

Request for Professional Consultant Services

Include only non-confidential project information in this form.

Description: Please complete this form for requesting qualified consultant services for an identified program need. Please send the completed form to commercialization@venturewell.org with the email header “[Insert Program Name] - Request for Professional Consultant Services”. A request for proposal (RFP) or request for qualifications (RFQ) may be opened if necessary, depending on the details of the request and currently identified qualified consultants at the time of submission.

Please fill the following information:

Program Name:

Project #(s):

Role (ONLY SELECT ONE):

- Team Lead
- Project Facilitator
- Assistant Project Facilitator
- Panel Expert
- Portfolio Executive
- Content Expert, Business
- Content Expert, Regulatory
- Content Expert, Technical

Area(s) of Professional Service Interest (ONLY SELECT ONE):

- | | |
|--|---|
| <input type="checkbox"/> <i>In vitro</i> diagnostic experience | Market/Procurement/Business development |
| <input type="checkbox"/> Device design and engineering | Quality systems |
| <input type="checkbox"/> Product development | Sales and marketing |
| <input type="checkbox"/> Clinical workflow | Software/IT |
| <input type="checkbox"/> Regulatory strategy | Project Management |
| <input type="checkbox"/> Reimbursement strategy | Technical: _____ |
| <input type="checkbox"/> Legal | Scientific: _____ |
| <input type="checkbox"/> Manufacturing and scale-up | |

Requester Name:

Requester Email:

Approver Name:

Approver Email:

Consultant Start Date (DD-MMM-YYYY)*

Consultant End Date (DD-MMM-YYYY)*

*Note: This request should be submitted at least 4 weeks prior to the desired start date when possible

Estimated Level of Effort (Hours) Requested per week: hours/week

Other (Justify in 100 words or less):

Brief scope of work, responsibilities, expected work products, etc. (150 words or less):

Desired Minimum Qualifications (150 words or less):

Comments and Suggestions (150 words or less):

Can include outreach and engagement strategies or other recommendations