

1 REQUEST FOR VENDOR SERVICES

- Team Leads Download and fill out the request form [here](#).
- An example form can be found [here](#).
- Send filled out document to dcoronel@venturewell.org

2 OPEN APPLICATION FOR VENDOR SERVICES

- Vendors apply to the open opportunity by filling out the [SOW Bid Template](#) and submitting it on VentureWell's [Commercialization Support Services Portal](#).
- Q&A - Questions and their corresponding answers posed by vendors will be posted on a website accessible to all vendors to ensure fairness in the solicitation.

3 SELECTION OF VENDOR SERVICES

- Vendor applications are reviewed asynchronously and scored on a predefined set of criteria by the Vendor Review Panel.
- Team Lead(s) use the Vendor Review Panel scores to guide their selection of a vendor applicant.
- Team Lead present their selection to the Vendor Review Panel in their weekly meeting.
- Vendor Review Panel makes a final decision on whether to recommend the scope and vendor to NIH.
- NIH reviews the application and recommendation and determines whether to fund the opportunity.

4 ENGAGEMENT WITH VENDOR SERVICES

- VentureWell sends the requested vendor for NIH approval.
- NIH approves vendor SOW, and VentureWell then begins contracting with the selected vendor.