Patient-Centered Outcomes Research Institute

TASK ORDER REQUEST FOR PROPOSAL

FOR

Indefinite Delivery/Indefinite Quantity (IDIQ) Analytic and Operational Support for the Engagement of the Public and Patients

TORFP # PCO – Services in Support of Collection, Analysis, and Disposition of Public Comments – Task Order #25

September 10, 2020

KEY DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposal Released</td>
<td>September 10, 2020</td>
</tr>
<tr>
<td>Deadline for Questions</td>
<td>September 18, 2020</td>
</tr>
<tr>
<td>Deadline for Proposals</td>
<td>October 2, 2020</td>
</tr>
<tr>
<td>Projected Award Date</td>
<td>October 14, 2020</td>
</tr>
<tr>
<td>Projected Start Date</td>
<td>October 21, 2020</td>
</tr>
</tbody>
</table>
About PCORI

In 2010, Congress authorized the establishment of PCORI as an independent nonprofit organization incorporated in the District of Columbia. The authorizing law establishes PCORI’s purpose, significant parts of its governance structure (including the appointment of PCORI’s Board of Governors and Methodology Committee) and outlines key responsibilities and requirements of PCORI. The authorizing law was amended in legislation that was signed into law on December 20, 2019. PCORI 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 funding research guided by patients, caregivers, and the broader healthcare community, which results in high-integrity, evidence-based information.

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 funding 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.
Opportunity Snapshot

The Patient-Centered Outcomes Research Institute (PCORI) seeks proposals for a Contractor to provide services to support the collection, analysis, and disposition of comments from the public. For the purposes of this Task Order, public comment support shall be limited to those comments related to the proposed approach to implementation of the provision in PCORI’s reauthorization regarding consideration of the full range of outcomes data.

Proposals should be received no later than 5 p.m. Eastern Time on October 2, 2020. Prospective offerors may submit questions regarding the Task Order Request for Proposal (TORFP) no later than 5 p.m. Eastern Time on September 18, 2020.

PCORI will award a single Task Order (no more than 1 awardee). The Contractor will operate at the direction of and receive guidance from PCORI.
1. **Review the Requirements**
   Examine all sections of the TORFP 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 the requirements listed in this TORFP. Check the PCORI website for any modifications or amendments up to the submission deadline.

3. **Develop Your Proposal**
   Develop your response to the requirements within this TORFP.

4. **Follow Submission Guidelines**
   See the Submission Guidelines section of this document.

5. **Submit Your Proposal**
   Proposals are due by 5 p.m. Eastern Time on October 2, 2020.

\(^1\) Available at pcori.org/research-we-support/pcor
Background

Congress created PCORI in 2010 as a nonprofit, nongovernmental organization and reauthorized PCORI in December 2019 for an additional ten years. As part of that reauthorization, PCORI is directed to consider the “full range of outcomes data” in research it funds.

Consideration of full range of outcomes data.

Research shall be designed, as appropriate, to take into account and capture the full range of clinical and patient-centered outcomes relevant to, and that meet the needs of, patients, clinicians, purchasers, and policy-makers in making informed health decisions. In addition to the relative health outcomes and clinical effectiveness, clinical and patient-centered outcomes shall include the potential burdens and economic impacts of the utilization of medical treatments, items, and services on different stakeholders and decision-makers respectively. These potential burdens and economic impacts include medical out-of-pocket costs, including health plan benefit and formulary design, non-medical costs to the patient and family, including caregiving, effects on future costs of care, workplace productivity and absenteeism, and healthcare utilization.

As part of PCORI’s commitment to remain patient-centered and stakeholder-driven, we intend to provide a series of informal and formal periods for the public to provide comment on our approach to implementation of this provision in our reauthorization. As the basis for public input, PCORI will release a set of “Principles for the Consideration of the Full Range of Outcomes Data.” Input received from the public will inform additions or revisions to that document. Informal comment periods shall include, but not be limited to, virtual town halls or Webinars, while a formal public comment period shall emulate those of units of government. It is important to note, however, that PCORI is not a government entity.

PCORI seeks a contractor to support the collection, curation, analysis, and disposition of comments received from the public. PCORI anticipates that offerors under this domain will demonstrate strong skills in qualitative analysis, as well as a strong understanding of health economics. We encourage offerors to review past public comment opportunities on the PCORI Web site.

PCORI encourages offerors to demonstrate an understanding of the attributes mentioned above in their proposals.
Statement of Work

Through the issuance of this TORFP, PCORI announces its intention to procure support in the collection, curation, analysis, and disposition of comments received from the public. PCORI expects to award one (1) Task Order to the successful offeror whose roles will include the below activities.

