

CONTRACT READINESS CHECKLIST

Is Your Business Contract-Ready?

Use this self-assessment to evaluate your business's financial, administrative and operational readiness for government contracting opportunities. Check each statement that applies to your business.



Financial Readiness

Do I have the financial systems and resources needed to successfully perform a contract?

Know Your Numbers

- ☐ My financial records are current and organized.
- ☐ I understand my revenue and expenses, profit margins and cash flow.
- ☐ I know my direct and indirect costs.
- ☐ I understand my labor costs and overhead.
- ☐ I know my current financial obligations.

Bid Pricing - Delivering the Contract

- ☐ I understand the true cost of labor, materials, equipment, and subcontractors.
- ☐ My pricing accounts for overhead, insurance, bonding, and administrative costs, if needed.
- ☐ My pricing includes an appropriate profit margin.
- ☐ I can price the contract competitively and profitably.

Cash Flow & Access to Capital

- ☐ My business could operate for 30 to 90 days while waiting for payment.
- ☐ I have enough cash to cover upfront contract expenses.
- ☐ I have access to cash reserves, business credit, or a line of credit.
- ☐ I understand how to explore working capital or contract financing, if needed.
- ☐ I understand supplier terms or other financing options to help manage cash flow, if needed.



Administrative Readiness

Do I have the administrative requirements in place to pursue and manage government contracts?

Business Compliance

- ☐ My required business and professional licenses are current.
- ☐ I have the required permits and insurance for my business.

Bid & Proposal

- ☐ I can quickly identify whether I qualify for an opportunity.
- ☐ I understand how to review requirements, deadlines, and required forms before deciding to bid.

Getting Ready to Bid

- ☐ My business is registered with the appropriate agency vendor portals.
- ☐ My business certifications are current.
- ☐ My business's NAICS and commodity codes are accurate.
- ☐ My business capability statement is up to date and accurately reflects past performance information and references.
- ☐ My business's government contracting documents are organized and easily accessible.

CONTRACT READINESS CHECKLIST

Keep Going...

Complete the remaining sections, then assess your overall readiness.



Operational Readiness

Can my business deliver the required quality, quantity, price and timeline?

Capacity & Scalability

- ☐ My business has sufficient staffing and management capacity.
- ☐ My business has the equipment, technology, and facilities required to deliver.
- ☐ My business can scale if the workload increases.
- ☐ My business has sufficient inventory and access to reliable suppliers.

Staffing & Subcontractors

- ☐ I have the employees or subcontractors needed to perform the contract.
- ☐ I have reliable suppliers and strategic partners.
- ☐ I understand how to identify potential teaming arrangements if additional capacity is needed.

Systems & Quality Control

- ☐ My business has repeatable processes for delivering products or services.
- ☐ My business has systems for managing employees and subcontractors.
- ☐ My business has processes for reporting, invoicing, and recordkeeping.
- ☐ My business can effectively track and meet contract deadlines.
- ☐ My business has quality control processes in place.
- ☐ My business has a process for identifying and resolving problems.

Assess Your Overall Readiness



Count the total number of boxes you checked, enter your score in the box to the right to see your readiness assessment.

-  **31-36 Checks (85-100%) - You're Contract Ready**
Congratulations! Your business has a strong foundation for pursuing government contracting opportunities. Now it's time to compete with confidence.
-  **22-30 Checks (60-84%) - You're Nearly Ready**
You're on the right path. Focus on strengthening the areas identified above before pursuing more complex contracting opportunities. Check our technical assistance resources.
-  **0-21 Checks (Less than 60%) - Build Your Readiness**
Focus on building your readiness to strengthen your business, improve your competitiveness, and prepare for future contracting opportunities. Check our technical assistance resources.