

ChallengeHER

Opportunities for Women in Federal Contracting

A Federal Contracting Checklist

Whether you are a new or experienced contractor, we're here to help. The checklist below outlines some of the important steps you can take to start or expand your federal contracting experience.

Register and Get Certified

- MILESTONE 1:** Register in the System for Award Management (SAM)
- MILESTONE 2:** Secure certifications (as applicable)
 - I have self-certified or been certified by a third-party certifier as a Woman Owned Small Business/Economically Disadvantaged Woman Owned Small Business.
 - I have self-certified as a Small Disadvantaged Business.
 - I have self-certified as a Service-Disabled Veteran-Owned Small Business.
 - I am an SBA-certified 8(a) Business Development Program Firm.
 - I am an SBA-certified HUBZone Firm.
- MILESTONE 3:** Create a Capability Statement for Federal Agencies
- MILESTONE 4:** Identify your Agency Targets

Defining Your Market and Putting Together a Plan

- MILESTONE 5:** Draft your Marketing Strateg
- MILESTONE 6:** Meet with Target Agencies
- MILESTONE 7:** Identify Contract Opportunities

Ready for business; Execute Your Plan

- MILESTONE 8:** Bid on your First Contract
- MILESTONE 9:** Secure a Federal Contract
- MILESTONE 10:** Defend your Incumbency

This federal contracting checklist is based on an extensive curriculum created by WIPP and consists of online webinars and podcasts designed specifically by women business-owners for women business-owners, and WIPP's Procurement Committee, which provides insight into opportunities and policy that affects women in the federal marketplace.