

**Past Performance Review:** Offerors must include at least 3, and at most 5 past performance review forms (see Appendix A) to be eligible for IDIQ inclusion.

- Offerors may not include past performance reviews from PCORI, or use PCORI staff as references on past performance, although prior work completed for PCORI should be included as a note in past experience where applicable.

**Q1: Is there a “master” technical application for the IDIQ or should the contractor’s capacities be described and reiterated in each individual task order technical proposal?**

- a. More specifically, the 4 task orders do not include specific tasks related to economic modeling or literature reviews – where should these capacities be described if they do not relate to the specific task order?**

A: PCORI is not providing an application form for the IDIQ. We ask offerors to provide an application clearly demonstrating three overall attributes and capability to meet those IDIQ domains for which the contractor/offeror aims to qualify and compete for current and future task orders.

The overall attributes that we expect all offerors to demonstrate, including those listed below (and on page 2 of the Request for Proposal):

- Demonstrate a thorough understanding of PCORI’s mission and goals
- Demonstrate a thorough understanding of patient-centered outcomes research (PCOR), comparative effectiveness research (CER), and patient and stakeholder engagement principles
- Demonstrate capacity to provide programmatic and analytic support for PCORI’s Engagement Department in the following areas (domains articulated below).

Regarding specific domains outlined and articulated in the IDIQ (beginning on page 3 of the RFP), we ask offerors to state the domains for which they aim to qualify and demonstrate the capabilities they can offer to compete strongly and complete successfully current and future task orders issued under a domain.

In short, an IDIQ response should articulate those domains under which an offeror wishes to compete for future task orders, regardless of those task orders currently offered. PCORI anticipates releasing task orders in each domain during the term of the IDIQ agreement.

PCORI expects *separate* applications from offerors: one application in response to the IDIQ RFP and one application for each task order on which they are competing. Offerors may apply for more than one task order. Any task order application must be in a domain for which the offeror is competing under the IDIQ RFP.

**Q2: Does an applicant need to apply for at least 1 task order (or all 4?) to be considered for the IDIQ contract?**

A: No, if the offeror is bidding on an IDIQ domain related to one of the issued task orders, the offeror *may* but is not *required* to apply for related task orders to be competed concurrently.

PCORI expects *separate* applications from offerors: one application in response to the IDIQ RFP and one application for each task order on which they are competing. Offerors may apply for more than one task

order. Any task order application must be in a domain for which the offeror is competing under the IDIQ RFP.

**Q3: The statement of work states that the “PCORI expects offerors to demonstrate the capacity to provide professional services in at least two” of the domains described. Is there a preference for a contractor to perform all functions?**

A: PCORI is interested in contracting with vendors who demonstrate experience and competence in at least two domain areas outlined in the IDIQ. Each offer will be considered on its merit and preference will not necessarily be given to those who qualify for more than two domain areas if they offer unparalleled services in the two that they have applied for.

**Q4: Will the task orders released be competitive among the IDIQ holders or will at least one contractor be expected to respond to all task orders released?**

A: The initial task orders issued concurrently with the IDIQ will be competed among all offerors, with those being awarded entry to the IDIQ moving forward to final competition for each task order. An offeror must successfully compete for the IDIQ to receive an award for a task order.

We anticipate a number of additional task orders being issued following the IDIQ award, which will only be competed among the IDIQ holders.

**Q5: Clarify what the submission requirements are for the sample task orders.**

Submission requirements for Task Orders are aligned with those of the IDIQ outlined on pages 22 and 23 of the RFP *other than* page limits for the Technical Response. Please refer to the answer to Q7 for guidance.

**Q6: Clarify whether the contractor should respond to all or select sample task orders they are best equipped to respond to.**

Please refer to the answer to Q2 for information regarding this question.

**Q7: Clarify any expectations on the length of the technical response.**

Technical responses to the IDIQ may not exceed 35 pages. Please refer to page 23 of the RFP document for details on specific expectations for subsections of the technical response.

Technical responses to the Task Orders may not exceed 20 pages. Expected page limits for each section are as follows:

1. Technical Approach – no more than 12
2. Organization and Staffing – no more than 3
3. Project Management Plan – no more than 5
4. Past Performance – no more than 3

**Q8: Should each responder to the IDIQ RFP also prepare a response to each of the four Task Orders described on pages 28 through 70? Or, may responders submit a proposal for fewer than four of the Task Orders?**

Please refer to the answer to Q2 for information regarding this question.

**Q9: Are the guidelines for the technical proposal and price proposal format described on page 23 for the IDIQ proposal, task order proposals, or both?**

Guideline for the price proposal format described on page 23 for the IDIQ proposal apply to both the IDIQ and the Task Orders. Please refer to the answer to Q7 for guidelines on the technical proposal for the IDIQ and the Task Orders.

**Q10: Can you please clarify if the 35-page limit for the technical proposal and the 4-page limit for the price proposal is meant only for the IDIQ response or a combination of the IDIQ response and a response to one or more task orders?**

PCORI expects *separate* applications from offerors: one application in response to the IDIQ RFP and one application for each task order on which they are competing. Offerors may apply for more than one task order. Any task order application must be in a domain for which the offeror is competing under the IDIQ RFP.

Please refer to the answer to Q7 for guidelines on the technical proposal for the IDIQ and the Task Orders.

**Q11: If the information on page 23 is meant only for the IDIQ response, can PCORI please provide guidance as to whether there is a preferred length for responses to the task order requests?**

Submission requirements for Task Orders are aligned with those of the IDIQ outlined on pages 22 and 23 of the RFP *other than* page limits for the Technical Response. Please refer to the answer to Q7 for guidance.

**Q12: Does PCORI request the Pricing Proposal information described on page 16 of the RFP for the prime contractor and all subcontractors? If so, would PCORI please consider a slightly longer page length for the Pricing Proposal?**

The Price Proposal for the IDIQ application regards the prime contractor. At the IDIQ level, PCORI expects the applicant Offeror to provide a good faith estimate of their costs to compete and complete projects successfully. Offerors may detail subcontractor relationships in their past performance to provide PCORI a clear picture of existing networks of vendors and partners upon which the prime

contractor may rely to ensure successful completion of task orders under each domain for which the offeror is applying.

At the Task Order level, PCORI will accept price proposals that detail anticipated costs of both the prime contractor and any subcontractors contributing to the project. For individual task orders, PCORI believes the four page limit sufficient.

**Q13: Are subcontractors required to submit past performance questionnaires for the IDIQ or is this a requirement only for the prime contractor? If a subcontractor is an individual consultant, is that consultant required to submit past performance questionnaires?**

Similar to Q12 above, the past performance questionnaire for the IDIQ and individual task orders regards the prime contractor. However, PCORI requires that each subcontractor contributing 20 percent or greater to the total project effort submit a past performance questionnaire, regardless of whether the subcontractor is an individual, corporate or other entity.