

## Government Contracting Checklist

### **1. STARTING UP**

- Write A Business Plan. The plan will change as you go forward. This plan will force you to think about all the aspects of your business.
- Talk to other small businesses
- Get business start-up education. A good place to start is your local Procurement Technical Assistance Center.
- Get an Employer Identification Number (EIN) [www.irs.gov](http://www.irs.gov)

### **2. REGISTRATION**

- Determine if your business is a considered a “small” business. Go to [www.sba.gov](http://www.sba.gov)
- Determine your company’s NAICs code(s):
- Register on the federal System for Award Management: [www.sam.gov](http://www.sam.gov)
- Determine your company’s small business classification: SDVOB, VOB, 8(a), SDB, WOB, HUBZone, etc

### **3. RESEARCH**

- Research government and prime contractor targets to find out which agencies and companies are most likely to buy the products and services you provide.
- Scan state, county and local government Websites.

### **4. NETWORKING**

- Fully research your targeted customer’s needs.
- Develop a capabilities statement.
- Develop professional-looking company brochures, business cards and a business capabilities presentation.

### **5. PROPOSALS**

- Research other proposals to use as a template.
- Submit proposals and follow up on leads.