

FEDERAL CONTRACTING READINESS CHECKLIST

Are You Truly Ready to Bid on Federal Contracts?

This checklist is designed to help business owners and contractors determine whether they are properly positioned to pursue federal contracting opportunities **before** submitting bids.

Use this checklist honestly. Gaps identified here can delay, disqualify, or prevent contract awards.

SECTION 1: BUSINESS FOUNDATION

- ☐ My business is legally registered (LLC, Corporation, etc.)
- ☐ I have an active EIN from the IRS
- ☐ My business name is consistent across all documents (IRS, bank, SAM)
- ☐ I have a business bank account in the legal business name
- ☐ My business purpose clearly aligns with products or services the federal government buys

SECTION 2: NAICS & BUSINESS ALIGNMENT

- ☐ I have identified my **primary NAICS code**
- ☐ I have selected appropriate **secondary NAICS codes**
- ☐ My NAICS codes accurately reflect what my business actually provides
- ☐ I understand which NAICS codes are commonly used in my industry
- ☐ My business description supports my NAICS selections

SECTION 3: FEDERAL REGISTRATION READINESS

- ☐ I have gathered all required information for SAM registration
- ☐ My business address matches IRS records
- ☐ My banking information is accurate and verified
- ☐ I understand that SAM registration must be renewed annually
- ☐ I know what a UEI and CAGE Code are and why they matter

SECTION 4: COMPLIANCE & REPRESENTATIONS

- ☐ I understand federal representations and certifications
- ☐ I am aware that inaccurate responses can disqualify my business
- ☐ I know which compliance requirements apply to my business
- ☐ I understand that compliance continues **after** award
- ☐ I am prepared to provide documentation if audited or reviewed

SECTION 5: CERTIFICATION ELIGIBILITY (If Applicable)

- ☐ I know whether my business qualifies as a small business
- ☐ I understand eligibility requirements for WOSB / EDWOSB / 8(a) / HUBZone
- ☐ I have supporting documents readily available
- ☐ I understand certification timelines and review processes
- ☐ I am not assuming eligibility without verification

SECTION 6: FEDERAL MARKETING READINESS

- ☐ I have (or am preparing) a one-page capability statement
- ☐ My capability statement includes core competencies
- ☐ My past performance is documented (commercial or government)
- ☐ My differentiators are clearly stated
- ☐ My contact information is complete and professional

SECTION 7: BID & OPPORTUNITY AWARENESS

- ☐ I know where to locate federal contracting opportunities
- ☐ I understand the difference between RFQ, RFP, and IFB
- ☐ I know how to identify set-aside opportunities
- ☐ I understand that not every opportunity is right for my business
- ☐ I know what can cause a bid to be rejected before evaluation

SELF-ASSESSMENT

- **If you checked MOST boxes:**
You may be ready to move forward — with strategic guidance.
- **If you checked SOME boxes:**
You likely have gaps that could delay or disqualify your business.
- **If you checked VERY FEW boxes:**
You are not yet ready to bid and should address foundational issues first.

Should you need assistance with writing your capability statement, understanding request for proposals/bids, and/or interpreting the RFP/RFB, don't hesitate to reach out to:

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