

May 19,

RE: Request for Proposal ("RFP") - Clinical Trial Study Management for "Phase II Study of [redacted] for the Treatment of Patients with Severe Acute Pancreatitis"

Dear Ms.

[redacted] Corporation would like to invite [redacted] to submit a proposal and cost estimate for conduct of a Phase 2 clinical study in severe acute pancreatitis. As you know, [redacted] a biotechnology company that is focusing on discovering and developing new pharmaceuticals for inflammatory conditions and related diseases.

This study will evaluate the effects of recombinant human [redacted] in patients with severe acute pancreatitis. [redacted] is a potent pro-inflammatory phospholipid with diverse biologic effects. [redacted] Corporation is developing [redacted] as an agent for treatment of patients with severe acute pancreatitis.

We are seeking a full-service contract research organization (CRO) that has the capability to manage and perform site coordination, site initiation, on-site monitoring, randomization, site contracting and payment management, biometrics, data management and reporting services and management of central and core laboratory services.

This RFP consists of an introduction, the proposal instructions, a protocol synopsis, work breakdown, timeline and contractual terms and conditions. All instructions and requirements should be followed to ensure that a proper evaluation can be performed. The information furnished in your proposal must address the specific items listed but may also include any additional data you consider relevant to the RFP and meeting the needs of [redacted].

This RFP contains information which is confidential to [redacted] and must be handled in accordance with the terms and conditions in the Confidentiality Agreement which has been signed by [redacted] and [redacted].

Nothing in this RFP shall be construed as an obligation by you or \_\_\_\_\_ to enter into a contract or other business relationship together in connection with the subject matter of this RFP.

The anticipated schedule for this proposal and selection process is as follows:

- RFP Response due back to \_\_\_\_\_ June 3,
- RFP Award \_\_\_\_\_ June 19,
- Finalized Contract and Statement of Work \_\_\_\_\_ July 31,

Your completed proposal should be delivered in person or by express delivery to the undersigned no later than 5:00 PM, June 3, \_\_\_\_\_. Proposals received after this time may not be considered.

Please acknowledge your receipt of this RFP. If you do not plan to respond, I would appreciate your notifying me as well. Between receipt of this document and Thursday, May 20<sup>th</sup>, you may contact me at \_\_\_\_\_ or email \_\_\_\_\_ for questions. Questions coming after May 20<sup>th</sup> should be directed to \_\_\_\_\_ at \_\_\_\_\_ email \_\_\_\_\_

Again, thank you for your interest in \_\_\_\_\_ and this Study. We look forward to receiving your response.

Sincerely,

Clinical Research Associate

Enclosures

cc:

## Request For Proposal (RFP) Instructions

In support of this clinical study, [redacted] requires the services as outlined in Attachment 4, Task and Responsibility List. In preparing your proposal, please adhere to the instructions and conditions contained in this RFP. The following instructions and conditions are intended to assist you in the preparation and submittal of a response to the RFP.

Please submit the proposal as outlined below:

1. Project Management Approach: Please provide an overview of your project management approach in general and how it would be applied to this study. The names of the project manager and team members who would be committed to the project should be included and their CV's submitted with the RFP.
2. Past Performance and Company Information: Please provide the information required to complete Attachment I, Vendor Information and Qualifications.
3. Statement of Work: Attachment IV, Task and Responsibility List, details the scope of work. [redacted] may elect to contract for these items individually, in any combination or collectively.

Alternative or additional services and products which meet the needs of the project may also be proposed. Such products and services should be identified clearly as additional or alternative and should include all relevant information for each product or service proposed, including but not limited to (i) a detailed description of the product or service, (ii) effect on the schedule, (iii) pricing information, and (iv) specific RFP item affected or replaced.

**Note:** Refer to Attachment VI, Data Management Requirements for Contract Organizations when pricing the data management portion (items 16-20) of this RFP.

4. Pricing: Submit the budget in a format that details the price per task as outlined in the Task and Responsibility List. Where possible, a per unit cost and extended line item cost should be provided (an example would be Project Management at \$1,000/month extended to \$12,000 for a 12 month project or data management services priced based on a per CRF unit cost. Estimated pass-through expenses are also required.

A second price format should be submitted using the Resource Allocation Worksheet, Attachment 5. The cost per personnel assigned to each task should be given by FTE, rate/hour and the total (an example is a CRA @100% FTE for 12 months @ \$30.00/hr totals \$62,400).

