



## **Federal Readiness Checklist – “What Other Consultants Don’t Tell You”**

### **1. Registrations Must Be Perfectly Aligned**

- SAM.gov active and fully completed
- DSBS/SBA Profile fully optimized and matching SAM
- Correct NAICS, PSC, keywords, and descriptions
- UEI, CAGE, POCs consistent across systems
- Website wording matches registrations

### **2. Your Website Must Pass the Federal Trust Test**

- Dedicated federal landing page
- NAICS + PSC alignment displayed
- GSA schedule info (if applicable)
- Past performance or representative projects
- Downloadable capability statement

### **3. Contracts-Ready Capability Statement**

- Core competencies in federal language
- Differentiators tied to measurable outcomes
- NAICS, PSC, CAGE, UEI displayed
- Past performance or anticipated projects
- Ordering & contract info

### **4. Pricing Logic Must Be Documented**

- Rate traceability & market logic
- Labor category mapping with SOC codes
- Indirect cost assumptions (G&A, OH, Fee)
- Competitive benchmarking
- Annual escalation model

### **5. A Real Pipeline Strategy**

- Top 20 agency target list
- NAICS + PSC opportunity filters
- Weekly forecast monitoring
- Competitive scan of incumbents
- Buyer outreach list

### **6. Subcontract-Ready Preparation**

- Subcontractor-focused capability statement
- Top 10 primes identified
- Subcontracting pitch package
- Basic risk review readiness

### **7. Compliance-Aligned Proposal Readiness**

- Follow instructions EXACTLY
- Past performance written CPARS-style
- Management, QC, staffing & risk plans
- Traceable pricing volume
- Required reps & certs

### **8. Competence Signals Federal Buyers Expect**

- Agency mission research

- Contracting officer outreach list
- Boilerplate outreach scripts
- 90-day capture plan
- Phone call talking points

## **9. Monthly Maintenance of Your Federal Profiles**

- GSA Advantage text & picture updates
- Price list corrections
- Keyword optimization
- eBuy category accuracy
- Website quarterly refresh

## **10. Proof-of-Competence Materials**

- Sample deliverables
- Case-study summaries
- Quality SOPs
- Security & compliance documentation
- Testimonials & certifications

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