Offerors should demonstrate the capacity to provide professional services which include, but are not limited to:

- Expertise in qualitative methods and health economics;
- Experience and expertise in collecting comments from the public, provided in writing and verbally, into a single data set;
- Experience applying appropriate coding methods and developing codebooks for curation and analysis of public comments;
- Ability to analyze and report on public comments received;
- Ability to develop recommendation memoranda;
- Ability to develop statements in response to comments received and how such comments are or are not incorporated into a final product (reconciliation statements);
- Ability to develop table(s) demonstrating final disposition of comments received;
- Expertise in synthesizing across the body of public comments to provide informative public-facing summaries;
- Experience and expertise in writing in plain language on technical content;
- Experience in graphic design and data visualization;
- American Medical Association (AMA) Manual of Style proficiency;
- Experience and expertise in providing 508 Compliance services;
- Experience with and access to language translation services; and,
- Experience with and commitment to diversity, equity, and inclusivity.

PCORI anticipates that most comments will be received via PCORI-provided mechanisms, such as the PCORI website, webinars, and teleconferences. PCORI shall make available to the Contractor any comments received on the matter prior to the Task Order Effective Date.

PCORI does not seek a new mechanism for solicitation or receipt of public comments, such as cloud-based applications, web portals, or other solutions.
Contractor Requirements

The Contractor must perform the following tasks:

1) Hold biweekly calls with the project lead and provide written status updates via email.

2) Develop a Data Collection and Management Plan that considers the appropriate frequency for data collection, processes for data cleaning, and how the Contractor will operate within the guidelines and standards to be provided by PCORI.

3) Develop a single data set of all comments received from the public, indicating the venue through which such comments were delivered and whether presented verbally or in writing. The Contractor shall propose a file format and architecture for the data set for PCORI review, comment, and approval.

4) Develop a coding taxonomy and codebook to support the analysis of comments received for PCORI review, comment, and approval. The codebook will become a public document and must include an explanatory summary for the lay public.

5) Apply the taxonomy to the data set of comments and provide an initial report on emerging themes of comments. Such report shall indicate at a minimum venue through which comments were received, stakeholder community of the commenter, and whether comments were general to the topic or specific to a point of the proposal or purely editorial.

6) Develop a draft disposition table format for PCORI review, comment, and approval.

7) Develop a report for PCORI’s internal use synthesizing comments and presenting options for response to public comments. Such report shall include, where appropriate, draft language for PCORI’s consideration for incorporation of each option into the final Principles statement.

8) Develop a draft public-facing report, including an executive summary, of the comments received for PCORI review, comment, and approval.

9) Populate the disposition table with final determinations made by PCORI on each comment received for PCORI review, comment, and approval using the PCORI Style Guide.

10) Support PCORI staff in developing reconciliation statements, which will be made public, in response to public comments received.

11) Provide final versions of the codebook, disposition table, comment data set, and synthesis report. Final documents must be publication-ready, written to AMA style, and 508-compliant, as necessary.

12) Support PCORI staff on incorporating final options for disposition of comments into the final Principles statement and develop a presentation to the PCORI Board of Governors.
Deliverables

Prior to commencing work, the Contractor shall develop and submit to PCORI a project schedule that includes project tasks and activities, milestones, deliverables, and PCORI’s review and approval of draft and final deliverables.

