EUNA Supplier Network

CHECKLIST

BONUS RESOURCE:

Eligibility Compliance Checklist (U.S.)

Before you can win a government contract, you need to make sure your business meets basic eligibility and compliance requirements.

Use this checklist to confirm that you're ready to bid:

1. Business Registration & Legal Standing

- [ ] Your business is officially registered with your state and/or local jurisdiction.
- [ ] You have a valid Employer Identification Number (EIN) issued by the IRS.
- [ ] Your business is in good standing with state and federal tax authorities (no outstanding tax liens or unpaid taxes).
- [ ] You have an active and accurate business license for your industry (if required).

2. Government Supplier Registration

- [ ] You are registered in **SAM.gov** (System for Award Management) with an active UEI (Unique Entity ID).
- [ ] Your SAM registration is up to date with correct NAICS (industry) codes.
- [ ] (Optional but helpful) You are registered in relevant local or state procurement portals.

3. Financial Stability

- [ ] You have access to business financial statements (past 1–2 years recommended).
- [ ] You can provide recent tax returns if requested.
- [ ] You carry necessary business insurance (general liability, workers' compensation, bonding, etc., depending on industry).

4. Past Performance & References

- [ ] You can provide examples of past work (even private sector contracts if you are new to government contracting).
- [ ] You have 2–3 professional references ready if needed.

5. Certifications (if applicable)

- [ ] You hold any relevant small business or socioeconomic certifications (e.g., WOSB, VOSB, HUBZone, 8(a)).
- [ ] You have supporting documentation ready to attach to bids (certificates, approval letters, etc.).