# **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.