

Vendor Feature & Functions Evaluation Questionnaire *If applicable, please respond with Y/N and explanation. Otherwise please just include response.		General Vendor Information	Features (Yes/No)	Explanation/Response
<b>Contact Information</b>				
	Name of Vendor			
	Vendor Address & phone number			
	Vendor Point of contact(s) name, phone, & email			
<b>Size, Growth, &amp; Vision</b>				
	Brief profile (years in business; growth via mergers and acquisitions; funding; number of employees; biggest customer wins; and customer wins in the healthcare sector).			
	Please describe core team and what assets/experience they provide			
	Please provide an overview of your company's growth over the past 5 years (including mergers and acquisitions).			
	Describe your company's value proposition			
	Briefly describe your business model for the services requested.			
	Briefly describe your near and longer-term vision and roadmap.			
	How do you differentiate yourself from your competition?			
	Who do you view as your key competitors?			
	List any large academic medical centers or other hospitals that you serve.			
	Please provide 2 or more customer references.			
<b>Platform Functionality</b>				
	Role Based access (members, administrators, data managers, etc)			
	Membership intake form, accessible to external members using MFA login and Enterprise SAML SSO			
	Membership form creates a Member Profile			
	Key Membership data: Person ID, membership category, primary/secondary program(s), effective dates, status, leadership flags, contact/department, eligibility attributes.			
	Integrations: Ingestion of Demographic data from HR records including hire date, appointment detail and contact information			
	Integrations: NIH Reporter and Huron Research Suite for award tracking by member			
	Integrations: Publication tracking, PubMed, Library Bibliography database			
	Intake/updates: Nightly HR sync creates/updates person records; new faculty trigger "candidate member" status			
	Application/approval: Member requests or nominations routed to Program Leader and Center Admin; decision and effective dates recorded.			
	Maintenance: Category changes, leaves of absence, and departures managed with future-dated changes; automated alerts for missing primary program.			
	QC: Validation that each active member has exactly one primary program; exception reports for lapsed appointments.			
	Leadership tracking: Designated leaders (e.g., Center Director, Associate Directors, Program Leaders, Shared Resource Directors) with time-bounded appointments.			
	Key Leadership data: Role type, person, effective/expiry dates, reporting lines, bios.			
	Future-dated successors; end-dating and archival of outgoing leaders; automated notifications to affected programs/resources.			
	Reports of roles nearing end date; checks for vacant critical roles.			
	Research Programs: Thematic research programs with aims, leadership, and member rosters.			
	Key Program data: Program code/name, aims/description, leaders, membership roster, related cores, related DMGs, start/end/active status.			
	Associated Data for Programs: Membership, Grants/Awards, Publications,			
	Membership management: Primary program assignments enforced; leaders can propose roster changes; Center Admin finalizes.			
	Rules engine assigns grants/publications to primary program by default, with curated exceptions.			
	Shared Resources: Definition: Centralized facilities/services supported by the CCSG (and others), with directors, offerings, and usage.			
	Key Shared Resource data: Resource name/type, director(s), services, rate schedule reference, funding sources, user logs, acknowledgments language.			
	Shared Resource Integrations: Core management systems (e.g., iLab/PPMS) for usage; Membership for user identity; Grants for chargebacks/acknowledgments.			
	Usage ingestion: Scheduled pulls of transactions and users; identity resolution to members; mapping to programs and grants.			
	Reporting: Utilization by program/member, acknowledgment compliance, and impact narratives.			
	DMG Definition: Multidisciplinary, disease-site groups coordinating clinical care and research, often bridging programs and clinical departments.			
	Key data: Disease site, chair(s), roster (clinicians, scientists, staff), linked trials and grants, meeting cadence/minutes			
	DMG Integrations: HR/Clinical rosters; CTMS for trials and accruals; Membership for crosswalks; Programs for scientific alignment			
	Admin or DMG chair maintains roster and leadership; scheduled meetings recorded.			
	Integrations DMG: Trials and relevant grants tagged to DMGs; optional automatic linkage via disease keywords; with curator review.			
	Grants Definition: Sponsored awards and components relevant to the Center, including mechanisms, leaders, costs, and program attribution for CCSG reporting.			