All Deliverables must be completed, and they include but are not limited to the following, with each deliverable be provided to PCORI:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Description</th>
<th>Quantity/Media</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kickoff Call with PCORI</td>
<td>Emailed agenda; Electronic file of minutes</td>
<td>• Kickoff Call within five (5) business days of Task Order Effective Date; • Emailed agenda one (1) day prior to the Kickoff Call; and • Kickoff Call Minutes within two (2) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>2</td>
<td>Draft data set architecture</td>
<td>Electronic file</td>
<td>Within two (2) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>3</td>
<td>Draft disposition table format</td>
<td>Electronic file</td>
<td>Within two (2) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>4</td>
<td>Check-in call with PCORI and status report</td>
<td>Emailed agenda; Electronic file</td>
<td>Within two (2) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>5</td>
<td>Develop Data Collection and Management Plan</td>
<td>Emailed agenda; Electronic file</td>
<td>Within two (2) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>6</td>
<td>Final data set architecture</td>
<td>Electronic file</td>
<td>Within three (3) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>7</td>
<td>Final disposition table format</td>
<td>Electronic file</td>
<td>Within three (3) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>8</td>
<td>Develop a coding taxonomy and codebook</td>
<td>Electronic file</td>
<td>Within four (4) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>9</td>
<td>Check-in call with PCORI and status report</td>
<td>Emailed agenda; Electronic file</td>
<td>Within four (4) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>10</td>
<td>Final coding taxonomy and codebook</td>
<td>Electronic file</td>
<td>Within five (5) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>11</td>
<td>Check-in call with PCORI and status report</td>
<td>Emailed agenda; Electronic file</td>
<td>Within six (6) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>12</td>
<td>Initial report on emerging themes</td>
<td>Electronic file</td>
<td>Within seven (7) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>Task Order Number</td>
<td>Description</td>
<td>Delivery Method</td>
<td>Delivery Timing</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>13</td>
<td>Check-in call with PCORI and status report</td>
<td>Emailed agenda; Electronic file</td>
<td>Within eight (8) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>14</td>
<td>Report to PCORI providing synthesis of, and options to address, comments received</td>
<td>Electronic file</td>
<td>Within ten (10) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>15</td>
<td>Draft public-facing report, including an executive summary, of the comments received</td>
<td>Electronic file</td>
<td>Within ten (10) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>16</td>
<td>Check-in call with PCORI and status report</td>
<td>Emailed agenda; Electronic file</td>
<td>Within ten (10) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>17</td>
<td>Check-in call with PCORI and status report</td>
<td>Emailed agenda; Electronic file</td>
<td>Within twelve (12) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>18</td>
<td>Draft disposition table populated with final determinations made by PCORI</td>
<td>Electronic file</td>
<td>Within twelve (12) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>19</td>
<td>Check-in call with PCORI and status report</td>
<td>Emailed agenda; Electronic file</td>
<td>Within fourteen (14) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>20</td>
<td>Final publication-ready versions of the codebook, disposition table, comment data set, and public-facing synthesis report</td>
<td>Electronic file</td>
<td>Within fourteen (14) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>21</td>
<td>Final reconciliation statements and presentation for updates to PCORI’s Board of Governors</td>
<td>Electronic File</td>
<td>Within sixteen (16) weeks of Task Order Effective Date</td>
</tr>
<tr>
<td>22</td>
<td>Check-in call with PCORI and status report</td>
<td>Emailed agenda; Electronic file</td>
<td>Within one week (1) of Task Order Termination Date</td>
</tr>
</tbody>
</table>

**Period of Performance**

The period of performance for the Task Order will be five (5) months. The projected Task Order award date is **October 14, 2020**.

**Type of Task Order**

PCORI expects to award one (1) **time and material** Task Order. This agreement type provides an estimate of the work required to be performed over the agreement period. Contractors must be able to perform
all activities described in the Task Order. PCORI encourages the use of teaming arrangements to ensure that project teams have the necessary expertise to accomplish the work.

**Time and Material Task Orders**

The Contractor will be required to provide Technical Status Reports that at a minimum describe, the technical progress per the requirements of the Task Order. The frequency (e.g., monthly) of when these reports are due will be outlined in the Task Order. The Contractor will also be required to provide a final report, which shall at a minimum consist of the work performed and results obtained for the entire Task Order period of performance. The report shall comprehensively describe the results achieved, and it should be submitted before the last day of the Task Order performance period. A technical status report will not be required for the period when the Final Report is due.

**Project Leader’s Role and Responsibilities**

Performance of work under this Task Order must be subject to the technical direction of the Project Leader or a representative designated in writing. The term “technical direction” includes, without limitation, direction to the Contractor that directs or redirects the labor effort, shifts the work between work areas or locations, fills in details, and otherwise serves to ensure that tasks outlined in the work statement are accomplished satisfactorily.

(a) Technical direction must be within the scope of the specification(s)/work statement.
(b) Technical direction may be oral or in writing.

**Points of Contact and Responsibilities**

A PCORI Procurement representative will perform administration of this Task Order. The Project Leader or designee shall provide all technical assistance and clarification required for the performance of this task.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Leader</td>
<td>Andrew Hu</td>
<td>202.370.9415</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:ahu@pcori.org">ahu@pcori.org</a></td>
</tr>
<tr>
<td>Senior Procurement Manager</td>
<td>Rachel Tran</td>
<td>626.221.4751</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:rtran@pcori.org">rtran@pcori.org</a></td>
</tr>
</tbody>
</table>

**Proposal Evaluation Criteria**

The Basis of Award will be Best Value. A time and material Task Order will be awarded to the offeror whose quote, conforming to the TORFP, represents the best value to PCORI. When determining Best Value, Technical and past performance, when combined, are significantly more important than cost or price. Proposals that are unrealistic in terms of technical or schedule commitments, or unrealistically high or low in terms of price/cost, may be deemed to be reflective of an inherent lack of technical competence, or indicative of a failure to comprehend the complexity and risks of the proposed work and may be
grounds for rejection of the proposal. Cost/price is not the most important evaluation factor, but its
degree of importance will increase commensurate with the degree of equality among different offerors’
Technical and Past Performance proposals.

