

**Health Federally Funded Research and Development Center (Health FFRDC)  
CURF Development (CMS) Training Questions and Answers  
October 19, 2023**

- 1. Has that language been updated in the Health FFRDC ordering guide? It always said must be submitted by the CO previously.**
  - a. Yes, the FFRDC PMO updated both the ordering guide and the Contract Use and Request Form (CURF). Updated documents will be posted to the Health FFRDC website soon. The Contracting Officer must submit the CURF package, as noted in the ordering guide.
  
- 2. How often does the Health FFRDC Executive Steering Committee (ESC) meet?**
  - a. The ESC meets bi-monthly, or as needed, for Executive discussions. The ESC reviews CURF packages on a flow basis as they pass the pre-review stage.
  
- 3. How long does it take to complete the ESC review process?**
  - a. The ESC is given a week to review CURF packages.
  
- 4. When I look at the following website, it appears that the documents are older versions. Will the website be updated?**
  - a. Yes, updated documents will be posted to the Health FFRDC website.  
<https://www.cms.gov/Research-Statistics-Data-and-Systems/Research/CAMH/Downloads/CAMH-Ordering-Guide.pdf>
  
- 5. Timing: How long in advance can a CURF be submitted?**
  - a. Well in advance because the sooner you submit your package, the more time you will have to work with the PMO to complete updates and obtain clearance. Please note that this year's cutoff date to submit packages is July 1, 2024.
  
- 6. How much is the administrative fee?**
  - a. For CURF packages with a total contract value of less than \$1 million, there is a one time fee that will be \$20,000.
  - b. For CURF packages with a total contract value of equal to or greater than \$1 million or more, there is a one time fee that will be \$35,000.
  - c. The fee applies to all OpDivs other than CMS and is assessed at the beginning of the task order by MITRE.
  
- 7. If the task order base is under \$1 million, but with options included the total value is over \$1 million, the fee of \$35,000 applies and must be paid in full at base award?**
  - a. Yes. Administrative fees are based on total dollar amount of contract award, which includes all options years and optional tasks.

- 8. Does the current Health FFRDC website have a list of current projects, so we don't duplicate efforts?**
- a. The website does not; however, MITRE maintains a project library which will be shared. The link is listed below. This information is also in Appendix D of the Ordering Guide:  
Project Library Site: <https://publish.mitre.org/health/>
- To create an account and access the system, click “Sign Up.”
  - If you already have a username and password for other MITRE work or websites (for example, a project SharePoint site that MITRE maintains), click “Sign In.”
- 9. How can we determine if our HCA has returned the MOU?**
- a. You may email your question to the [HealthFFRDC@cms.hhs.gov](mailto:HealthFFRDC@cms.hhs.gov) and the Health FFRDC team will respond to the request.
- 10. Regarding the MOU requirement. Does the FFRDC provide a Memorandum of Understanding (MOU) template?**
- a. No, the Health FFRDC Contracting Officer and Specialist have been reaching out to the Head of Contracting in each Agency (HCA). They will be executing the MOU with each agency. No action is needed on your part.
- 11. Can you provide a list of already approved MOU's?**
- a. You may email your question to the [HealthFFRDC@cms.hhs.gov](mailto:HealthFFRDC@cms.hhs.gov) and our team will respond to the request for your specific agency.
- 12. Given we don't have a FY24 budget how firm is the July 1 deadline?**
- a. The July 1,2024 cut off is very firm; submitters should keep this date in mind when planning.