



# Government Contracting Readiness Checklist

IS YOUR BUSINESS PREPARED TO COMPETE IN THE FEDERAL MARKET?

USE THIS CHECKLIST TO ASSESS YOUR READINESS.

# Government Contracting Readiness Checklist

## Business Foundations

- Registered with SAM.gov (with active UEI/CAGE code)
- NAICS codes identified and matched to services/products
- EIN and DUNS (or UEI) obtained
- Business bank account and financial records in place

## Marketing & Positioning

- Capability statement (1-page) created
- Website reflects government-ready branding
- Business cards (physical or digital) and professional email signature created
- Active profiles on SBA Dynamic Small Business Search (DSBS)

## Certifications & Compliance

- Small business size standards confirmed
- Registered for relevant SBA certifications (8(a), WOSB, VOSB, etc.)
- No outstanding tax or regulatory issues
- Insurance coverage confirmed (e.g., liability, cyber, E&O, commercial property, commercial auto if applicable)

## Past Performance & Experience

- Examples of completed contracts or subcontracting work
- Testimonials, references, or client case outcomes
- Experience summaries tied to NAICS capabilities

## Strategic Preparation

- Completed market research on agencies buying your services
- Team roles defined for capture and proposal support
- Knowledge of set-asides and contracting vehicles

Need help completing your readiness? SHD LLC provides personalized guidance to help you prepare, bid, and win.