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Track 1: Getting Your Business Contract-Ready

Session A: Assess Your Contract Readiness

October 8, 2026

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If I win the contract, is my business prepared to successfully perform the work?

Today's Session

- Help you assess where your business stands today
- Identify potential gaps
- Connect those gaps to resources that can help you strengthen your business

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What Does It Mean to Be Contract Ready?

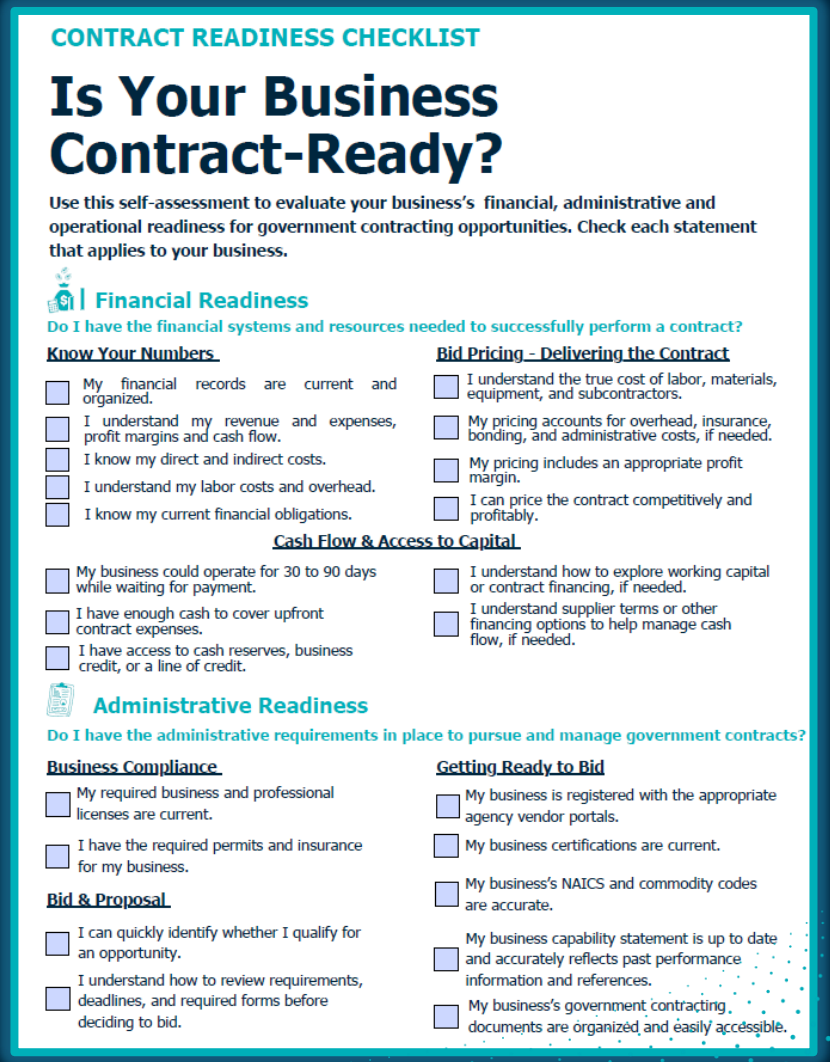
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Contract Readiness Checklist

- Financial Readiness
- Administrative Readiness
- Operational Readiness



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.

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Live Poll #1

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How confident are you that your business could successfully perform a government contract today?

ⓘ The Slido app must be installed on every computer you're presenting from

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Financial Readiness

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Financial Readiness: Key Takeaway

Financial readiness isn't just about having money available

- Understand the economics of the contract
- Know whether your business has the resources to perform it

Live Poll #2

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Which financial area would you most like to strengthen?

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Administrative Readiness

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Administrative Readiness: Key Takeaway

Administrative readiness isn't just about having the right paperwork

- Make sure business is properly registered, compliant, organized and prepared to respond

Operational Readiness

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Operational Readiness: Key Takeaway

Operational readiness isn't just about being able to do the work today

- Know whether your business has the people, systems, capacity, and processes to deliver

Contract Readiness Checklist Reflection

- Where am I strong?
- Where do I have gaps?
- Where might I need help?
- What is one action I can take next?

Resources, Audience Q&A & Closing

Scan the QR code to book 1-on-1 appointment with SCORE, SBDC, and PACE Business available today from 1-3pm.

Find additional resources at:

portpartners.polb.com/becomecontractready

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