**Note:** Total amounts for each format should be the same.

5. Contracts: It is [redacted]'s intent that any proposal which is awarded as a result of this RFP process will be governed by the Master Services Agreement provided with this RFP as Attachment 7 or such other agreement which has been negotiated previously with your company. In the event exceptions are taken to these terms and conditions or any

other contractual requirements contained in this RFP, such exceptions must be clearly stated in your proposal. All exceptions must be identified by section, paragraph, and line(s) of the agreement as appropriate, with clear justification for the exception. Alternatives and/or resolutions for each exception taken should be proposed. Any exceptions will be a consideration in evaluating the proposal and are therefore requested to be kept to a minimum.

6. Other:

Site Visit: During the proposal evaluation period, an evaluation team may visit your organization at your facility(ies) or any proposed sub-contractors or may request that your team or sub-contractor provide a briefing at your facility in order to better understand your proposal.

Ancillary Service: This protocol assumes the use of a central laboratory. Please include any information you wish to be considered regarding central laboratory service providers with which you have an established relationship and the nature of the relationship.

Administrative: Please submit five (5) unbound copies of your proposal.

If your proposal is to be submitted to the agency on an "all or nothing" basis, this should be clearly indicated in your response to the RFP.

Upon completion of the evaluation process, your organization will be notified in writing.

**Attachments**

- I - Vendor Information and Qualifications
- II - Study Synopsis
- III - Study Overview
- IV - Task and Responsibility List
- V - Resource Allocation Worksheets
- VI - Biometrics Division-Data Management Expectations for Contract Organizations
- VII - Master Services Agreement

**Attachment I: Request for Proposal**

**VENDOR INFORMATION AND QUALIFICATIONS**

1. Background Information

Company Name: \_\_\_\_\_

Parent Company: \_\_\_\_\_

Other Divisions : \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Ownership:                      Publicly held                      Privately held

Year Founded \_\_\_\_\_

Contact(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Financial Information

*Attach additional sheets as necessary*

(\*\*NOTE\*\* All financial information will be held in strict confidence. If desired, financial information or questions may be directed separately to Robin Moore, Business Manager - Clinical Affairs.)

Banking References:

- Institution Name and Contact Information

Financial Statements

- Balance Sheet
- Income Statement
- Statement of Cash Flows

Dun & Bradstreet Report, if available

### Attachment III: Request for Proposal

#### STUDY OVERVIEW:

Institutional Review Board	Sites will use their local IRB
Study Duration	10 month enrollment; 28 days/pt
Site Qualification Visits & Time on Site	1 visit per site; a total of 34 visits to qualify 30 sites; an average of 5 hours per visit
Investigator Study Start-up Meeting	A 1.5 day meeting with a session on Friday evening concluding on Saturday, the meeting will be held in September 1998
Site Initiation Visits & Time on Site	1 visit per site for a total of 30 visits; an average of 6 hours per visit
Number of Patients	300 (150 per arm)
Number of Sites	Approximately 30
Site Monitoring Frequency	Approximately every 8 weeks or per every 1-2 patients enrolled
Interim Monitoring Visits & Time on Site	8 visits per site for a total of 240 visits; an average of 16 hours or 2 days per visit
Close-out Visits & Time on Site	1 visit per site for a total of 30 visits; an average of 12 hours or 1.5 days per visit
Pharmacy Monitoring Frequency	Initial visit after 1-2 patients enrolled then approximately every 8 weeks or per every 4-6 patients enrolled
Pharmacy Monitoring Visits & Time on Site	4 visits per site for a total of 120 visits; an average of 4 hours per visit
Number of SAEs Anticipated	Approximately 200
Case Report Forms	Approximately 50 pages per patient
Data Management	Approximately 15,000 CRF pages total
Interim Efficacy Analysis	Performed after completion of 150 pts.
Statistical Analysis	CRO to perform a final statistical analysis of the data to <i>include 30 tables, 23 listings, and 5 figures</i>
Clinical/Statistical Report	CRO to write integrated report

#### STUDY TIMELINE:

Activity/Milestone	Duration	Approximate Start Date
Site Screening/Selection	2 months	July
Study Start-up (IRB approvals)	2 months	August
Site Initiation Visits	2 months	September
Patient Enrollment	10 months	September
Last Patient Visit	na	August
Study closeout	2 months	August
Locked Database	1 month	September
Statistical Analysis	1 month	October
Final Integrated CSR	1 month	November
Estimated Total Duration	17 months	

This timeline is based on approval of the protocol by the FDA and IRB and patient accrual.

