**Vendor Selection Process Framework**

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| Deliverable/Work Product | Timeframe |
| 1. Develop Idealized Workflows (High level process objectives)
 | Weeks 1-2 |
| 1. Determine existing constraints (process and technical)
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| 1. Determine overall business requirements
 | Weeks 2-3 |
| * 1. Timeframes
	2. Day to day usage
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| * 1. Long-term growth
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| * 1. Administrative functionality
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| * + 1. Reports, archiving, notifications, etc.
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| * + 1. Roles
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| * + 1. Staffing Requirements
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| 1. Determine scope of analysis (what solutions are under review, which sites, any regulatory, financial, expertise, or process concerns, etc) – RFPs Sent, Hands On eval scheduled
 | Weeks 3-4 |
| 1. Prioritization of requirements (necessary items, nice to haves, unused functionality)
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| 1. Development of potential solution scenarios
 | Weeks 5-6 |
| * 1. Suitability to above requirements
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| * 1. Architectures
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| * 1. Costs
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| * 1. Ongoing Operational requirements
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| * + 1. Staff/expertise
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| * + 1. Running costs
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| * + 1. Maintenance
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| * 1. Integrations with existing systems
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| * 1. Regulatory/Business impacts (primary and ancillary)
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| * 1. Vendor health/strategic directions
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| * 1. Etc…
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| 1. Evaluation of solutions (RFPs, Hand’s on testing, Market Rsch, Demo’s, etc. as necessary.)
 | Weeks 6-10 |
| 1. Review of evaluations and decisions
 | Week 10 |
| 1. Detailed Implementation plans.
 | Weeks 11-12 |