Active Portfolio Management

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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



See Handout #4

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Project Kickoff

- Introductory e-mail sent upon contract execution
- Kickoff call
 - Team introductions
 - Manage expectations
- Project monitoring
- *Please refer to Handout 5.





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Monitoring and Reporting

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



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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





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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





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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



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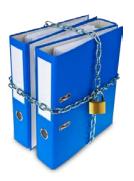
Possible Termination

- · 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



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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





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Closeout Checklist

PCORI Contract Closeou	Yes No N		
Task	108	140	19/2
Fully Executed Contract			
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		l	
of Refunds, Rebates, Credits, and		l	
other Amounts Form		1	





Questions? PATIENT-CENTERED OUTCOMES RESEARCH INSTITUTE

Thank You!

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