**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) |  |
| 1. Determine overall business requirements | Weeks 2-3 |
| * 1. Timeframes   2. Day to day usage |  |
| * 1. Long-term growth |  |
| * 1. Administrative functionality |  |
| * + 1. Reports, archiving, notifications, etc. |  |
| * + 1. Roles |  |
| * + 1. Staffing Requirements |  |
| 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) |  |
| 1. Development of potential solution scenarios | Weeks 5-6 |
| * 1. Suitability to above requirements |  |
| * 1. Architectures |  |
| * 1. Costs |  |
| * 1. Ongoing Operational requirements |  |
| * + 1. Staff/expertise |  |
| * + 1. Running costs |  |
| * + 1. Maintenance |  |
| * 1. Integrations with existing systems |  |
| * 1. Regulatory/Business impacts (primary and ancillary) |  |
| * 1. Vendor health/strategic directions |  |
| * 1. Etc… |  |
| 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 |