PARKINSONS PROGRESSION MARKERS INITIATIVE
REQUEST FOR PROPOSALS FROM TRAVEL VENDOR

I. Introduction

Parkinson's disease (PD) is a progressive nervous system disorder. PD is first suspected when movement (motor) symptoms begin, but non-motor symptoms may begin several years before motor symptoms present.

The Michael J. Fox Foundation's landmark observational study the Parkinson's Progression Markers Initiative (PPMI) comprehensively evaluates cohorts of interest to identify biomarkers of PD progression. PPMI will now determine if it is possible to use remote (at-home) assessments to identify individuals who are at risk of developing PD. This large-scale project will screen thousands of participants through online remote assessments. A subset of those screened will be invited to participate in further in-person assessments.

The first in-person assessment will be a brain scan called a DaTscan. A subset of those who complete the DaTscan will be asked to then complete a clinical assessment at a PPMI site. Participants invited to complete a DaTscan as well as those traveling to the PPMI clinical site will likely require travel coordination and hotel accommodation. To facilitate travel arrangements, we will partner with a travel vendor to coordinate these in-person visits.

II. Project Overview

Participant recruitment will occur in a staged approach and will be managed by the Indiana University Participant Coordination Core (IUPCC). Participants will be invited to complete PPMI remote activities and will be given access to an IUPCC customized study portal. Collected data will be used to create a risk score for the development of PD, and individuals who meet this threshold, as well as a small portion of those who do not, will be contacted to discuss additional in-person assessments.

The first in-person assessment involves the brain imaging DaTscan. The DaTscan screening will be performed once and will take 1-2 days to complete. If an individual qualifies for further in-person assessments, the IUPCC will contact the participant to discuss next steps for enrollment at a PPMI clinical study site. These in-person visits will reoccur yearly up to 8 years and are expected to also take 1-2 days to complete.

Both the DaTscan imaging centers and the PPMI study sites are located throughout the United States, requiring the IUPCC team to determine where it is most logical to send the participant for their visits. It is expected that a large portion of subjects will require transportation and lodging to reach the assessment site. The IUPCC will coordinate between the participants and the DaTscan imaging site or PPMI clinical site to determine the best date for a study visit. After a date has been finalized by all parties, the IUPCC will then contact the selected travel vendor and provide the participant information and visit details to help finalize the travel booking, which will prevent any direct booking by the participant. The IUPCC would require a finalized travel itinerary be provided to the research team, which may then be added to the subject portal so the participant can view their travel details.

Participant Estimates for Travel Coordination

Year	Estimated # of participants undergoing DaT screening (1 visit)	Estimated # of participants requiring clinical visits (visits recur every 12 months)
2020	320	44
2021	960	176
2022	1920	440

Please note these estimates reflect the average of participant enrollment goals. Participants will be allowed to travel with a companion to their study visits, so the estimates for travel coordination may be higher.

III. Project Timeline

Infrastructure Planning Period (Present – December 2019): The planning period will focus on finalizing the required infrastructure for management of (i) the large-scale screening and remote activities and (ii) the progression of participants to in-person assessments. The IUPCC will build a customized database, website and portal for this project. During this time, the IUPCC will also identify a travel vendor that can meet the needs of the project.

Integration with IUPCC (January 2020 – March 2020): After a travel vendor has been identified, members of the IT team at the IUPCC will connect with the vendor to determine how to integrate travel itineraries into its workflow and system.

First Subjects Requiring Travel (~August 2020): Recruitment for remote activities is set to launch in May 2020. We anticipate the first participants will be ready for DaT screening and travel by August 2020.

IV. Request for Proposal (RFP) Timeline

December 6, 2019   Proposals Due to laeheath@iu.edu
December 18, 2019   Projected Travel Agency Selection

V. Minimal Requirements

Any travel vendor responding to this RFP must meet the following minimal requirements:

1. Provide 24/7/365 support to participants with questions/changes to their travel itinerary (changes may be expected or unexpected)
2. Employ adequate security policies and safeguards to ensure protection of confidential participant information
3. Be capable of managing travel coordination for the yearly participant estimates in section II

VI. Requirements to Address in the Written Proposal

The written proposal must address the following capabilities. Under each requirement is additional information regarding specific points to address. If your organization does not have an expertise requested, please explain how you may approach this bulleted item.

1. **Basic overview**
   - *When was your company established?*
   - *Please elaborate on your 24/7/365 support and how this is staffed. Are responses through phone, email, chat bot, etc.?*
   - *What is the scope of your travel coordination currently? How many individuals do you coordinate travel and/or lodging for within a year?*
   - *Do you have previous experience with managing participant travel for clinical research projects? If so, please provide examples.*
   - *Explain your existing partnerships with other companies. In your response, please elaborate on the number of companies as well as the industry of these companies.*
   - *Explain the types of travel coordination your company can facilitate, including arrangements for transportation (ground, air, rail) and hotel accommodations. Please specify if you partner with other groups/agencies for this coordination, such as using another vendor for hotel reservations.*

2. **Approach to launch**
   - *Describe your company's required steps to set up a new project such as this one and the time this requires. If helpful, please provide examples of how you approach set up with other companies in your response.*
   - *Would a designated representative(s) be assigned to this project and be able to attend regular teleconference meetings?*

3. **Travel itineraries**
   - *How is travel/accommodation booked through your company? Would the IUPCC or subject need to speak directly to a representative, or could booking information be provided electronically or through an online system?*
   - *Explain how much time is normally required to finalize an individual's booking.*
   - *If your company has produced travel itinerary templates for booked travel/accommodations, please include examples of all templates in your response.*
   - *What are your cancellation and/or rescheduling policies? Will the team incur the cost of the cancelled booking, or can the reservation be moved to another date/time? Are policies different if the cancellation originates with the study team or participant versus circumstances that are unforeseen (e.g., a storm causing an outgoing flight to be cancelled)?*
   - *Will it be possible for the IUPCC to generate/customize a subject itinerary and include additional information about the subject's visit, such as more specific directions for meeting the study representative on the day of their visit? How would these itineraries be made available to the participants and IUPCC?*
   - *Is there the ability to provide an update to a participant's travel itinerary (such as an airline adjusting the time of a flight)? How could this information be conveyed to the participant and the IUPCC?*
   - *Does your company offer any types of insurance for the bookings you complete? If so, please elaborate.*

4. **Security systems and integration**
   - *Outline the security systems you have for protecting customer/participant information. How is information stored? You may be asked by Indiana University to participate in a security review.*
   - *We would like to have read-only access to participant itineraries to display travel arrangements within our participant portal. All modifications to the itinerary would be done through the selected travel vendor. Please explain if/how your system can integrate with other systems.*

VII. Budget

Prepare a detailed budget that includes all fees associated with travel coordination, including ground, air, or rail transportation, hotel lodging, and rideshare. If there are fees associated with cancellations or rebooking travel, please ensure these are included in your responses. In your response, please indicated how your company manages payment and reimbursement.

The completed proposal and any associated appendices should be submitted to Laura Heathers (laeheath@iu.edu) by 11:59 PM on December 6, 2019.

Questions should be addressed to Laura Heathers (laeheath@iu.edu).