## Attachment IV: Request for Proposal

### TASK AND RESPONSIBILITY LIST:

IMPORTANT: As described in the RFP Instructions, please provide pricing for each line item outlined in the Task and Responsibility List below.

ITEM		CRO
<b>1 - Regulatory</b>		
Provide Investigator Brochure	X	
Prepare annual IND updates	X	
FDA communications related to study	X	
Compile/submit documents to FDA	X	
Site Registration	X	
IND Safety Reports	X	
<b>2 - Protocol Preparation</b>		
Study design	X	
Write protocol	X	
Draft informed consent	X	
<b>3 - Case Report Form Preparation</b>		
Design case report forms to ICOS standards		X
Print case report forms to ICOS standards		X
<b>4 - Pre-study Preparation</b>		
Identification of potential investigators	P	X
Site evaluation visits/reports		X
Site selection		X
IRB submissions		X
Collection of site regulatory documents		X
Submit site registration documents to sponsor		X
Prepare study manual		X
Supply sites with study materials/documents		X
<b>5 - Investigator Meeting</b>		
Plan investigator meeting	P	X
Conduct investigator meeting	P	X
<b>6 - Study Initiation</b>		
Develop site regulatory binders		X
Conduct initiation visit at each site		X
Provide initiation visit report for each site		X
<b>7 - Site Monitoring</b>		
Conduct on-site monitoring visits every 8 wks. or every 1-2 pts		X
Check/verify 100% of CRF's against source documents		X
Provide written report		X
Maintain weekly telephone contact with study sites		X
Provide telephone reports		X
Maintain study regulatory binder		X

**P = Primary**

3 Services Offered

Attach additional sheets as necessary

Service	Yes	No	Through 3rd party supplier	Comments
Case Report Form Production				
Central IRB				
Purchasing				
Packaging				
Labeling				
Distribution				
Computer Systems Development (describe system)				
Consumer Product Testing				
"Central" Contract Laboratory				
Data Management				
GCP Monitoring				
Outcomes Research				
Informed Consent drafting				
Inpatient Phase I facility(ies)				
Investigator Budget Negotiation				
Investigator Grant Administration				
Investigator Meeting Planning				
Investigator Recruitment/Qualification				
Medical/Technical Writing				
Dossiers				
Final Reports				
Manuscripts				
NDAs				
Protocol Development				
Protocol Feasibility Analysis				
QA/compliance Auditing				
Randomization Schedule Generation				
IVRS				
Regulatory Submissions				
INDs				
Investigator Documentation				
NDAs/MAAs/PLA				
IND Safety Reports				
Safety Reporting (AEs, SAEs)				
AE and SAE				
Clintrace for SAE Reporting				
Ability to Transfer Data to ICOS				
Statistical Analysis				
Remote Data Entry (describe system)				
Other (specify)				



4. Business Focus (identify percent of business of category)

	Pre-Clinical	Phase I	Phase II	Phase III	Phase IV	Rx to OTC Switch	Consumer Medicines	Laboratory Testing	Regulatory	Statistical Analysis
%										

Identify three (3) closest competitors in your *primary* business focus:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Identify three (3) closest competitors in your *secondary* business focus:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Identify your core competencies:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Describe the characteristics and/or services that differentiate you from your competitors (be as specific as possible):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5. Clinical Trial Management Experience

Please provide the following:

1. A description of study(ies) your company has conducted in a setting and/or specialty similar to the trial being proposed (~~critical care, GI, pancreatitis~~) since 1994. Include the specific indication, phase, number of patients, and number of sites (domestic vs. foreign).
2. Describe the role your company had in conduct of those study(ies). eg., complete project management, monitoring only, data management only.
3. Describe your plan for identifying appropriate sites/investigators for the study proposed in this RFP.

6. Business Organizational Structure and Related Information

List Board of Directors

## Attachment II: Request for Proposal

### STUDY SYNOPSIS:

**Study Title:** Phase II study of [redacted], for the treatment of patients with severe acute pancreatitis

**Study Objectives:** Determine if treatment with [redacted] ↓ decreases the incidence and extent of multiple organ dysfunction syndrome (MODS) in patients with severe acute pancreatitis

Compare survival time over 28 days and point mortality at Day 28 between treatment groups

Evaluate the effect of [redacted] treatment on medical resource utilization (e.g., ICU and hospital lengths of stay, major procedures, medication utilization, etc.)

