



Are You “Bid Ready”

Brought to you by Total Optim Bid.
Before you start responding to RFPs, RFQs, or contract solicitations,
make sure your business is ready to deliver.
Use this checklist to confirm you're set up to bid with confidence.



Ready to Take the Next Step?

Total Optim Bid supports small businesses through every stage of the bid process—from finding the right opportunities to crafting winning proposals.



Online Presence & Marketing Collateral

- I have a professional website that clearly shows my services and qualifications.
- My site includes certifications, NAICS codes, and contact info.
- I have a capability statement ready to share with buyers.



Business Structure & Legal Readiness

- I have a formal business structure (LLC, S-Corp, or Sole Proprietor).
- My business is properly registered and eligible to contract.



Know the Language of Procurement

- I understand RFP, RFQ, RFI, NAICS, Set-Asides, and how they relate to my business
- I know how to read solicitation requirements and distinguish mandatory vs optional items



SAM.gov & Vendor Registration

- I am registered in SAM.gov and my registration is active.
- I have valid NAICS codes and understand which codes apply to my business.



Business Readiness & Capacity

- I can start work within 30-60 days of award.
- I've registered with local/state/city/school district portals.



Certifications for Set-Asides (If Eligible)

- I have applied for or plan to pursue certifications (WBE, MBE, DBE, HUB, etc.).
- I understand how set-aside clauses work and will seek legal review when needed.



Start Small to Build Past Performance

- I'm targeting smaller bids (\$100K or less) or short-term scopes.
- I'm open to subcontracting opportunities to build a track record.



Insurance & Risk Management

- I carry General Liability insurance (minimum \$1M).
- I have (or can obtain) Auto, E&O, or Cyber insurance as required by contracts.
- I understand indemnity and risk clauses in contracts.



Ongoing Support & Strategy

- I subscribe to a service like Total Optim Bid to receive curated bid matches.
- I dedicate time monthly to prepare proposals or attend coaching sessions.



www.totaloptim.com/bid