



Kingdom of Kush Government Vendor Program Checklist

The **Kingdom of Kush Government Vendor Program Checklist** provides a structured framework for businesses to successfully register, onboard, and maintain compliance as government vendors. It outlines essential steps, including pre-qualification requirements such as business licensing, financial solvency, and conflict of interest screening. Approved vendors undergo an orientation to understand procurement policies, payment processes, and contract obligations. The implementation process ensures vendors receive proper oversight, monitoring, and performance evaluation. Clear guidelines for invoicing, payment approvals, and dispute resolution promote transparency. Post-implementation, vendors receive feedback, participate in performance reviews, and may qualify for contract renewal or termination. Continuous improvement efforts include training, policy updates, and vendor recognition programs, ensuring vendors align with government standards and expectations.

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1. Vendor Pre-Qualification

Vendor Inquiry and Registration:

- Visit the official government vendor registration portal: kingdomofkush.org/vendor
- Review instructions and FAQs on registration requirements.
- Contact assigned government liaison for vendor queries.
- Gather all necessary documentation before starting the registration process.

Eligibility Verification:

- Ensure compliance with registration requirements (e.g., business licenses, tax identification, financial solvency).
- Provide proof of vendor qualifications, certifications, and past experience (government or private sector).
- Submit financial statements or credit history to demonstrate financial stability.
- Provide references from previous clients or government contracts.

Conflict of Interest Screening:

- Disclose any potential conflicts of interest with government officials or programs.
 - Maintain transparency by submitting any relevant affiliations or relationships.
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2. Vendor Onboarding

Approval Notification:

- Receive official approval email with vendor ID and registration confirmation.
- Confirm receipt of registration confirmation and vendor ID.

Vendor Orientation:

- Attend an orientation session covering:
 - Government procurement policies and procedures.
 - Payment terms and timelines.
 - Communication protocols.
 - Compliance and security training.

Contract Agreement:

- Review and sign the contract, which includes:
 - Scope of Work (SOW)
 - Deliverables
 - Payment terms and penalties for non-compliance
 - Confidentiality and data protection requirements
 - Ensure understanding of all contractual obligations before signing.
 - Maintain a copy of the signed contract for records.
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3. Implementation Process

Assignment of Vendor Coordinator:

- Establish direct communication with the assigned government coordinator.
- Clarify roles and responsibilities to ensure smooth execution.

Kick-off Meeting:

- Participate in the kick-off meeting to align on:
 - Timelines
 - Expectations
 - Deliverables
- Address any outstanding questions or concerns.

Monitoring and Reporting:

- Submit regular progress reports as required.
- Track and report key performance indicators (KPIs).
- Maintain records of completed milestones and updates.

Issue Resolution:

- Follow the designated process for reporting and resolving issues.
- Utilize the provided escalation process if necessary.
- Document any disputes and resolutions for transparency.



4. Payment Process

Invoice Submission:

- Submit invoices with supporting documents (e.g., purchase orders, delivery receipts) as per contract guidelines.
- Follow the correct invoice submission format and timeline.

Payment Approval:

- Verify invoices against deliverables before approval.
- Track invoice status and follow up if necessary.
- Ensure compliance with agreed-upon payment terms.

Record Keeping:

- Maintain accurate records of invoices, payments, and performance for audits and reviews.
- Keep a backup of all financial transactions related to the contract.



POST CONTRACT AWARD CHECKLIST

1. Post-Implementation Review

Performance Evaluation:

- Participate in performance assessments based on:
 - Quality of deliverables
 - Timeliness
 - Compliance with contract terms
- Address feedback and take corrective actions as needed.

Feedback and Recommendations:

- Receive constructive feedback from government officials.
- Provide vendor feedback on working with the government.
- Document lessons learned for future improvements.

Bi-Annual Renewal or Termination:

- Understand the criteria for contract renewal or termination.
- Prepare necessary documentation if requesting renewal.
- Close out all pending contractual obligations upon termination.



2. Continuous Improvement

Vendor Training:

- Attend periodic training sessions on government policies, regulations, and best practices.
- Stay updated on compliance requirements.

Policy Updates:

- Stay informed about changes in government procurement policies.
- Adjust business practices to align with new regulations and standards.

Vendor Recognition Program:

- Strive for excellent service to qualify for vendor recognition and future contracts.
- Participate in government-hosted networking or recognition events.

Annual Vendor Summit:

- Engage in discussions on policy updates and performance benchmarks.
- Network with other vendors and government representatives.