



## **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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