

PRIME CONTRACTOR TEAMING CHECKLIST

Prepare for a focused teaming conversation.

Use this checklist to confirm opportunity fit, delivery expectations, and onboarding needs before preparing a subcontract proposal.

OPPORTUNITY FIT

- ☐ Contract vehicle, agency, office, and opportunity identified
- ☐ Anticipated role identified: acquisition, AI enablement, financial, or program support
- ☐ Labor category and seniority expectations identified
- ☐ Place of performance, travel, and remote/hybrid expectations confirmed
- ☐ Clearance, suitability, citizenship, and work-authorization requirements confirmed

DELIVERY MODEL

- ☐ Scope of responsibility and deliverables defined
- ☐ Prime/subcontractor interfaces and reporting lines defined
- ☐ Period of performance and anticipated hours defined
- ☐ Government bill-rate constraints understood
- ☐ Subcontractor rate, prime fee, and reimbursables discussed separately

COMPLIANCE & ONBOARDING

- ☐ SAM.gov registration verified active
- ☐ UEI, CAGE, NAICS, and PSC information exchanged securely
- ☐ Insurance, invoicing, timekeeping, and cybersecurity needs reviewed
- ☐ Conflict-of-interest and non-solicitation obligations reviewed
- ☐ Written authorization obtained before using resumes or naming personnel

NEXT CONVERSATION

1. What problem does the customer need solved?
2. Which capability fills a real gap?
3. What would strong performance look like in the first 30-60 days?
4. What is needed for a compliant proposal?