

GOVERNMENT CONTRACTING READINESS CHECKLIST

Is Your Business Ready to Pursue Government Contracts?

Use this checklist to identify what your business already has in place and what may still need attention before pursuing government contracting opportunities.

BUSINESS FOUNDATION

- ☐ Legal business entity established
- ☐ EIN obtained
- ☐ Business bank account established
- ☐ Business contact information is current
- ☐ Professional business website and email
- ☐ Products and/or services clearly defined

GOVERNMENT REGISTRATION

- ☐ SAM.gov registration completed and active
- ☐ Unique Entity ID (UEI) obtained
- ☐ Correct NAICS codes selected
- ☐ Business information in SAM.gov is accurate
- ☐ Representations and certifications completed
- ☐ SAM.gov renewal date being monitored

CONTRACT READINESS

- ☐ Capability Statement prepared
- ☐ Past performance or relevant experience documented
- ☐ Target government agencies identified
- ☐ Government contract opportunities being researched
- ☐ Solicitation requirements can be reviewed and understood
- ☐ Business has a process for tracking bid deadlines

CERTIFICATIONS

- ☐ Applicable federal certification programs reviewed
- ☐ Applicable state and local certifications reviewed
- ☐ Eligibility requirements verified before applying
- ☐ Certification documentation organized and current

PROPOSAL READINESS

- ☐ Proposal writing process established
- ☐ Pricing and cost information available
- ☐ Required licenses and insurance are current
- ☐ Key personnel and business capabilities documented
- ☐ Compliance requirements reviewed before submitting bids

FINANCIAL & PERFORMANCE READINESS

- Business can financially support contract startup costs
- Accounting and recordkeeping systems are established
- Business can meet expected delivery or performance requirements
- Subcontractors or strategic partners identified, if needed
- Contract documentation can be maintained properly

HOW READY ARE YOU?

25-30 checked	Strong foundation, begin identifying qualified opportunities.
18-24 checked	Nearly ready, address the remaining gaps before aggressively bidding.
Under 18 checked	Build your government contracting foundation before pursuing major opportunities.

NEED HELP GETTING CONTRACT READY?

Global One International can help you identify gaps, complete registrations, strengthen your contracting foundation, and prepare to pursue government opportunities.

SCHEDULE A GOVERNMENT READINESS ASSESSMENT

IMPORTANT NOTICE

Global One International is an independent business consulting and government contract administration company. We are not a government agency and are not affiliated with SAM.gov or the U.S. government. Government registrations may be completed directly through the appropriate government agency. Global One International charges for professional assistance and administrative services. **No government contract award is guaranteed.**