DeWitt

GOVERNMENT CONTRACTING / COMMERCIAL DEVELOPMENT

INTERNAL READINESS CHECKLIST

NEW JERSEY | DISABLED VETERAN-OWNED BUSINESS

A planning and verification checklist for DeWitt. These are actions to complete, not claims of government registration, certification, or project experience.

01 CORPORATE IDENTITY & SUPPLIER ACCESS

- [ ] Verify exact legal name, good standing, FEIN, and NJ Business Registration Certificate.
- [ ] Verify active SAM.gov registration and UEI/CAGE; record activation and renewal dates.
- [ ] Verify SBA VetCert SDVOSB and NJ disabled veteran / SBE status before claiming set-aside eligibility.
- [ ] Complete NJSTART and agency supplier registrations and select defensible service codes.

02 PROOF OF DELIVERY CAPACITY

- [ ] Prepare leadership biographies, verified resumes, and principal-led project examples distinguished from company past performance.
- [ ] Build a project-delivery framework: scope, work breakdown, owners, schedule, risk, budget, reporting, closeout.
- [ ] Obtain references, insurance, financial controls, banking, invoice systems, and project-specific bonding where required.
- [ ] Develop and document a vetted network of licensed engineers, contractors, freight carriers, agricultural advisors, and marketing specialists.

03 GOVERNMENT AFFAIRS & PROCUREMENT COMPLIANCE

- [ ] Determine when lobbying registration or reporting is required before representing clients before public officials.
- [ ] Implement political contribution and public-contracting compliance reviews, including New Jersey pay-to-play rules.
- [ ] Separate legitimate public affairs and community engagement from source-selection, procurement evaluation, and contract awards.
- [ ] Document conflicts of interest, ethics reviews, gifts, confidentiality, and all client-facing communications.

DeWitt / Readiness Checklist

04 MARKET AND PROJECT OFFERINGS

- [ ] Create defined statements of work for economic development, market entry, logistics, continuity, and integrated project management.
- [ ] Develop sample plans for meat processing facilities, export markets, municipal food programs, and redevelopment coordination.
- [ ] Offer a structured mission analysis: objective, feasibility questions, risks, stakeholders, proposed phases, and next steps.
- [ ] Package government affairs, corporate citizenship, brand thought leadership, and local supplier-development engagements.

05 BID KIT & COMMERCIAL READINESS

- [ ] Create reusable technical proposal, compliance matrix, staffing plan, schedule, pricing model, and risk register.
- [ ] Prepare a realistic 12-month pipeline of solicitations, teaming targets, and direct commercial prospects.
- [ ] Use company-domain email, a working contact form, verified identifiers, and a live published website.
- [ ] Check licensing, insurance, limitations on subcontracting, and deliverable responsibilities for each particular contract.