

GOVERNMENT PROCUREMENT CHECKLIST

Teaming Readiness Checklist

A disciplined review before organizations coordinate around an opportunity.

Prepared by: Unparalleled Source

Review status: Reviewed by the Unparalleled Source Procurement Desk

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Purpose

Use this checklist to clarify fit, roles, evidence, responsibilities, and decision boundaries before presenting or pursuing a coordinated delivery approach.

How to use this checklist

A prime contractor holds the main customer contract or relationship and remains responsible for overall delivery. Teaming means coordinating complementary capabilities for a defined opportunity; it does not by itself create an award, preferred status, or authority to represent another organization.

Reviewed by the Unparalleled Source Procurement Desk | July 18, 2026

Questions: unps@unparalleledsource.com | [267-206-8170](tel:267-206-8170) | [Government Procurement](#)

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1. Opportunity fit

Confirm that the opportunity is specific enough to evaluate.

- The customer need, scope, stage, response date, and expected delivery period are recorded.
- Known procurement rules, communication limits, and eligibility requirements are understood by the appropriate owner.
- Each organization can explain why its capability is relevant to the defined requirement.

Notes / evidence / owner:

2. Roles and boundaries

Make every delivery and customer-facing responsibility explicit.

- The proposed prime, subcontractor, supplier, coordinator, and customer-owned roles are identified where applicable.

- Scope ownership, handoffs, interfaces, and acceptance responsibilities are mapped.
- No organization is presented as an approved representative without written authority.

Notes / evidence / owner:

3. Capability evidence

Use current evidence that can be reviewed, not unsupported claims.

- Relevant services, products, methods, personnel, facilities, or coverage are documented.
- The source, owner, date, and publication limits for capability evidence are known.
- Restricted customer, project, or performance information is withheld unless approved for the specific review.

Notes / evidence / owner:

4. Coverage and capacity

Confirm that proposed resources can support the likely timing and geography.

- Geographic reach, operating hours, mobilization needs, lead times, and capacity constraints are recorded.
- Key dependencies, backup coverage, surge assumptions, and competing commitments are discussed.
- Resource availability is revalidated before a response is submitted or a commitment is made.

Notes / evidence / owner:

5. Licensing and insurance

Assign verification to the party responsible for the regulated or insured work.

- Applicable professional, trade, facility, or jurisdictional requirements are identified where the scope calls for them.
- Evidence type, issuing authority, holder, limits, expiration, and verification owner are recorded.
- No license, insurance, registration, or status is implied when evidence has not been verified.

Notes / evidence / owner:

6. Pricing responsibilities

Define who develops, approves, and communicates each commercial element.

- Work packages, pricing inputs, assumptions, exclusions, and validity periods are assigned.
- Markup, fee, tax, freight, travel, escalation, payment, and change treatment are addressed where applicable.

- Only the authorized party communicates binding commercial terms to the customer.

Notes / evidence / owner:

7. Communications and records

Keep opportunity information controlled and the coordination path visible.

- A primary contact, meeting cadence, document owner, version convention, and response calendar are set.
- Customer-contact rules and approval points are understood.
- Decisions, open questions, owners, and due dates are maintained in a shared record approved for the team.

Notes / evidence / owner:

8. Confidentiality and information handling

Agree how sensitive material will be shared before it is exchanged.

- Information categories, permitted recipients, storage location, retention, and return or destruction expectations are discussed.
- Required confidentiality terms are reviewed by authorized representatives.
- Controlled or procurement-sensitive information is not sent through ordinary forms or email.

Notes / evidence / owner:

9. Conflicts and approvals

Surface relationship, eligibility, and representation concerns early.

- Potential organizational, contractual, customer, or personnel conflicts are disclosed to the appropriate reviewer.
- Internal legal, procurement, finance, security, and leadership approvals are assigned where applicable.
- No public announcement, customer reference, logo use, or partner claim is made without approval.

Notes / evidence / owner:

10. Readiness decision

Record whether the team is ready to proceed and under what conditions.

- The decision is proceed, proceed with conditions, hold for evidence, or decline.
- Conditions, owners, deadlines, and the next authorized action are documented.

- All parties understand that coordination does not guarantee eligibility, selection, award, or future work.

Notes / evidence / owner:

Decision boundary

No guarantee: Using this checklist or contacting Unparalleled Source does not establish eligibility, representation authority, a teaming agreement, an award, or a guaranteed relationship.

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