

**Questions Pertaining To Section 2.0: Eligibility and Partnering****1. Is a CTSA institution allowed to participate in more than one proposal under this RFP, either as lead institution or participant institution?**

Yes, a CTSA awardee institution is permitted to participate in more than one proposal in response to this RFP either as lead institution or as a participant institution.

**2. Can one institution participate in more than one application with different methods and topics for the same Work Area?**

See answer to Questions #1 above.

**3. Can one institution participate in more than one application in different work areas?**

See answer to Questions #1 above.

**4. Is it possible that one institution could be awarded more than one contract?**

An institution could be awarded or be a participant in more than one awarded contract.

**5. Can a proposal have co-Principal Investigators?**

As outlined in Section 9.0 of the RFP, there must be a prime CTSA institution with a single corresponding point of contact that is solely, and contractually responsible for the execution of the project and coordination with the other listed partners on the project. Equally, there must be a single Principal Investigator designated as responsible for the overall project. There may be Co-Investigators designated at the prime or partnering institutions but the single Principal Investigator is responsible for the overall project.

**6. Is it allowable to have co-PIs? Could we designate one Co-PI from each partner institution should we deem that appropriate to our proposal?**

See answer to Questions #5 above.

**7. Is an expansion of a currently funded project allowable?**

All proposals submitted must be for a defined project. As noted in Section 8.0 of the RFP, the proposal must include the specific objectives and deliverables, the specific tasks and their timelines, the management plan for accomplishing the tasks, and alternative approaches if problems are encountered. The project is expected to be delivered as proposed on the timeline outlined, and for budget requested according to the submitted deliverable schedule. Offerors must not propose projects that duplicate efforts already underway.

**8. Can a project include work in more one Work Area?**

Each proposal must designate and address one and only one Work Area. Offerors must designate the Work Area in which they are submitting their proposal or the proposal will be considered unresponsive and not reviewed. It is expected that proposals submitted in response to each Work Area will be reviewed separately based on the solicitation objectives of that Work Area.

**9. Are proposals required to address exactly one of the three Work Areas, or can a proposal address elements of multiple work areas?**

See answer to Question #8 above.

**10. Can a Work Area 2 proposal include activities that fall under Work Area 1? If not, how does a Work Area 2 proposal ensure that needed data are available?**

See answer to Question #8 above and Questions #32 below

**Questions Pertaining To General Submission****11. Does the 30-page limit for the technical proposal exclude bibliography and citations?**

The technical proposal should not exceed thirty (30) pages, exclusive of resumes/biographical sketches and literature cited.

**12. Can we add appendices (project management plan, literature cited, etc.)?**

The details of the technical proposal including the project management plan should be included within the 30 page limit. Resumes/biosketches and literature cited are excluded from the 30 page limit. Appendices are not allowed.

**13. Are we expected to include an evaluation component to the technical proposal?**

The Proposal Content requirements are outlined in Section 8.0 of the RFP. The proposals will be evaluated according to the Technical Evaluation Criteria in Section 9.0 of the RFP.

**14. What granularity is expected in terms "specific tasks and timelines"?**

The offeror should describe their project in sufficient detail to allow the reviewers to evaluate the technical proposal based on the evaluation criteria.

**15. What granularity is expected in terms of budget proposal and deliverable/payment schedule?**

The offeror should propose a deliverable/payment schedule in sufficient detail such that it is transparent what the offeror proposes to deliver at what time for what price.

**16. Is there a web-based system for proposal submission?**

There is no web based systems for proposal submission. Proposals must be submitted by no later than 5:00 PM ET March 7, by email ([ctsa\\_solicitations@bah.com](mailto:ctsa_solicitations@bah.com)) with two separate files attached – 1) Technical Proposal and 2) Budget Proposal.

**17. Are any particular software license agreements favored? Would the GNU Public License (GPL) be acceptable?**

As stated in the RFP, "there is no prescribed single license for software produced." The dissemination plan in each proposal will be evaluated by the reviewers relative to the goals outlined under "Data and Software Sharing Requirements" in the RFP.

**18. If software tools are made available for use via a web-portal free of charge, is the underlying service software also be released to be freely available?**

See response to Question #17 above,

**19. May I have the phone number of someone with who we can discuss applications (i.e. a program officer)?**

All questions related to RFP-10-001 must be submitted through [ctsa\\_solicitations@bah.com](mailto:ctsa_solicitations@bah.com). This procurement is being conducted in accordance with applicable federal acquisition regulations.

### **Questions related to the Budget**

**20. Can you confirm the total budget expected for a proposal? In the RFP it seems the maximum total budget for the proposal is \$30,000.**

There is no minimum or maximum budget request; Offerors should request a budget that is reflective of the dollars required to complete the work in the technical proposal. However, as stated in the RFP, it is anticipated that a total of \$4 million will be available to support approximately 4-5 awards for a maximum of 18 months.

