VENTUREWELL

Request for Professional Vendor Services
Include only non-confidential project information in this form.

Description: Please complete this form for requesting qualified <u>vendor</u> 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 Vendor 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 <u>vendors</u> at the time of submission.

Requester Name:

Requester Email:

Program Name:

Engagement Type:
Please select <u>ONE</u> for what these services will be used for:
- ☐ A specific project: Please list the project for which services are required:
- ☐ Across multiple projects as needed

Service Type:
Please select <u>ONE</u> area of professional service interest below:
- ☐ Accounting
- ☐ Investment
- ☐ Regulatory Advising
- ☐ Regulatory Lab Testing Manufacturing
- ☐ Design and Development Quality
- ☐ Management System Advising Market/
- ☐ User Research
- ☐ Legal - General (IP, Contracts, company formation)
- Legal - Regulatory (EUA Submission, FDA 510(k) submissions)

Fundraising
Logistics and Distribution Advising
Human Resource Staffing and Recruiting
Information Technology
Content Expert, Business
Content Expert, Technical
Other:_____

Benefit to the Project:
Please include why this work is necessary for project success (*what problem is being solved or mitigated* - 200 words or less):

Needs Statement and Scope:
Provide a brief narrative describing the type of service and specific needs for the Project.
(Provide a clear and detailed list of services and scope for the vendor to review and quote effectively - 200 words or less):

Timeline of Services*:
Start date (DD-MMM-YYYY): _____
End date (DD-MMM-YYYY):   _____
*Note: This request should be submitted at least 4 weeks prior to the desired start date when possible.

Proposed Reviewers:
Please recommend a minimum of 3 reviewers that will participate in reviewing applications and making the final selections.

Full Name: _____ Email: _____

Full Name: _____ Email: _____

Full Name: _____ Email: _____

Full Name: _____ Email: _____

Additional Information:
Please identify any additional information about the role that the applicants should know or suggestions for outreach. *(Can include things such as: "seeking someone with experience in a specific niche that not all applicants in this field might have experience in" or "share with RADx network" - 200 words or less).*

Needed Deliverables:
Please use the table provided as a guide to outline different deliverables being requested from the vendor. Include a brief description as well as the requested deliverables (list of outputs or outcomes that will be delivered to the team) up to 100 words each. If more tasks/deliverables are required, include an attachment in the same format with the additional information.

Services Requested and/or Project Deliverables	Due By Date: (DD-MMM-YYYY)
Task 1 Brief Description: Task 1 Deliverables:	
Task 2 Brief Description: Task 2 Deliverables:	
Task 3 Brief Description: Task 3 Deliverables:	

Evaluation Criteria:

Using the following template, please establish a point value to weight each of the following Evaluation Criteria. You may choose to assign point values to subtasks within a Task deliverable at various weights. If you choose not to use this template, please attach an alternative version separately. A total of 100 points should be distributed.

Evaluation Criteria	Point Value
1. Quality of proposal: include how the quality of the proposal will be determined. Submission should include:	
2. Extent to which the goods or services meet the solicitation's needs: What are the needs of the solicitation and how will it be determined whether the respondent does or does not meet the needs? Submission should include:	
3. Vendor's past relationship with the Company or Program. If no experience with the Company or Program, then with an entity of similar size and scope. Submission should include:	

4. Budget: Is the budget reasonable given the proposed Scope of Work?	
5. Additional Criteria: Add any other questions as needed**.**	
TOTAL	**100 points**