

Here is a **professional and printable checklist** titled:

How to Do Business with the Federal Government

A Checklist Based on the #1 Best Seller by Ernise Cummings.

 Book available on Amazon

Step 1: Determine Readiness

- Evaluate if your product or service solves a federal need
 - Ensure your business has the capacity to fulfill small and large contracts
 - Understand the long-term commitment required
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Step 2: Register Your Business

- Register with **SAM.gov (System for Award Management)** (**The official Government website for locating business opportunities**)
 - Get your **UEI (Unique Entity Identifier)**
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Step 3: Identify Your Codes

- Determine your **NAICS Code(s)** (North American Industry Classification System)
 - Find your **PSC Codes** (Product Service Codes)
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Step 4: Certify Your Business through the Small Business Administration (if applicable)

- Woman-Owned Small Business (WOSB)
 - Small Disadvantaged Small Business (SDB)
 - Veteran-Owned Small Business (VOSB or SDVOSB)
 - 8(a) Business Development Program
 - HUBZone Certification
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Step 5: Create a Capability Statement

- Include core competencies and differentiators
 - Include past performance and NAICS codes
 - Add certifications and contact information
 - Keep it to **1 page**, professionally designed
 - Ensure the Capability Statement supports the Agency mission and what they buy.
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Step 6: Research Opportunities

- Monitor **SAM.gov** for contract opportunities
 - Use **Dynamic Small Business Search (DSBS)** to boost visibility if you are a small business
 - Follow **agency forecasts** for upcoming procurements
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Step 7: Network and Market

- Attend **Federal contracting events** (virtual & in-person)
 - Connect with **Small Business Specialists** at federal agencies
 - Market to the agencies **Contracting Officers (COs)**
 - Join matchmaking sessions and procurement conferences
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Step 8: Respond to Opportunities

- Respond to **Sources Sought Notices** and **Requests for Information (RFIs)**
 - Prepare for **Requests for Proposals (RFPs)** and **Requests for Quotes (RFQs)**
 - Follow instructions **exactly as written**
 - Submit before the deadline
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Step 9: Follow Up and Stay Compliant

- Build relationships after submitting proposals
 - Keep registrations and certifications current
 - Track performance and request evaluations
 - Stay educated on FAR (Federal Acquisition Regulation) updates
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BONUS TIPS:

- Connect with the **APEX Accelerator** for free contracting help (APEXaccelerators.us)
 - Use the SBA **SCORE Mentors** or **SBA Offices** for business guidance
 - Stay persistent — federal contracting is a long game but worth it
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Ready to get started?

Grab your e-book or hard copy of the book - *How to Do Business with the Federal Government*
by Ernise Cummings

 [Available now on Amazon](#)