PCORI will award no more than one (1) Task Order a result of this TORFP.

PCORI will award the Task Order resulting from this TORFP to the responsible offeror whose offer,
conforming to the TORFP, will be most advantageous to PCORI. An evaluation of the offerors’ price
proposal will be made to determine if it is realistic for the work to be performed, reflects a clear
understanding of the requirements, and is consistent with various elements of the technical proposal.
PCORI will evaluate the reasonableness of the price of each compliant offer in relation to the offeror’s
relative quality. Reasonableness will be determined considering other competitive prices received and
comparison to the Independent Cost Estimate (ICE).

Whether a price is too high or too low may be considered in the context of comparison to other price
proposals as well as to the ICE, or to any other information the Procurement Department deems useful in
its discretion. The price reasonableness evaluation will result in a determination of a fair and reasonable
price to PCORI.

Proposals for the Task Order will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight of Rating Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Approach</td>
<td>40%</td>
</tr>
<tr>
<td>Project Management Plan</td>
<td>30%</td>
</tr>
<tr>
<td>Past Performance</td>
<td>30%</td>
</tr>
</tbody>
</table>

Awards will be made to offeror that proposes the best value, with the technical approach being most
important. PCORI will consider the evaluation factors indicated below.

Technical Approach
Submit a narrative that addresses the offeror’s ability to demonstrate that they have a technical
understanding of the requirements and the overall capability and experience in providing the
requirements specific to meet the needs of PCORI. Offerors must provide a detailed plan that includes a
description of the proposed approach and a detailed draft project plan outlining the requirements in the
statement of work. Offerors must describe their proposed data collection and management approach and
how it aligns to the requirements of this TORFP. Offerors must describe how their company values and
demonstrates a commitment to the importance of diversity and inclusion when performing under the
Task Order. Describes what events/activities are envisioned, contacts and resources proposed to
accomplish the tasks and demonstrate how the proposed approach will accomplish the objectives
specified.

Project Management Plan
The offeror shall propose a comprehensive Project Management Plan. The Project Management Plan must
give PCORI a high degree of confidence that the offeror has a robust plan for conducting the tasks and
submitting high-quality deliverables; the Project Management Plan should feature clear actionable strategies and timeframes for accomplishing the requirements and objectives. The Project Management Plan must be fully integrated with the Statement of Work and requirements of this TORFP. The Project Management Plan shall address the offeror’s overall capability to manage the work required. Please include an organization chart with named personnel that demonstrates reporting lines and areas of responsibility. Resumes shall be provided in an appendix for the named key personnel and demonstrate experience in similar positions on prior projects/contracts that are similar and relevant to the scope and complexity contemplated.

Personnel proposed must demonstrate core expertise in the tasks anticipated. If the use of teaming partners and/or subcontractors is proposed, clearly articulate their roles, and demonstrate their relevant experience. The Project Management plan shall describe the overall plan for organizing, staffing, and managing the tasks; specify how organization roles and responsibilities will be divided, decisions made, and work monitored; describe how exceptions will be managed; and provide assurance of quality and timeliness to meet PCORI’s requirements. Offerors shall demonstrate how they will perform all of PCORI’s requirements, offered objectives, overcome or mitigate constraints, and meet or exceed contract performance requirements.

Past Performance

The offeror is expected to demonstrate previous experience in providing the requirements outlined in this TORFP. PCORI’s intent is to determine whether the offerors have performed services on contracts relevant in scope and complexity with the requirements set forth in the TORFP and whether the offerors consistently deliver quality services in a timely manner. This factor will be evaluated on the basis of offerors’ relevant similar experience during the past three (3) years. The information presented in the offerors' proposals, together with information from any other sources available to PCORI, will be used in the evaluation of past performance.

All past performance must be for projects which are on-going or completed within the last three years, and for projects of a similar size, scope, or complexity as the requirements under this agreement.

Please submit three past performance references from the projects identified and provide the following:

- Agreement/contract name
- Agreement/contract description (e.g., identify commodity/service, acquisition methodologies, dollar value of acquisitions supported, type of contract actions, number of resources supported, performance challenges encountered, and corrective actions taken, etc.).
- Dollar amount of contract
- Duration (including start date, completion date, both targeted and actual)
- Point of contact, telephone number, and current email address

Price Proposal

Offerors are expected to provide the overall base pricing that will support the labor categories in the overarching Task Order.
Prices will be proposed based on established catalog or commercial market prices. Offerors who are General Services Administration (GSA) Schedule holders are encouraged to offer pricing that is competitive with their currently awarded Schedule rates.

