



CERVITUDE

Government Contracting Readiness Checklist

About us

Cervitude™ Intelligent Relations's Government Contracting Division

empowers businesses to successfully compete for and win government contracts. We provide expert guidance throughout the entire procurement lifecycle – from ensuring your company is fully prepared and contract-ready, to identifying strategic bidding opportunities, and developing compelling, compliant proposals. Partner with us to navigate the complexities of federal, state, and local contracting and turn public sector opportunities into tangible results.

Government Contracting Readiness Checklist

Prepared by Cervitude LLC

Government Procurement, Compliance & Strategic Consulting Experts

I. BASIC BUSINESS INFRASTRUCTURE

- Registered Legal Entity** (LLC, Corporation, etc.)
- Federal EIN (Employer Identification Number)**
- Business Bank Account**
- Business Address, Phone, and Website**
- Business Email Domain (not Gmail/Yahoo)**
- Operating Agreement or Corporate Bylaws**

II. REGISTRATIONS & CODES

- UEI (Unique Entity Identifier)** – Replaces the old DUNS number
- SAM.gov Registration** – Active status with up-to-date banking info
- CAGE Code** – Assigned through SAM after registration
- NAICS Codes** – North American Industry Classification System codes identifying your business industry
- PSC Codes (Product Service Codes)** – If applicable
- NIGP Codes (for state/local contracts)**
- State Vendor Portal Registrations** – For each state you want to contract with

III. CERTIFICATIONS (IF APPLICABLE)

- Small Business Certification (SBA)**
- 8(a) Certification** – For socially/economically disadvantaged businesses
- WOSB/EDWOSB** – Woman-Owned Small Business
- SDVOSB/VOSB** – Service-Disabled Veteran-Owned Business
- HUBZone Certification** – Based on geographic location
- Minority Business Enterprise (MBE)** – State or local certification
- Disadvantaged Business Enterprise (DBE)**
- GSA Schedule Registration (if applicable)** – For long-term federal supply contracting

IV. DOCUMENTATION & COMPLIANCE

- Capabilities Statement** – One-page government marketing resume
- Company Profile Sheet** – Summary of business, leadership, and credentials
- Business Plan** – Tailored for government growth
- Resumes of Key Personnel**
 - Past Performance or Case Studies** – Even if from private sector
- Organizational Chart**
- Certificate of Good Standing (from Secretary of State)**
- W-9 Form (Most recent version)**
- Business Insurance Policies** – General liability, workers' comp, etc.
- Compliance with FAR/DFARS Regulations (if federal)**
- Cybersecurity/IT Policy for NIST 800-171 Compliance** – For DoD contractors

V. TOOLS, ACCOUNTS & PORTALS

- SAM.gov Account** – To bid on federal contracts
- Grants.gov Account** – If pursuing federal grants
- GSA eBuy or GSA Advantage Account** – For product-based vendors
- FPDS.gov Access** – To research federal contract history
- USAspending.gov Account (read-only)** – Track agency spending
- State & Local Procurement Portals** – e.g., CTsource, NYS Contract Reporter, Cal eProcure
- Bid Matching Services** – PTAC, GovWin, BidNet, etc.

VI. MARKETING & OUTREACH MATERIALS

- Branded Capabilities Statement (PDF)**
- Professional Website with Government Landing Page**
- LinkedIn Page Optimized for B2G**
- Email Pitch Templates for Government Contacts**
- Elevator Pitch for Government Meetings or Events**
- Printed Materials for Trade Shows or Matchmaking Events**

VII. TEAM READINESS & OPERATIONS

- Trained Proposal Writer or Consultant (internal or external)**
- In-House or Outsourced Grant/Contract Specialist**
- Accounting System Compliant with Government Standards (e.g., QuickBooks + DCAA compliance)**

- Invoicing Process for Net-30 / Net-60 Terms
- Time Tracking System for Labor Compliance (for service contracts)
- Human Resources Manual & Hiring Plan (especially for larger contracts)
- Subcontractor Agreements (If planning to subcontract work)


VIII. BUSINESS DEVELOPMENT & NETWORKING

- Identify Your Target Agencies or Departments
- Attend Government Contracting Webinars or Matchmaking Events
- Meet with Small Business Liaisons (OSDBUs)
- Develop a Government Sales Pipeline or CRM
- Join Procurement Technical Assistance Centers (PTACs / APEX Accelerators)
- Connect with Prime Contractors for Subcontracting Opportunities

OPTIONAL BUT HELPFUL:

- DCAA-Approved Accounting System (if pursuing cost-reimbursable DoD contracts)
- ISO Certification or Quality Management Documentation
- SOPs for Contract Compliance and Audit Readiness
- Legal Review of Your Standard Contracts and Proposals

This checklist ensures your business is **100% ready** to compete for — and win — local, state, and federal government contracts.



Disclaimer: This checklist provides a general overview of items needed to bid on government contracts. Specific requirements may vary depending on municipality or government agency or a specific government's purpose or project. Always consult with relevant government agencies or departments for full compliance list on any specific contract, proposal or scope of work. Visit Cervitude.com for more information.