# **Kingdom of Kush Government Vendor Checklist**

#### **1. Vendor Pre-Qualification**

* **Vendor Inquiry and Registration**:
	+ Direct potential vendors to the official government vendor registration portal (e.g., [kingdomofkush.org/vendor](http://kingdomofkush.org/vendor) ).
	+ Provide clear instructions and FAQs about registration requirements.
	+ Assign a government liaison for vendor queries.
* **Eligibility Verification**:
	+ Check for compliance with registration requirements (e.g., business licenses, tax identification, financial solvency).
	+ Verify vendor qualifications, certifications, and previous government or private sector experience.
* **Conflict of Interest Screening**:
	+ Conduct a review to ensure no conflicts of interest between the vendor and government officials or programs.

#### **2. Vendor Onboarding**

* **Approval Notification**:
	+ Notify the vendor of approval via email and provide an official vendor ID and registration confirmation.
* **Vendor Orientation**:
	+ Schedule an orientation session to familiarize the vendor with:
		- Government procurement policies and procedures.
		- Payment terms and timelines.
		- Communication protocols.
* **Contract Agreement**:
	+ Draft a clear contract outlining:
		- Scope of work (SOW).
		- Deliverables.
		- Payment terms and penalties for non-compliance.
		- Confidentiality and data protection requirements.
	+ Ensure the contract is reviewed and signed by authorized representatives from both parties.

#### **3. Implementation Process**

* **Assignment of Vendor Coordinator**:
	+ Appoint a government coordinator to oversee the vendor’s work and serve as a single point of contact.
* **Kick-off Meeting**:
	+ Host a meeting to discuss timelines, expectations, and deliverables.
	+ Address any outstanding questions or concerns from the vendor.
* **Monitoring and Reporting**:
	+ Establish a performance monitoring system with regular progress reports.
	+ Require the vendor to submit milestones and updates periodically.

**Issue Resolution**:

* Define a process for handling issues, including a contact hierarchy and escalation process.
* Document any issues and resolutions for transparency.

#### **4. Payment Process**

* **Invoice Submission**:
	+ Require vendors to submit invoices with appropriate documentation (e.g., purchase orders, delivery receipts).
* **Payment Approval**:
	+ Verify the invoice against deliverables and approve for payment.
	+ Ensure compliance with agreed payment terms, including prompt processing.
* **Record Keeping**:
	+ Maintain accurate records of payments and vendor performance for audits and reviews.

#### **5. Post-Implementation Review**

* **Performance Evaluation**:
	+ Assess the vendor’s performance based on:
		- Quality of deliverables.
		- Timeliness.
		- Compliance with contract terms.
* **Feedback and Recommendations**:
	+ Provide constructive feedback to the vendor.
	+ Identify areas for improvement and document lessons learned.
* **Renewal or Termination**:
	+ Decide whether to renew or terminate the vendor’s contract based on performance and government needs.

#### **6. Continuous Improvement**

* **Vendor Training**:
	+ Offer periodic training sessions to improve vendor understanding of government policies and standards.
* **Policy Updates**:
	+ Regularly review and update the vendor onboarding process to incorporate best practices and new regulations.