



Government Contracting Readiness Checklist

Before pursuing government contracting opportunities, first consider the investment in time and resources your company needs to enter the government marketplace. SC APEX Accelerator's check list will help you determine if government contracts are right for your business.

1. Are you an established business? Government contractors are required to meet all criteria necessary to do business within their region, which includes abiding by all regulatory and [business license requirement \(LLR\)](#). If you do not have a business license, you are not ready to sell to the government. Do you have sufficient financial resources and cash flow to handle current obligations as well as those you would encounter under a government contract? Insurance and, when required, surety bonding is essential if planning to do business with government agencies. Businesses should:

- Be registered with the [SC Secretary of State](#)
- Apply for an [Employer Identification Number](#)

2. Do you have a business plan that includes government contracting? Small businesses should properly align their business plan to address the specific needs of the government market. The following resources can assist you in developing a business plan that involves government contracting.

- [Midlands | SCORE](#)
- [South Carolina Small Business Development Centers](#)

3. Can you afford to sell to the government? It can take time to receive payment for government work — sometimes up to 45 calendar days or longer *after* the work is completed. Can you cover your overhead until payment arrives? Resources that may be able to assist you in planning your finances are:

- [Midlands | SCORE](#)
- [South Carolina Small Business Development Centers](#)

4. Does your company have a history of sales or existing customers? If you do not have an established business with a history of sales, you may not be ready to sell to the government. Opportunities to help build a history of sales include commercial experience and subcontracting opportunities at the [federal](#) and/or [state](#) level.

5. Have you done the necessary market research to determine the government's demand for your product or service? If you have met the above criteria, you should do proper market research and analysis to determine if the government buys your product or service, and which agencies purchase the service and/or item routinely. Consider starting with local agencies and identify subcontracting opportunities that can help you obtain a past performance record with the government. Research which agencies or departments you need to target your sales towards. Your APEX counselor can assist you with conducting proper market research.

- [View Procurement Forecasts for targeted federal agencies](#)
- [View state and local solicitation advertisements](#)
- [Research past spending to identify your buyers \(for the federal market\)](#)

6. Do you have a website? If so, is your website e-commerce capable? Having a website is important and may require e-commerce to win and perform on contracts.

7. If you were offered a government contract today, would you be able to fulfill the requirements? If offered a government contract today, your business must have the resources, employees, and financial ability to fulfill the contract requirements.

If you answered yes to the above questions, you may be ready for government contracting!

GET GUIDANCE ON GOVERNMENT CONTRACTING AT NO COST: To receive one-on-one counseling on government contracting, sign up at www.scaccelerator.org and a SC APEX representative will follow-up with you promptly.