to prepare for performance of the services required hereunder. The Contractor shall have a maximum of 45 calendar days to complete these steps.

Following receipt from the Contractor of acceptable evidence that the Contractor has obtained all required licenses, permits, and insurance and is otherwise prepared to commence providing the services, PCORI shall issue a Notice to Proceed.

On the date established in the Notice to Proceed (this notice will allow a minimum of seven calendar days from the date of the Notice to Proceed, unless the Contractor agrees to an earlier date), the Contractor shall start work.

Period of Performance

The performance period of this contract is from the start date established in the Notice to Proceed and continuing for a one-time project-based effort, lasting approximately three months, with the option to continue services or amend the agreement to include additional services (at additional cost) for a period up to one year. The initial period of performance includes any transition period authorized under the contract.

Documentation Requirements

The Contractor may be required to provide documentation to support its legal ability to operate facilities in the United States.

Service Level Agreements

It is PCORI's intent to develop Service Level Agreements (SLAs) for this effort, to ensure that the quality and integrity of information is maintained and produced. The SLAs will be mutually agreed between the Contractor(s) and PCORI to be a form of measurement of the success of the program



by the Contractor(s). The SLAs, once established, may be subject to change as the program progresses and matures.

Quality Assurance Rubric

The Contractor will be required to perform at or above an acceptable level of quality. Should the Contractor be unable to meet this requirement, the contract may be canceled. The following rubric will be used to measure Contractor performance. This rubric is subject to change.

Component	Performance Level		
	Exceeds	Acceptable	Unacceptable
Responsiveness	Responds same day	Responds within 24 hours	Responds in more than 24 hours
Deliverables	Accurate, well-organized, comprehensive, and submitted ahead of schedule	Comprehensive and submitted on time	Disorganized or not submitted on time
Report Format and Submission	Plain language, readable, meeting the Scope of Work, integrating PCORI feedback, and submitted ahead of schedule	Meeting the Scope of Work and submitted on time	Language inaccessible to general audiences, omission of topics, and not submitted on time

Basis of Compensation to the Contractor

PCORI expects to award a Cost Reimbursable contract for the Scope of Work and budget that is proposed; negotiated with PCORI during the Best and Final Offer process; and listed in the agreement executed between the organizations. Any Contractor-quality issues that result in the re-drafting of work or increased labor required to meet deliverables during the performance of the contract are the financial responsibility of the Contractor, and re-work will be done at the Contractor’s expense.



Billing and Payment Procedures

PCORI prefers electronic invoicing. Payments will be based on progress toward the Deliverables/Milestones listed in this RFQ and justified in the Offeror's Quote for Services. Contractors will invoice PCORI's Finance Department no more often than once per month.

Billing address:

PCORI

Attn: Finance Department

1828 L St., NW, Suite 900

Washington, DC 20036

E-mail: finance@pcori.org



Appendix A: Submission Checklist

Cover Letter		Length
<input type="checkbox"/>	Cover Letter <i>(see page 8)</i>	As needed
Volume I: Technical Capabilities		Length
<input type="checkbox"/>	Statement of Understanding <i>(see page 9)</i>	25 pages maximum
<input type="checkbox"/>	Technical Solution <i>(see page 9)</i>	
<input type="checkbox"/>	Management Approach <i>(see page 9)</i>	
<input type="checkbox"/>	Past Performance <i>(see page 10)</i>	
<input type="checkbox"/>	Appendix A: Resumes of Key Personnel <i>(see page 10)</i>	2 pages per resume maximum
<input type="checkbox"/>	Appendix B: Past Performance Table <i>(see pages 10 and 17)</i>	As needed
Volume II: Quote for Services		Length
<input type="checkbox"/>	Quote for Services <i>(see page 10 and 18)</i>	As needed
<input type="checkbox"/>	Budget Narrative (Optional) <i>(see page 10)</i>	2 pages maximum



Appendix B: Past Performance Table

Provide the following information for at least three contracts completed during the past five years, or currently in process. Contracts listed may include those entered into by the federal government, agencies of state and local governments, and commercial clients. Please add additional columns as needed.

	<u>Contract 1</u>	<u>Contract 2</u>	<u>Contract 3</u>
Name of contract			
Name of client or customer			
Contract type			
Dates of performance			
Total contract value			
Program manager and telephone number			
Contracting officer and telephone number			
Administrative contracting officer, if different from contracting officer, and telephone number			
List of major subcontracts, subcontractors, and key portions of the project that were sourced to other parties or consortia.			



Appendix C: Sample Tables for Quote for Services

Option #1: Pricing by Task

Note: Under "Task," please list each task or service from the Scope of Work or group of tasks combined into a project phase. You may add as many rows as necessary.

Task	Due Date	Type of Service/Activity	Rates (broken out by key personnel)	Hours	Direct Cost	Indirect Cost	Total Cost
Task #1							
Task #2							
Task #3							

Option #2: Pricing by Key Personnel

Note: You may add as many rows as necessary.

Name	Title/Role on Project Team	Rate	Hours	Direct Cost	Indirect Cost	Total Cost
Key Person #1	Principal Investigator					
Key Person #2	Senior Researcher					
Key Person #3	Senior Researcher					