REBUILD NIA

BEFORE YOU BID

Vendor Readiness Field Guide

A practical starting point for government contracting

FREE STARTER GUIDE

2026 Review Edition | Educational Resource

Your experience is the asset.

GOVERNMENT CONTRACTING & OPPORTUNITY NAVIGATION

BEFORE YOU BID
Vendor Readiness

A practical first-look checklist for federal, state and local opportunity research.

FREE STARTER GUIDE | 2026 REVIEW EDITION

WHY THIS MATTERS

Government contracting starts before a solicitation. Learn to identify what your business sells, find where buyers purchase it, and recognize requirements to investigate before investing time in a response.

INSIDE THIS GUIDE

01 A four-step research route from service to solicitation.

02 A printable vendor readiness worksheet.

03 One illustrative example and a seven-day action map.

YOUR FIRST MOVE

Name one service your business can consistently deliver, then write it in the words a government buyer might search.

THE REBUILD METHOD IN ACTION

The practical starting path

Use this as a preparation and information-organizing exercise. A notice can have unique requirements; always read its complete documents and amendments.

1

Name the actual service you provide

Translate a broad occupation into a specific deliverable. For example, “cleaning” may include routine janitorial service, turnover cleaning or floor maintenance.

TRY IT: Write one service in a sentence a contracting officer could recognize.

2

Search public opportunities

Explore SAM.gov Contract Opportunities for federal notices. Look separately for state and local procurement portals; their search systems and vendor rules differ.

TRY IT: Collect two links, record the posting date and the buyer.

3

Read the whole notice, not the headline

Locate the closing date, place of performance, scope, bid instructions, attachments, potential set-asides, bonding and insurance provisions, and amendments.

TRY IT: Circle three requirements you need to verify.

4

Create a readiness research list

Review the business identifiers, registrations, classifications, experience, documentation, and financial capacity a particular opportunity asks for. Seek official guidance when unsure.

TRY IT: Flag each item as “have,” “research,” or “not yet.”

This is a research and organization exercise - not an eligibility or results determination.

WRITE IT DOWN

Your working worksheet

Use this blank page for your own business research. Do not put private client or employee details on a downloadable worksheet.

01 What specific service or product would I offer?

02 Which government buyer or local purchasing office might buy it?

03 Which opportunity link, reference number, and date did I find?

04 What are the three most important requirements in its documents?

05 Which records or capabilities do I need to research next?

READINESS IS NOT CERTIFICATION

This worksheet does not determine eligibility, recommend a bid, provide contracting registration services, or guarantee an award.

PUT IT TO WORK

Example + your next move

Here is a sample of how a small business could use the research process without assuming it is qualified.

ILLUSTRATIVE EXAMPLE

Example: a janitorial-services business

The owner searches for “janitorial services” in SAM.gov, opens a current notice, and notes the service location, close date, agency contact, required attachments, and whether an award is reserved for a particular business category. Next step: verify any requirements in the original documents before deciding whether to pursue the notice.

ONE-WEEK ACTION MAP

DAY 1	Define one specific service and ideal buyer.
DAY 2	Write three search terms your buyers might use.
DAY 3	Find two federal notices and one state or local portal.
DAY 4	Read one complete notice plus every attachment.
DAY 5	List requested insurance, bonds, registrations and documentation.
DAY 6	Look up potentially relevant NAICS classifications and size rules.
DAY 7	Organize a one-page research log and your outstanding questions.

OFFICIAL STARTING POINTS

SAM.gov opportunities - https://sam.gov/opportunities

SBA contracting basics - https://www.sba.gov/counseling/get-started/

Educational information only. Verify current notice instructions, procurement regulations, and official agency requirements. Not government-affiliated.