**21. What is the ceiling for total cost per project?**

See answer to Question #20 above.

**22. Are there minimums or maximums for the proposed budget amounts?**

See answer to Question #20 above.

**23. Can travel be approximately budgeted as number of trips etc.?**

All travel must be accounted for and documented in the Budget Proposal Template. All travel estimates must conform to the current Federal Travel Regulations (FTRs). Food, travel and lodging payments are based on the official government per diem rates found at <http://www.gsa.gov/portal/category/21287>. A detailed justification of the travel budget must be provided and should include the purpose of each trip, the city of origin and the destination, the mode of transportation, and the total cost of the trip.

**24. Is it possible to add/modify a subcontractor for a task identified in the proposal after the initiation of the project?**

All collaborators to your proposal must be identified in the Technical Proposal Template. All changes to your proposal after the initiation of the project will be subject to the prior approval of Booz Allen Hamilton.

**25. Should the budget include indirect costs?**

Yes.

**26. Can we use our normal university rate for indirect costs?**

Please apply your applicable institution's indirect cost rate when completing the Budget Proposal Template.

**27. Can you explain the subcontract form? If we receive this grant, is our institution considered a subcontractor to BAH?**

Please be advised that this is not a grant. If your proposal is accepted, it will be awarded through a subcontract with Booz Allen Hamilton.

**28. In the RFP it states that the budget proposal must provide the # of hours required by all named personnel. Yet on the Budget proposal template, it states that hourly rates should only be included if labor is tracked on an hourly basis. Would you please confirm that the hourly rate is not required if labor is tracked on a percent effort basis?**

Please see the instructions in the Budget Proposal Template which contains multiple variations to propose labor in accordance with an institutions standard practice. Use the "Labor - Percent of Effort" worksheet if labor is tracked on a percent of effort basis. Use the "Labor - Hourly" worksheet if labor is tracked on an hourly basis. Use both worksheets if labor is tracked by both methods. Please do not put the same employee on both pages. Consultants and subcontractors should be proposed on the "Consultants" or "Subcontracts" worksheet, not the labor worksheets.

**29. Please confirm if a separate Budget proposal template required for each subcontract/consortia site?**

The Lead Institution should submit one Budget Proposal Template inclusive of all costs associated with the proposed project.

**30. In RFP it states that only two files should be attached for submission, yet the submission also requires a copy of the institution's negotiated indirect rate agreement. Would you please confirm that it is acceptable to include more than two files for submission?**

Please include a copy of your institution's negotiated indirect rate agreement as a part of your Budget Proposal Template.

**Questions Pertaining To Project Details**

**31. What is meant by "linked open data"?**

Open data generally refers to the public availability of machine readable data sets. Linked open data is a broad term used to describe the availability of information about linkages or relationships or connections of open data.

**32. We propose to develop software that will be made open source. This software will be used to link existing electronic health record (EHR) data (limited dataset) to public information sources to increase the value of an oral health data repository. The EHR data will not be made open but will be available to a consortium of dental schools (and their researchers) who contribute the data and have agreed to share their data amongst the consortium. Does this comply with the open data requirement?**

Work Area 1 is focused on making publically available data sets that include information about scientists, their work, biomedical resources, core facilities, tools, as well as making publically available research data sets. Linking of the data to other publically available data or information increases usefulness of the data. Work Area 2 is focused on making available tools that utilize linked open data that is publically available to facilitate scientific discovery, collaboration, or communication. Proposals that focus on providing access to or tools for managing data sets of information or research data sets that are NOT publically available are not responsive to this solicitation.

**33. In Work Area 2, do you mean "new knowledge about effective collaborations", i.e., knowledge about what makes collaboration good? Or do you mean "new knowledge \_from\_..?"**

Work Area 2 is focused on making available tools that utilize linked open data that is publically available to facilitate scientific discovery, collaboration, or communication.

**34. We would like to clarify how important it is for Work Area 3 (Research Match) to involve disease-specific patient groups. Would a proposal that focuses on the general patient populations at the collaborating institutions as its scope satisfy the requirements of the RFP, or should the proposal focus on disease-specific patient population(s) with support letter(s) from the representative(s) of the group(s)?**

Proposals in Work Area 3 should specifically define and include the commitment of the specific disease domain patient and researcher communities with whom the offeror will collaborate.

**35. Does this solicitation allow proposals that include development of new tools? Or is it limited to the use/deployment of existing tools?**

The offeror is to propose the details of their project.

**36. I presume the focus is not developing new informatics infrastructure but rather adapting existing approaches to meet the goals in the RFP.**

See answer to Question #35 above.