



Are you ready to sell your products and services to the U.S. Government?

Think feng shui meets corporate compliance! The Government Contractor Readiness Assessment™ is a checklist of 50 items which, when completed, gives one complete business freedom as a government contractor. These 50 items are grouped in functional areas of the business that are fundamental for a successful government contractor. The Assessment helps a business owner or manager to clean up, restore, and polish virtually every aspect of his/her professional life. Completion of the Assessment may take several months as one continually reviews incomplete items.

Objective

The participant's goal is to score 50 out of 50. The objective of the Assessment is for the participant to complete 50 possible incompletions in their business. Incompletions are currently unresolved items that drain energy and focus. By completing the items, you free your mental focus, energy, emotions, time, and money to work **on** your business, not **in** it.

Voice & Time

The voice of the questions change through the assessment to be inclusive of business owners and managers, those businesses with one, two, or many owners, and to subtly get you to think about each question differently.

Completing the assessment should take approximately 30 minutes. All questions have a simple check for "yes" or blank for "no." Do not dwell on any single question, simply mark the answer with your gut reaction and move forward. Any blanks or doubts can be addressed during your consultation.

Process

The Government Contractor Readiness Assessment guides you through:

- Comprehensive review of common government contracting requirements
- Personal consultation with advisor to review score and identify areas for improvement
- Supplemental focused assessments based on individual need
- Custom assessment for your business based upon review of 3-5 existing or pending contracts
- Continued consultation with advisor
- Follow-up assessment to determine effectiveness of changes and decisions

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- Repeat as necessary

Registration & Certifications

1. I have read "Info for Contractors" provided by DCAA.
2. Our SAM registration is complete and up to date and reflects correct Point of Contact information for each area.
3. Our DUNS registration is complete and up to date with recent revenue and employee statistics.
4. Our certifications and representations are complete and up to date with all customers.
5. We have no debarred individuals or open claims involving the Government.

Finance & Accounting

1. I know and understand all of the financial reporting requirements of my contracts.
2. We review our budgeted interim billing rates on a regular basis and adjust as necessary.
3. We submit our Incurred Cost Proposal on a timely basis and have satisfactorily passed all audits.

Quality

1. My business is ISO certified.
2. My business is AS certified or has other advanced quality certifications.
3. My business employs principles of Lean, Six Sigma, CAP, CMMI or other business management philosophies.

Contracts & Terms

1. I am familiar with all of the basic types of contracts in the range of cost reimbursable to fixed price.
2. I know where to find the FAR or supplemental regulations that apply to my contract.
3. I have the systems and processes in place to satisfy all current contractual requirements.
4. My business' purchase order T&C were drafted/reviewed by an attorney and have been updated within the past 12 months.
5. My business' sales order T&C were drafted/reviewed by an attorney and have been updated within the past 12 months.
6. Non disclosure agreements and other document templates were drafted/reviewed by attorney.

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Government Contractor Readiness Assessment™ Professionals

Accounting and Billing Systems

1. My business has an **accounting and billing system** that meets the requirements of FAR 31 and CAS (as required).
2. Our **accounting and billing system** has been reviewed and approved by DCAA.
3. There have been no material changes to our **accounting and billing system** (new software, changed processes, new cost pools) since our last DCAA approval.
4. We have documented procedures for the use of our **accounting and billing system**.

Purchasing System

1. My business has a **purchasing system** that meets the requirements of DFARS 252.244-7001.
2. Our **purchasing system** has been reviewed and approved by DCAA.
3. There have been no material changes to our **purchasing system** (new software, change in policy) since our last DCAA approval.
4. We have documented procedures for the use of our **purchasing system**.

Cost Estimating System

1. We have a **cost estimating system** that meets the requirements of DFARS 252.215-7002 and CAS 401.
2. Our **cost estimating system** has been reviewed and approved by DCAA.
3. There have been no material changes to our **cost estimating system** (new software, change in policy) since our last DCAA approval.
4. We have documented procedures for the use of our **cost estimating system**.

Property Management System

1. My business has a **property management system** that meets the requirements of FAR 45 and DFARS 252.245-7003.
2. Our **property management system** has been reviewed and approved by DCMA.
3. There have been no material changes to our **property management system** (new software, change in policy) since our last DCMA approval.
4. We have documented procedures for the use of our **property management system**.

Material Management and Accounting System

1. My business has a **material management and accounting system** that meets the requirements of DFARS 252.242-7004.

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2. Our **material management and accounting system** has been reviewed and approved by DCAA.
3. There have been no material changes to our **material management and accounting system** (new software, change in policy) since our last DCAA approval.
4. We have documented procedures for the use of our **material management and accounting system**.

Earned Value Management System

1. My business has a **earned value management system** that meets the requirements of DFARS 252.234-7002.
2. Our **earned value management system** has been reviewed and approved by DCAA.
3. There have been no material changes to our **earned value management system** (new software, change in policy) since our last DCAA approval.
4. We have documented procedures for the use of our **earned value management system**.

Facility Clearance

1. We have open and active contracts that require access to classified information.
2. My organization's facility clearance matches the level of contracts we currently have.
3. Only the key management personnel and necessary employees have personnel clearances.
4. Our Facility Security Officer and his/her alternate have completed the necessary training within 12 months of their appointment.
5. Our COMSEC custodians have completed the necessary training within 6 months of their appointment.

Other

1. We regularly perform internal audits on all of our systems and processes and have documentation to support findings and remediation.
2. My business utilizes a time collection system compliant to DCAA standards.
3. We document all training provided to or obtained by employees.