

Bookkeeping system active	Yes / No	
Insurance quote/COI available	Yes / No	
SAM.gov registration active	Yes / No	
UEI and CAGE saved	Yes / No	
NAICS selected	Yes / No	
Capability statement complete	Yes / No	
Website or landing page active	Yes / No	
Subcontractor list started	Yes / No	
Pricing worksheet created	Yes / No	
Proposal template created	Yes / No	

Capability Statement Fill-In Template

Business Name: _____

Contact Person: _____

Phone / Email / Website: _____

UEI: _____ CAGE: _____ Primary NAICS: _____

Core Competencies: _____

Differentiators: _____

Past Performance / Relevant Experience: _____

Service Area: _____

Subcontractor Outreach Email Template

Subject: Subcontractor Quote Request - [Project/Service]

Good afternoon,

My company is preparing for government contracting opportunities and is building a qualified subcontractor network for [type of work]. I would like to see if your company is interested in providing pricing, availability, and capability information for future opportunities.

Please send your company profile, insurance certificate if available, service area, equipment/capability list, and any relevant past performance. If a specific solicitation is attached, please review the scope and provide your quote, assumptions, exclusions, and earliest availability.

Thank you,

[Your Name]

[Company Name]

[Phone]

[Email]