

OCL RFA #2020-027 Fact-Finding Questions

- **Will you provide more guidance on Digital Square's priorities for the publication of reference vocabularies? The RFA seems to highlight the publication of ICD-10 and ICD-11 in OCL over other reference vocabularies. Different vocabularies may require different expertise and would impact the budget.**
 - There are no preferred terminologies and there is no requirement about specific terminologies. With some terminologies, such as ICD-11, governing bodies are planning to have a FHIR representation, which should aid in republishing via OCL. Providing generic support for republishing FHIR assets should be considered as part of this work. The application may propose work to develop and publish FHIR representations in OCL of other terminologies that do not currently have or plan to have FHIR representations.
- **If awarded, will this be funded as a grant, or as a contract?**
 - For the selected applicant(s), the request for application will result in a grant.
- **Will this be an effort based cost reimbursement? hourly time and materials agreement? deliverable based? or fixed price agreement?**
 - Due to the collaborative nature of engagement with subawardees, PATH frequently employs a cost-reimbursement payment type in order to allow for more significant modification over the term of the subaward, if required. However, following the solicitation, PATH will work with the selected applicant(s) to determine the appropriate contracting mechanism. During the pre-award phase, we will take into account funder expectations regarding the technical scope and responses on PATH's Subrecipient Financial Risk Assessment to determine the contracting mechanism. For more information, we encourage you to review [grant and contracts basics](#) and [investment process](#) on our wiki.
- **Do we need to provide any of our standard business Entity documentation to support the Organizational capacity evaluation?**
 - Per VI. Application Requirements, we ask to profile relevant experience and examples of related work and number of years in business. If standard business entity documentation demonstrates these points, applicants are welcome to submit.
- **"Identification of major internal and external resources":**
 - **Will you please provide clarification as to what content or format you intend applicants to provide? For instance:**
 - **Is this a Facilities & Resources document?**
 - This is not referring to NIH's facilities and resources document. Resources refers to factors used in producing goods or providing services. Internal refers to applicant entity resources, such as personnel, organizational or technical capacity, whereas external is meant to identify resources the applicant will be engaging that is outside of their entity, i.e. third tier/subawardee, consultants, etc.
 - **A narrative overview of the organizational and/or program specific capabilities?**
 - A narrative is appropriate to outline these resources. Although, per VII. Additional attachments, past performance information sheets must be provided by the applicant.
 - **Is it required for just the Prime applicant organization, or should it include sub-contract proposal partners also?**

- Per VI. Application Requirements, this must be included for the applicant, but is not required at the subaward level.
- **“Profile of relevant experience and examples of related work”:**
 - **Do you want these Past Performance examples in a specific format (i.e. USAID form)?**
 - We do not require a format for the past performance information sheets but the USAID form is great template.
 - **Any specifications on format or # to provide?**
 - Past performance information sheets generally include: entity name, activity name, scope of work or complexity/diversity of tasks, skills/expertise required, narrative about why the work is relevant, start and end date, location of work, a reference with contact information and award details including number and type.
 - **Do we need to include them for Prime and Sub-contract applicants?**
 - Past performance information sheets are required for the prime and may be provided for third-tier/subawardees but not required. Similarly, profiles and examples of related work is not required for third-tier/subawardees but if the applicant is engaging a major external resource, we would encourage you to outline the justification for utilizing that resource.
- **“Staffing plan accompanied by Curriculum Vitae (CV) for key technical positions”:**
 - **Format/Limitations - for instance, would they prefer biosketches rather than CVs?**
 - Per VII. Additional attachments, CVs must be provided for key personnel.
 - **Will resumes actually be required for all staff for PATH to complete the cost evaluation matrix on the hourly rates to verify education/experience?**
 - The evaluation committee will review all application requirements while conducting their evaluation of applications.
 - **Should resumes/Biosketches be provided for individuals who may not be funded by the contract, but who will be advising providing guidance on the project, i.e. Dr. Biondich and Dr. Mamlin?**
 - Per VI. Application Requirements, we ask for identification of major internal and external resources. If there are key external advisors, we encourage you to outline contribution, but leave it to the applicant’s discretion to identify key personnel and key technical positions.
- **“Number of years in business”:**
 - **Is this just a statement or are other Business entity verification documents required to accompany the submission?**
 - A statement is sufficient during the solicitation phase but entity verification documents should be able to be made available by the selected application during the pre-award stage, if required.
 - **Do we need to provide them for us and the sub-contract level?**
 - Per VI. Application Requirements, this must be included for the applicant, but is not required at the subaward level.
- **“Annual Revenue”**
 - **Is this Applicant Institution wide or specifically related to this type of work?**
 - Annual revenue for the entity but a higher level of detail may be provided if it demonstrates relevant experience.
 - **Is this just a statement or are other Business entity verification documents required to accompany the submission?**

- A statement is sufficient during the solicitation phase but entity verification documents should be able to be made available by the selected application during the pre-award stage, if required.
 - **Do we need to provide them for us and the sub-contract level?**
 - Per VI. Application Requirements, this must be included for the applicant, but is not required at the subaward level.
- **“Third Tier-Subawardee Agreements, Contracts or Commitment”:**
 - **Contracts typically would not be drafted until such time as the project was awarded. Is a signed Letter of Commitment outlining roles and responsibilities with anticipated costs sufficient for proposal purposes?**
 - Per VI. Application Requirements, if available, applicants may submit any agreements, contracts or commitments, such as a letter of commitment, it has with any potential third tier- subawardee, but this is not required. However, if a third-tier entity is considered as a major external resource, their contributions are clearly identified in the technical application.