When evaluating the price proposal, the Task Order pricing will be used to evaluate price reasonableness. A determination shall be made as to the reasonableness and the completeness of both price proposals. PCORI shall use their price analysis to determine whether the proposed prices are fair and reasonable. Price will not receive an adjectival rating.

The offeror shall submit functional responsibilities and labor qualifications for each labor category under this TORFP. Functional responsibilities shall include the principal duties to be performed by the labor category. Labor qualifications shall include experience and/or education requirements for all labor categories. In addition, the offeror shall provide a narrative outlining the rationale for the functional responsibilities and qualifications proposed for each category. The proposed labor qualifications will be incorporated into the resulting contract, thereby becoming the standards for use during performance of the effort. These labor categories shall be referenced in responding to task order requests in which the respective requirements align to their functional responsibilities.

PCORI will assign the following color-coding system to evaluate the nonprice factors:

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purple</td>
<td>Exceeds evaluation standards in a beneficial way; has a high probability of satisfying the requirement and has no significant weakness.</td>
</tr>
<tr>
<td>Blue</td>
<td>Meets and sometimes exceeds the evaluation standards and demonstrates a good understanding and ability to meet PCORI’s requirements. There is little risk to PCORI and the Offeror demonstrates one or more strengths that will benefit PCORI.</td>
</tr>
<tr>
<td>Green</td>
<td>Meets evaluation standards and will satisfy the minimum requirements. Weaknesses are minor and can be readily corrected.</td>
</tr>
<tr>
<td>Yellow</td>
<td>Fails to meet one or more evaluation standards. There is low probability of satisfying the requirements and the Offeror demonstrates one or more significant weaknesses or has numerous weaknesses.</td>
</tr>
<tr>
<td>Red</td>
<td>Fails to meet minimum requirements and noted deficiencies would require major revisions to the proposal in order to make the proposal acceptable.</td>
</tr>
</tbody>
</table>
Submission Guidelines

Submissions should be organized in three volumes (i.e., one volume for the Administrative, Technical Proposal [Technical Solution, Project Management Plan, and Past Performance], Proposal response to the TORFP, and one volume for the Task Order price/cost proposal), sent as separate files. 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. PCORI accepts MS Word, MS Excel, and Adobe PDF formats.

The Offeror is advised that its offer, if accepted by PCORI, will form a binding agreement. Therefore, care must be taken to properly address the requirements set forth in the TORFP. These instructions set forth requirements for preparation and submission of proposals and to establish format and specific content of each offer. This is to ensure completeness and suitability for both evaluation purposes and the cohesiveness of the resulting agreement. Be sure that the proposal explains how your firm will fully satisfy all of the performance requirements of the intended agreement and task order. Submit a complete proposal. Proposals that are not complete may be determined unresponsive and rejected.

Proposals should be sent electronically to RFP@pcori.org. Proposals not received by the time stated above will not be considered.

Questions must be submitted to RFP@pcori.org, referencing AOSEPP IDIQ TORFP#-PCO – Services in Support of Collection, Analysis, and Disposition of Public Comments – Task Order #25 in the subject line, no later than 5:00 p.m. Eastern Time on September 18, 2020.

Offerors shall submit proposals no later than 5:00 p.m. Eastern Time on October 2, 2020 in response to this solicitation electronically as follows:

Volume 1: Administrative – Page Limit - None

Each submission must include a cover letter with following information:

- Offeror’s name and mailing address
- Reference to the solicitation (TORFP) number (AOSEPP IDIQ TORFP#-PCO – Services in Support of Collection, Analysis, and Disposition of Public Comments – Task Order #25)
- Technical and contract points of contact (name, phone number, and email address)
- Affirmation that the proposal is valid for at least 30 days
- A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item
- Acknowledgement of any amendments by reference

Volume 2: Technical Solution for Task Order – Page Limit - 12

The written Substantive Proposal shall contain the following:

- Technical Approach: Page Limit 6
- Project Management Plan: Page Limit 3
- Past Performance: Page Limit 3
The written Pricing Proposal shall contain the following:

- Offerors will demonstrate how they arrived at their proposed pricing by detailing labor categories, labor rates and travel costs.

- Proposed pricing must include estimated direct expenses including all subcontractor labor (if applicable), travel costs, and other direct expenses. Include burden as applicable, specifying burden rates and burden calculations.

- Volume 3 shall be no more than four (4) pages with no smaller than 11-point font.