



GOVERNMENT READY™

Helping Small Businesses
Become Government Ready™

PREPARATION CREATES OPPORTUNITY

WELCOME

HOW EVERYDAY BUSINESSES WIN GOVERNMENT CONTRACTS

The U.S. government spends hundreds of billions of dollars every year buying products and services.

Federal, state, county, city, school districts, airports, and utilities all buy from small businesses. You don't have to invent a new product — you just have to know where to start.

They purchase:

- Office Supplies
- IT
- Consulting
- Training
- Marketing
- Staffing
- Food Services
- Transportation
- Janitorial
- Security
- Construction
- Roofing

\$ NOT ALL OPPORTUNITIES ARE EQUAL

Some categories — construction, large equipment, major infrastructure — require heavy bonding and significant capital.

Others, like supplies, recurring services, and smaller equipment purchases, are far easier entry points. Government Ready™ helps you find the opportunities that fit your business today, not just the ones that sound the biggest.

The government can't operate without private businesses — and it needs businesses at every size and risk level.

STEP 1

Forming Your LLC

Starting with the right business structure is one of the first steps toward becoming government contract-ready.

A Limited Liability Company (LLC) protects your personal assets while allowing you to operate as a business entity.

Follow these steps:**1. Choose a business name**

Verify that your desired business name is available through your state's registration system.

2. File your Articles of Organization

Submit your LLC paperwork to your Secretary of State.

3. Obtain an EIN

Apply for an Employer Identification Number (EIN) through the IRS.

4. Create an Operating Agreement

Outline how your business will be managed and operated.

5. Open a Business Bank Account

Keep your personal and business finances separate.

6. Obtain Required Licenses and Permits

Make sure your business complies with state and local law requirements.

7. Register in SAM.gov

If you're planning to pursue government contracts, this registration is essential.

• PRO TIP

Complete your SAM.gov registration early. Approval can take time, so don't wait until you've found a contract opportunity.

STEP 2

Creating a Capability Statement

Think of your Capability Statement as your business resume.

It's often one of the first things agencies and prime contractors look at when deciding whether your company is a good fit.

Your Capability Statement should include:

- ✓ Company Overview
- ✓ Core Competencies
- ✓ Differentiators
- ✓ Past Performance
- ✓ Certifications
- ✓ Contact Information
- ✓ UEI
- ✓ CAGE Code
- ✓ NAICS Codes

Understanding NAICS Codes

NAICS (North American Industry Classification System) codes identify the products and services your business provides.

Government agencies use these codes to:

- Find vendors
- Track spending
- Publish contract opportunities

Choose every code that accurately represents your business offerings to maximize your visibility.

■ COMMON MISTAKE

Many businesses only choose one NAICS code. If your company provides multiple services, you can often select multiple applicable codes.

STEP 3



Choosing Your First Opportunity

Your first government contract shouldn't be your riskiest one. The businesses that succeed long-term usually start small, build past performance, and grow from there.

Start with lower-risk, lower-capital opportunities:



Supplies & Materials

Recurring purchase orders for goods agencies buy constantly. Low capital risk, fast turnaround.



Equipment Contracts

Supplying equipment agencies already need, without the bonding requirements of construction.



Recurring Services

Contracts that renew — cleaning, staffing, maintenance — so you're not starting from zero.

Save the high-bond, high-capital categories — major construction, large-scale infrastructure — for later, once you've built a track record of past performance and have the working capital to support them.

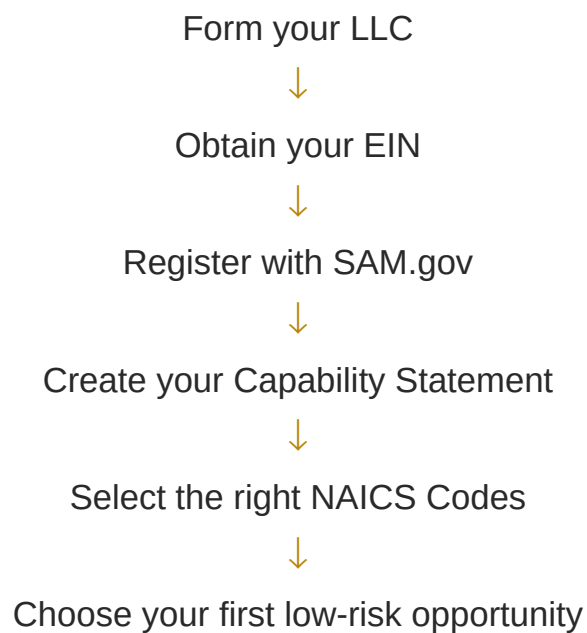
• WHY THIS MATTERS

Past performance is one of the biggest factors agencies weigh when awarding contracts. A history of smaller, successfully completed contracts makes you a stronger candidate for larger ones down the road.

YOUR NEXT STEPS

Congratulations! You now have a solid understanding of the key steps involved in preparing your business for government contracting.

Here's a quick roadmap to help you stay on track:



READY TO TAKE THE NEXT STEP?

This guide is just the beginning.

If you're ready to position your business for government contracting, we're here to help.

Whether you need guidance with registrations, your Capability Statement, or finding the right low-risk opportunities to start with, we'll help you move forward with confidence.

Let's build your government contracting journey together.

SCHEDULE A FREE CONSULTATION

