NEXUS ROW
GOVERNMENT SOURCING PARTNERS

Getting Started with Government Contracting Checklist

- [ ] **OBTAIN AN EMPLOYER IDENTIFICATION NUMBER (EIN))**

An EIN, also called a Federal Tax ID, is required for tax reporting and hiring employees. It's issued by the IRS and is free to apply for. You can get your EIN online through the IRS website.

- [ ] **REGISTER YOUR LLC (LIMITED LIABILITY COMPANY)**

Setting up an LLC protects your personal assets by legally separating your business. It also adds credibility and makes it easier to apply for loans or government contracts. You can register your LLC with your state's Secretary of State.

- [ ] **OPEN A BUSINESS BANK ACCOUNT**

A business bank account keeps your business and personal finances separate. It's also required for receiving government payments and tracking expenses. Choose a bank with low fees and good business services.

- [ ] **OBTAIN A D-U-N-S NUMBER**

A D-U-N-S number is a unique identifier for your business used by government agencies and other companies to track your business's credit history and eligibility for government contracts. Apply for one for free on the Dun & Bradstreet website.

- [ ] **REGISTER YOUR BUSINESS ON SAM.GOV**

SAM is the official government database where businesses must register to be eligible for federal contracts. It's a free process, but you need to renew it annually. Registration includes providing your business and banking information.

- [ ] **CREATE A CAPABILITY STATEMENT**

This one- to two-page document that highlights your business's strengths, experience, and certifications, acting as a business resume for government procurement officers.

- [ ] **RESEARCH AND IDENTIFY OPPORTUNITIES**

Look for government contracts that align with your business. Use sites like beta.SAM.gov (for federal contracts) and local procurement websites. Search for contracts that match your services and start preparing to bid on them.