CONNECTICUT
Administrative Services

Checklist: Preparing for State Contracting

Interested in doing business with the State of Connecticut? This checklist is designed to help you prepare for the Department of Administrative Services (DAS) competitive bidding process.

Important: This checklist is not exhaustive and does not cover the requirements for every solicitation. Requirements vary by bid. Review every solicitation in its entirety to ensure full compliance.

✓ Confirm business compliance requirements

- I have all required business and trade licenses, and they are current and active.
- My business is registered with the CT Office of the Secretary of State.
- My business has an active Federal Employer Identification Number (FEIN).

✓ Register on CTsource

Register on the state contracting portal to receive notifications of new solicitations.

- I have registered on CTsource. (For assistance, see CTsource instructions.)
- I selected UNSPSC codes (used to match your business with relevant opportunities) that match my company's products or services.

✓ Demonstrate business capacity

Confirm your business can successfully perform the work described in a solicitation.

- I can demonstrate relevant experience aligned with the solicitation requirements.
- I have verified that the solicitation permits the use of leased or shared equipment, if applicable.
- I can financially support and sustain a government contract.
- I have developed a capabilities statement to include in all solicitations.

CONNECTICUT
Administrative Services

✓ Review contract requirements

Before submitting a proposal, make sure you meet the bid and awardee requirements.

- My business and insurance provider can meet all required insurance coverage limits and terms.
- I have considered engaging an attorney experienced in public-sector contracts to help interpret contract terms and, if applicable, support negotiations.
- My company is prepared to accept liability for certain actions or omissions as outlined in all state contracts.
- I understand that work performance will be rated on Procurated (platform where public agencies review contractor performance), and my company is prepared to maintain a positive reputation.

✓ Apply for Small Business Certification

If your business is based in Connecticut, you may qualify for the DAS Small Business Certification Program. Certification opens doors to new marketing and growth opportunities.

- I have reviewed the eligibility requirements.
- I have applied for certification (if eligible).

✓ Work with a resource organization (optional)

Small business resource organizations can help assess contract readiness and support businesses in preparing for contracting opportunities. This step is optional but may be helpful. See list of partners.

- I have met with a business advisor from a resource organization.
- I have reviewed my business's readiness for state contracting with an advisor.
- I have taken steps based on the advisor's recommendations.

Next step: Submitting a bid proposal

Are you ready to submit a proposal? First, review **Checklist: Submitting a Bid Proposal**. Access checklist. (See "Checklists: Prepare to work with the state" at the bottom of the page.)

Accessibility issues with this document? Email DAS.BusinessAccess@ct.gov.