GovCon Business Startup Checklist

1. Visualizing the Idea

- ☐ Choose Your Market (Fed, SLED, or both)
- ☐ Mission & Vision Statements
- ☐ Choose a Business Name (Check IP availability)

2. Roadmap & Blueprint

- ☐ Create a Business Plan (SWOT analysis)
- ☐ Select NAICS Code
- ☐ Define USP

3. Establishing Your Foundation

- ☐ Decide on Physical Address (Consider HubZone)
- ☐ Choose Company Structure
- ☐ Identify Key Team Members & Job Descriptions

4. Establish Business Profile

- ☐ Set up Business Phone & Professional System
- ☐ Register Organization
- ☐ Get EIN & BOI
- ☐ Apply for DUNS Number

5. Protect Intellectual Property

- ☐ Register Copyrights & Trademarks
- ☐ Secure Web Domain & Social Media

6. Branding Basics

- ☐ Build Website
- ☐ Create Business Emails
- ☐ Design Stationery & Capability Statement

7. Operational Setup

- ☐ Open Business Bank Accounts
- ☐ Open Merchant Accounts
- ☐ Get Accounting/Bookkeeping Systems & Payroll Company
- ☐ Ensure Cybersecurity Compliance

8. Almost Ready to Go

- ☐ Register on SAM.gov
- ☐ Apply for Set-Aside Certifications
- ☐ Register for (applicable) SLEDs

9. Legal & Compliance

- ☐ Get Required Insurances
- ☐ Apply for Sales & Use Permits

10. Launch Your Business

- ☐ Join Apex Accelerators
- ☐ Create Code of Conduct, Employee, & Cyber Policies
- ☐ Conduct Regular Self-Audits

Checklist Provide Compliments of:

Join us LIVE on our **FREE Zoom** Networking Call if you want discover HOW TO do each step!

https://SuperPoweredDynamics.com/govcon101