

Active Portfolio Management

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Contracts Management and Administration

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Welcome!



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In This Session

- Identify and review the critical elements and tasks associated with Active Portfolio Management:
 - Project Kickoff
 - Reporting
 - Administrative Requirements and Prior Approval
 - Award Closeout



Contractual Responsibilities of Awardees

Comply with PCORI's COI provision per contract and mandate driven policy



Responsibilities of PCORI Program Officers

Provide technical
assistance to awardees

Responsibilities of PCORI Contract Administrator

Provide contractual assistance to
awardees

Project Kickoff

- Introductory e-mail sent upon contract execution
- Kickoff call
 - Team introductions
 - Manage expectations
- Project monitoring

*Please refer to Handout 5.



Monitoring and Reporting

- Effective monitoring helps ensure:
 - Compliance
 - Consistency with Project Work Plan
 - Completion of Contract Milestones



Types of Reporting

- Interim Progress Report
- Special Progress Report
- Notification of Publication Acceptance
- COI Reporting
- Final Reports – Progress and Financial
 - Final Research Report
 - Final Progress Report



*Please refer to PCORI's Awardee Resources
webpage here: <http://www.pcori.org/funding-opportunities/awardee-resources>



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Administrative Requirements and Prior Approval

- Formal request must be submitted 30 days in advance of proposed change
 - Justification of how the change benefits the project
 - Address obstacles that may be encountered
 - Signed by Administrative Official
- Prior approval requests undergo a programmatic and administrative review*

* Refer to Handout 6 for required documents for modifications to PCORI contracts.



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Period of Performance

- Milestones and deliverables are required to ensure that the funded project is completed on-time
- Efficient project management strategies will place you ahead of the curve
- Address potential delays immediately



Exceptions...

Contract modification requests to amend the period of performance **may** be approved if it benefits the overall project.



Contract Funds

- Approved budgets cover the full Contract period of performance
- Funds remaining from Year 1 can be used in Year 2



Site Visits and Desk Reviews

- Site Visits and Desk Reviews may be performed by:
 - GAO
 - PCORI
 - Authorized third-party
- *Site Visits may be performed randomly or for cause



Possible Termination

- Termination may result from:
 - Significant delays and/or deficiencies
 - Significant changes to study protocol without PCORI's approval
 - Not adhering to PCORI's Methodology Standards
 - Non-responsiveness
 - Breach
- Action taken before a termination:
 - Remediation Plan
 - Letter of Concern
 - Notice of Intent to Terminate



Contract Closeout



The process PCORI uses to determine that **all contract requirements** have been satisfied, including **milestones and deliverables**.



Closeout Checklist

- 12 Categories
 - Contract Negotiation Historical Background Data
 - Contract Modification Documents
 - Reports; Special Progress Reports; Final Reports
 - Public Dissemination Notifications
 - Peer-Review; Public Dissemination
 - Finance; Outstanding Issues; Close-out
- Excel spreadsheet/MS Word draft version in development



Closeout Checklist

PCORI Contract Closeout Checklist			
Task	Yes	No	N/A
Fully Executed Contract			
Contract Negotiation Historical Background Data			
Finalized Budget			
Finalized Budget Justification			
Finalized Milestone Schedule			
Contract Modification Documents			
Modification Request 1			
PO's Approval			
Fully Executed Modification			
Supporting Modification Documents			
Reports			
Report 1 with PO Approval			
Report 2 with PO Approval			
Report 3 with PO Approval			
Special Progress Reports			
Special Progress Reports and PO Approval			
Public Dissemination Notifications			
Notification of Public Acceptance			
Final Reports			
Final Progress Report			
Conflict of Interest Form - Closeout			
Final Expenditure Report and Finance Approval			

Task	Yes	No	N/A
Peer-Review			
Peer Review of Primary Research Approval			
Public Dissemination			
Notification for Public Acceptance			
Finance			
Final Payment			
Have all financial matters been resolved? Examples: Disputes, Liabilities, Credits, Refunds, etc.?			
Outstanding Issues			
Have all other outstanding actions been taken and adequately documented in the file?			
Close-out			
Has the Contractor been alerted to PCORI's "Record Retention" Clause?			
Release of Claims and/or Assignment of Refunds, Rebates, Credits, and other Amounts Form			

Record Retention



Maintain Project Records
Retain Records (5 years)

Questions?



Thank You!

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