GRMS Client Implementation Checklist

The following tasks must be completed in order to implement the GRMS supplier risk assessment program:

Item	Description	Assigned To:	Completed	Rec'd by GRMS
1.	**Create Risk Assessment Program(s)** Client to select the risk components and criteria that comprise each risk assessment program. See Exhibits A			
2.	**Provide Insurance Requirements** Client to provide GRMS any minimum insurance requirements that the suppliers will need to provide evidence of.			
3.	**Provide Product and Service Categories** Client to provide product and service categories to be used for suppliers to self-categorize during the enrollment process and for GRMS to assign insurance risk tiers for verification			
4.	**Provide samples of any required documents to be collected as part of program** Client must also provide rating criteria for each document			
5.	**Provide electronic supplier contact list** Client to provide electronic listing of the suppliers that should be contacted to enroll in the supplier risk assessment program.			
6.	**Provide supplier exception email address** Client to create, host and monitor supplier exception email address. The purpose of the email address is to route suppliers to Client for support that is out of GRMS' scope.			
7.	**Review & approve Risk Rating Criteria** Client to review risk rating criteria as described in Exhibit A.The risk rating criteria is used to determine the risk rating for each risk component selected for each program.			
8.	**Review & approve enrollment form** Client to approve enrollment form that has been created by GRMS for the supplier risk assessment program.			
9.	**Review & approve communication plan** Client to review and approve recommended communications to be used for the program.			
10.	**Establish GO LIVE date to begin contacting suppliers** Client and GRMS determine date for GRMS to begin inviting suppliers to enroll.			
11.	**Establish post implementation meeting schedule** Client and GRMS determine schedule for meetings to discuss implementation progress.			
12.	**Determine client user training schedule** Client and GRMS determine schedule for online training for Client users.			