

Pre-Bid Compliance Checklist

This checklist is intended for use before submitting a specific bid or proposal. It helps confirm compliance with solicitation requirements, assess risk, and support informed bid/no-bid decisions. Completion does not guarantee award.

1. Entity & Registration Readiness

- Business entity is active and in good standing
 - Required registrations completed (e.g., SAM.gov, SIGMA, corporate vendor portal)
 - NAICS/industry codes align with solicitation scope
 - UEI/vendor ID active and current
 - Insurance requirements reviewed and attainable
 - Representations and certifications reviewed for accuracy (if required)
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2. Certification & Eligibility Review

- Required certifications identified (MBE, DBE, WBE, 8(a), etc.)
 - Certifications active or application timeline confirmed
 - Set-aside eligibility verified (if applicable)
 - Prime vs subcontractor eligibility assessed
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3. Solicitation Requirements Review

- RFP/RFQ/IFB fully reviewed
 - Submission method confirmed (portal, email, hard copy)
 - Mandatory forms identified
 - Page limits, formatting, and deadlines confirmed
 - Q&A/clarification deadlines noted
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4. Technical & Operational Readiness

- Scope of work understood
 - Staffing and capacity assessed
 - Past performance available and relevant
 - Subcontractors identified (if required)
 - Schedule and delivery requirements achievable
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5. Pricing & Financial Readiness

- Pricing structure understood (fixed, unit, T&M, cost-type)
 - Cost inputs identified
 - Bonding requirements reviewed (if applicable)
 - Cash-flow impact assessed
 - Financing needs identified
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6. Compliance & Risk Awareness

- Labor requirements reviewed (e.g., Davis-Bacon if applicable)
 - Reporting requirements understood
 - Insurance and indemnification reviewed
 - Internal risk assessment completed
 - Flow-down requirements reviewed (if subcontracting)
 - Agency or corporate-specific clauses reviewed
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7. Internal Go/No-Go Decision

- Strategic fit confirmed
 - Competitive positioning assessed
 - Internal approval to proceed obtained
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Next Step:

If gaps or risks are identified, corrective actions should be addressed before submission or the opportunity should be declined.