

Procurement Readiness Checklist

If you are looking to prepare for government contracts, corporate contracts, or selling to other businesses, you are going to want to have a solid foundation to put your best foot forward. Check out the list below to be sure you're ready to be a supplier. The star ranking indicates the level of importance we believe you could approach each advising sub-pillar with, but keep in mind that these may take on a unique priority level depending on your business.

★★★★ = Must Have ★★ = Helpful to Have ★ = Not Required / Business-specific

FINANCE

Annual Tax Filings	★★★★
Sales Tax Filing	★★★★
Business Bank Account	★★★★
Startup Costs/Break Even Analysis	★★★★
Cash Flow Management	★★★★
Effective Pricing and Costs	★★★★
Financial Statement Preparation + Analysis	★★★★
Invoicing and Accounts Receivable System	★★★★
Bookkeeping System	★★
Credit Enhancement	★★
3-Year Projection	★★
Personal Financial Statement	★

OPERATIONS & TECHNOLOGY

Shipping and Fulfillment	★★★★
Understand Distributor's Offerings	★★★★
Internet Access (Bandwidth + Hardware)	★★★★
Computer + Software Literacy	★★★★
POS System	★★
Processes and Procedures	★★
Labor Utilization / Technical Assistance	★★
Online Appointments / Ordering / Delivery Tools	★
CRM System	★

LEGAL

LARA Compliance	★★★★
Business Insurance	★★★★
Entity Registration + EIN	★★★★
Legal Entity	★★★★
Ownership Structure	★★★★
Relevant Licensing for your Business	★★★★
Lease Writing or Review	★★
Industry-Specific Regulations	★★

MARKETING

Website Creation	★★★★
Website Optimization/Improvement	★★★★
Basic Online Presence (Google/Yelp)	★★★★
Understand B2B and B2G Bid Processes and Requirements	★★★★
Networking and Relationship Building with Buyers	★★★★
Competitive Analysis	★★
Marketing Strategy	★★
SEO Tools and Techniques	★★
Social Media/Customer Engagement	★★

GENERAL STRATEGY

Business Plan	★★★★
Growth Strategy	★★★★
Pitch and/or Capabilities Statement	★★★★
Environmental and Social Sustainability (ESG)	★★★★
Negotiation Skills	★★

REAL ESTATE DEVELOPMENT

Have the Right Physical Space for your Business	★★★★
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