
Your Prime Contractor (Checklist)

> **FBO & other bid websites**

In order to determine if you would be a good fit to be a prime contractor we recommend looking at an existing contract in your industry and seeing if you can meet the requirements.

Find a past project using your NAICS code (regardless of geographic location) and look to see what are the requirements for that job. This is the quickest and most effective approach to determining if you have what it takes.

1. **TEAM (Together Everyone Achieves More)**

a. Do I have the team members required to perform the job? Or can I get them?

b. Do I have office staff to handle the barrage of paperwork required?

2. **Experience**

Do I have experience doing this type of work at this scale? Do I know someone that I can bring onboard that can help me?

3. **Funding**

a. Do I have adequate funding to supply the product/service until the government provides the first reimbursement check?

b. Or do you have supplier credit? (Remember the government pays AFTER you deliver)

4. **Insurances/Regulations**

a. Does my firm have all the insurances required?

b. Are my vehicles/equipment compliant with current regulations? (logistics, transportation)

5. **PC Systems**

Do my computer systems/equipment meet their standards? (ie. EDI)

The government changing the rules on security when handling secure information, verify if this impacts your business.

6. **Training/Certifications**

Does my team have the necessary training, certifications, clearances required? (Quality control, security clearance)

Is my accounting/bookkeeping compliant for the size contracts that we want to pursue?

CERTAINTY: These are a few questions that you should be able to answer regarding the types of projects you want to pursue as a Prime contractor.

If you do not know the answers to the questions than this would be the first stage of research that you should do to prepare your company.