**Procurement & Vendor Management Strategy**

**9.1 Procurement Objectives**

* Acquire all third-party software, hardware, and services timely and cost-effectively.
* Ensure compliance with organizational procurement policies and donor requirements.

**9.2 Procurement Process**

| **Step** | **Description** | **Responsible Party** |
| --- | --- | --- |
| Needs Identification | Define goods/services required | Project Manager |
| Vendor Identification | Identify potential vendors | Procurement Team |
| Request for Proposal (RFP) | Develop and issue RFP to vendors | Procurement Team |
| Vendor Evaluation | Evaluate proposals based on cost, capability, and compliance | Evaluation Committee |
| Contract Negotiation | Negotiate terms, SLAs, pricing | Legal & Procurement |
| Contract Award | Formalize contracts and agreements | Procurement Team |
| Vendor Performance Monitoring | Ongoing performance reviews and compliance | Project Manager |

**9.3 Vendor Categories**

| **Category** | **Description** | **Examples** |
| --- | --- | --- |
| Software Providers | Off-the-shelf or custom software | Database, Middleware |
| Hardware Vendors | Servers, networking equipment | Dell, Cisco |
| Consulting Services | System integration, training | IT Consultants |