	Key Grants data: Prime award and subaward records, sponsor, mechanism, grant number, PI/PD(s), status, dates, annual direct costs, cancer relevance, peer-review flag, multi-project components with leads and costs, program attribution.			
	Program allocation changes carry forward to subsequent years			
	Grant Integrations: Enterprise grants system (Huron) via API/extracts; Membership for PI identity; Publications for acknowledgments; Sponsor registries.			
	Nightly ETL pulls active awards; identity resolution; normalization of sponsors/mechanisms; componentization of P/U mechanisms.			
	Classification: Rules + curation tag peer-reviewed status and cancer relevance; exclusion of non-reviewable mechanisms			
	Non-reviewable designation, does not come back to review queue			
	Attribution: Assign awards/components to one primary program (or documented split); subaward direct costs computed; indirects excluded			
	Snapshotting: "As-of" freezes for DT2 with checksum totals; change logs for inclusions/exclusions.			
	Publications Definition: Bibliographic outputs authored by members (articles, preprints, datasets) with links to grants, programs, and shared resources.			
	Key Publication data: DOI/PMID, title, journal, publication date, author list with affiliations, corresponding author, PMCID compliance, grant acknowledgments, cancer relevance tags, program attribution.			
	Publication Integrations: PubMed/Medline, Crossref, ORCID (author-claimed works), Scopus/Dimensions (if licensed); Grants (acknowledgments); Membership (author identity). API to directly source from Library database.			

	Scheduled API pulls			
	Disambiguation: Algorithmic author matching with curator review; member author confirmation portals.			
	Confirmation that member publication is Cancer related – not a non-related publication for another area.			
	Automated extraction of grant numbers from acknowledgments; program attribution by member primary program with curator overrides.			
	PMCID tracking and reminders (if used); shared-resource acknowledgment checks.			
	Curated reports and dashboards for internal management and external reporting (e.g., CCSG Data Tables, leadership dashboards, web profiles).			
	Key reports: DT1 (membership by program), DT2 (peer-reviewed support by program and sponsor class), program funding/publication dashboards, shared resource utilization, DMG disease-site summaries, web-ready member profiles.			
	BI/analytics layer (Power BI/Tableau/Looker), document generation for exports (Excel/CSV), web CMS for public profiles.			
	Parameterized runs: Reports generated by snapshot date/budget year; templates locked for CCSG formats.			
	Review/approval: Center Admin reviews DT1/DT2; program leaders validate rosters and attributions; final sign-off captured.			
	Distribution: Secure portals for internal dashboards; public profiles refreshed on schedule.			
	SSO Compatible			
	Accommodate 250 current members with scalability			
	Indicate API information for ingestion and extraction of data			
	Share features for reporting and managing data quality			
	System can accommodate NYULH branding (colors and logo)			
<b>Implementation, Professional Services, &amp; Support</b>				
	Describe your typical implementation plan and timeline (e.g. how long from initiation to go-live)?			
	Describe the vendor and customer team effort required to stand up your platform (e.g. team makeup, estimated hours of effort, estimated timeline post contract signing etc.)			
	What is the support model offered as part of the tool?			
	Does your company offer professional services or partner with other service providers to support solution deployment?			
	Describe your service and support options including phone, web support, proactive support, reporting, etc.			
<b>Regulatory &amp; Security Compliance</b>				
	Describe the type of data that is transmitted to and / or retained on your servers.			
	Please identify and describe any sub-service providers used (e.g. data hosting at Amazon Web Services, servers located in Sungard data center, etc.)			
	Please indicate where data is/will be located with regard to USA, international, or both. Indicate which cloud us used (must be AWS, Google or Azure ONLY)			
	Please describe the method of securing data at rest and in transit between endpoints (including intermediate endpoints).			
	Describe how you comply with all applicable regulatory policies (HIPAA, CMS, FDA, etc.).			
	Describe the security policies, controls, staffing, and infrastructure your company deploys to ensure the security of NYULH's systems and intellectual property.			
	Integration with SSO (Microsoft Entra) for more than one institution (NYU Langone and NYU)			
	Describe data architecture			
	Describe Solution Architecture			
	Indicate Security certifications and process to secure data			
	Indicate whether pentest has been completed annually and provide results			
<b>Estimated Cost</b>				
	Please describe your billing model – is it yearly or monthly subscription based? One time cost?			
	What is the estimated cost of your service?			