

Government Contract Readiness Checklist

This checklist is designed to help businesses assess their readiness to pursue government contracting opportunities at the federal, state, or local level. Completion of all sections does not guarantee contract award but indicates foundational preparedness to bid competitively and compliantly.

SECTION 1 — Business Foundation

- Active business registration (LLC/Corp)
 - EIN issued
 - Business bank account established
 - Insurance coverage identified (GL, WC, etc.)
 - Clear ownership & control structure documented
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SECTION 2 — Registrations & Profiles

- SAM.gov registration active
 - UEI confirmed
 - NAICS codes selected and aligned
 - DSBS profile completed (if applicable)
 - State or local vendor portal registration completed
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SECTION 3 — Certifications (If Applicable)

- Certification eligibility assessed (MBE, DBE, 8(a), etc.)
- Ownership/control documentation prepared
- Financials organized
- Certification applications submitted or planned
- Renewal tracking system in place

Note: Certifications are not required for all contracts and should be pursued only when strategically aligned.

SECTION 4 — Capability & Past Performance

- Capability statement drafted
 - Core services clearly defined
 - Past performance narratives prepared
 - Subcontracting experience documented (if applicable)
 - Key personnel identified
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SECTION 5 — Proposal & Bid Readiness

- RFP/RFQ/IFB understanding confirmed
 - Pricing approach established
 - Compliance matrix capability confirmed
 - Proposal timeline capacity assessed
 - Internal review process identified
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SECTION 6 — Compliance Awareness

- Bonding requirements understood (if applicable)
 - Davis-Bacon awareness (construction)
 - Insurance thresholds understood
 - Post-award reporting obligations understood (CPARS, invoicing)
 - Agency-specific clauses reviewed (FAR/DFARS/state equivalents)
 - Wage, labor, or reporting requirements identified (where applicable)
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SECTION 7 — Systems & Organization

- Document management structure in place
 - Bid tracking method identified
 - Calendar/deadline tracking process established
 - CRM or tracking system planned or implemented
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SECTION 8 — Go/No-Go Decision

- Capacity assessed
 - Financial readiness evaluated
 - Risk tolerance understood
 - Bid/no-bid criteria established
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Next Step:

If multiple items remain incomplete, a structured readiness plan can help prioritize actions, reduce compliance risk, and position your business for successful bidding.