

Request for Professional Vendor Services

Include only non-confidential project information in this form.

Description: Please complete this form for requesting qualified vendor 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 vendors at the time of submission.

Requester Name:

Requester Email:

Program Name:

Engagement Type:

Please select ONE 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 ONE area of professional service interest below:

- | | |
|---|--|
| <input type="checkbox"/> Accounting | Fundraising |
| <input type="checkbox"/> Investment | Logistics and Distribution Advising |
| <input type="checkbox"/> Regulatory Advising | Human Resource Staffing and Recruiting |
| <input type="checkbox"/> Regulatory Lab Testing Manufacturing | Information Technology |
| <input type="checkbox"/> Design and Development Quality | Content Expert, Business |
| <input type="checkbox"/> Management System Advising Market/ | Content Expert, Technical |
| <input type="checkbox"/> User Research | Other: _____ |
| <input type="checkbox"/> Legal - General (IP, Contracts, company formation) | |
| Legal - Regulatory (EUA Submission, FDA 510(k) submissions) | |

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).*

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
<p>1. Quality of proposal: include how the quality of the proposal will be determined.</p> <p>Submission should include:</p>	
<p>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?</p> <p>Submission should include:</p>	
<p>3. Vendor's past relationship with the Company or Program.</p> <p>If no experience with the Company or Program, then with an entity of similar size and scope.</p> <p>Submission should include:</p>	

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