

## ARE YOU READY FOR GOVERNMENT CONTRACTING?

*Answer the questions below before your first counseling session.  
This will help both you and your counselor assess your contracting readiness.*

1. Do you have a solid business plan created?
2. Has your business been registered for at least 12 months?
3. Will your company's cash flow be compatible with government payment cycles?
4. Have you done the necessary market research to determine the government's demand for your product or service?
5. Is your business legally registered in the state of Maryland? If registered in another state, but doing business in Maryland—are you registered as a “Foreign Business” entity?  
[CLICK HERE](#) or go [https://dat.maryland.gov/businesses/Pages/Non-Maryland-\(Foreign\)-Business-Entities.aspx](https://dat.maryland.gov/businesses/Pages/Non-Maryland-(Foreign)-Business-Entities.aspx)
6. Is your company in good standing with the State of Maryland? [CLICK HERE](#) or go to <https://egov.maryland.gov/businessexpress/entitysearch> to search your business entity status.
7. Have you generated a profit from your business? If yes, was it done through commercial (public or retail sale), private (person or individual), or government (federal agency, local or state agency/department)?

### Business Operations

- 5a What do you project your annual revenue to be this year?
- 5b What will your Net (pre-tax) Profit be?
- 5c What goods and/or services will you be selling?
- 5d What resources will you need to achieve your business operation projections?

8. Have you been/are currently a subcontractor or prime on any State or Federal contracts?
  
9. For federal contracting: Is your company registered in the System for Award Management (SAM)? <https://sam.gov/content/home>
  - a. Do you have a Unique Entity Identifier (UEI) alphanumeric ID assigned?
  - b. Do you have a CAGE CODE number?
  - c. If yes, have you validated your SAM account within the last 12 months?
  
10. For MD State and Local Level contracting: Is your company registered on the online contracting portal- "eMaryland Marketplace Advantage" **eMMA**? To check <https://emma.maryland.gov/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhomepage>
  
11. Have you identified your [UNSPSC](#) codes?
  
12. Does your company have any past performance with the local, state, or federal government? If so, with whom?
  
13. Has your company been awarded any Government Wide Acquisition Contracts (GWACs)? ex. GSA MAS contracts (IT, Professional Services, 8a-Stars III, Vets 2, Polaris), NIH-NITAAC or State of Maryland Master Contracts ex. CATS+
  
14. Does your company have a Capabilities Statement, Website, or other marketing materials?
  
15. Does your company have any local, state, or federal government certifications? Some examples of certifications are: Small Business Administration (WOSB/EDWOSB, 8(a), HUBZone, SDB or VOSB) or Maryland's Small Business programs' SBR, MBE, VSBE?

16. Are you familiar with the resources provided to small business owners at agencies? Federal Agencies' Office of Small and Disadvantaged Business Utilization (OSDBUs) <https://businessexpress.maryland.gov/resources> or state of MD-Governor's Office of Small, Minority and Women's Business Affairs <https://gomdsmallbiz.maryland.gov/Pages/About-Us.aspx>
17. Is your company registered on any state, local, or federal procurement bid boards? The Maryland APEX Accelerator website provides information on these, [CLICK HERE](#) or visit <https://www.marylandapex.org/resources> If so, which agency are you registered with, and are you viewing them daily?
18. Are you using [Small Business Dynamic Search \(DSBS\)](#) to promote your business and research the competition?
- Contracting officers use the DSBS as a source for vendors that are certified in SBA's 8(a) Business Development program, HUBZone Empowerment Contracting Program, and Small Disadvantaged Business programs. You can, however, also use it to determine potential competitors or partners.
  - Many federal agencies maintain their website listings of procurement opportunities in addition to posting them on Sam.gov. Contact the small business liaison for the agency you wish to do business with. See [http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm)

**Once you have completed your answers, save this document to share with your counselor before your first counseling session. If you need to be assigned a Counselor go here and register your company <https://www.marylandapex.org/getting-started>**