Characterize safety and pharmacokinetic behavior of [redacted] in critically ill patients

**Study Design:** Randomized, double-blind, placebo-controlled, multicenter, parallel treatment groups

Approximately 300 patients (150/treatment group) will be randomized to one of two treatment groups:

Group	Number of Patients	Treatment Group
1	150	Placebo
2	150	5.0 mg/kg

**Test Agent:** [redacted] is the recombinant form of human [redacted], a naturally occurring enzyme which degrades [redacted], an inactive metabolite. The placebo contains the formulation vehicle for [redacted]

**Placebo:** Formulation vehicle for [redacted]

**Efficacy Assessments:** Determine incidence and extent of MODS (Crit Care Med 1995;23:1638-52) over the 28 day study period

Calculate survival time over 28 days by capturing date and time of death in patients expiring

Assess the economic profile of [redacted] ↓ when administered as a treatment for severe acute pancreatitis by comparing the relative medical resource consumption between treatment groups

**Safety Assessments:** Safety endpoints will include reporting and tabulation of adverse events and clinical laboratory parameters (i.e., hematology, biochemistry, and urinalysis) and assessment of [redacted]

the potential immunogenicity of . . . Interim analysis to assess safety and efficacy will be performed on one occasion

<b>Key Inclusion Criteria:</b>	Onset of abdominal pain $\leq$ 48 hours prior to initiation of treatment with test article  Serum amylase or lipase concentration $\geq$ 3 times the upper limit of normal  Clinical evidence and diagnosis of acute pancreatitis  APACHE II Score $\geq$ 6
<b>Test Agent Administration:</b>	10 minute IV infusion daily for five consecutive days
<b>Frequency of Evaluations:</b>	Baseline ( $\leq$ 24 hours prior to first dose of test article), daily on Days 1-7, Day 14, and Day 28
<b>Laboratory Tests:</b>	To be performed by local and central laboratory
<b>Duration of Patient Participation:</b>	28 days
<b>No./Location of Sites:</b>	30 sites located in the United States
<b>Start of Patient Enrollment:</b>	3Q98
<b>Monthly Enrollment:</b>	A minimum of 1-2 patients/site/month
<b>Enrollment Duration:</b>	Approximately 10 months
<b>Project Duration:</b>	Approximately 17 months
<b>Outside Services:</b>	Central Laboratory Drug packaging and distribution
<b>No. of CRF Pgs./Pt.:</b>	50

**Attachment V Request for Proposal**

**RESOURCE ALLOCATION**

The Resource Allocation Worksheet should be completed as shown in the example below.

<b>RESOURCE ALLOCATION WORKSHEET - EXAMPLE</b>					
<b>ACTIVITY</b>	<b>PERSONNEL</b>	<b>EFFORT</b>	<b>RATE</b>	<b>TOTAL</b>	<b>ASSUMPTIONS</b>
17. Data Entry	Data Entry Operator	400 hrs	\$45/hr	\$18,000	Double keyed and verified  Includes entry of hard copy lab sheets
	Data Entry Supervisor	20 hrs	\$60/hr	\$1,200	
	File Clerk	40 hrs	\$40/hr	\$1,600	

**Do NOT complete the shaded items.**

<b>RESOURCE ALLOCATION WORKSHEET</b>					
<b>ACTIVITY</b>	<b>PERSONNEL</b>	<b>EFFORT</b>	<b>RATE</b>	<b>TOTAL</b>	<b>ASSUMPTIONS</b>
1. Regulatory					
2. Protocol Preparation					
3. Case Report Form Preparation					
4. Pre-study Preparation					
5. Investigator Meeting					
6. Study Initiation					

**RESOURCE ALLOCATION WORKSHEET (cont.)**

ACTIVITY	PERSONNEL	EFFORT	RATE	TOTAL	ASSUMPTIONS
7. Site Monitoring					
8. Pharmacy Monitoring				1	
9. Site Closeout					
10. Drug Supply and Distribution					
11. Laboratory					
12. Serious Adverse Event Reporting					
13. Regulatory Compliance Monitoring					
14. Site Business Management					
15. Project Management					
16. Dalabase Design, Validation, Transfer					
17. Data Entry					

**RESOURCE ALLOCATION WORKSHEET (cont.)**

ACTIVITY	PERSONNEL	EFFORT	RATE	TOTAL	ASSUMPTIONS
18. Data Cleanup					
19. Generation and Review of Tables				1	
20. Additional Data Management Services					
21. Statistical Plan and Analysis					
22. Clinical Reporting Services					