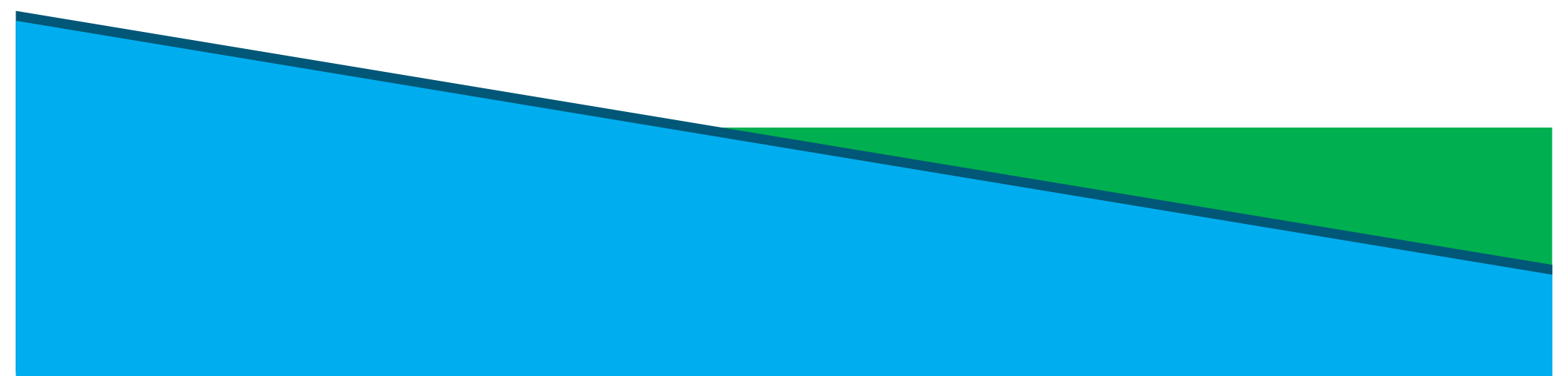


Small Contractors Initiative

ACTION PLAN



Small Contractors Initiative

ACTION PLAN

My company: _____

Contact person: _____

Phone: _____

Mobile: _____

Email: _____

Business Counselor: _____

Phone: _____

Mobile: _____

Email: _____

By the end of SCI, I want my company to have:

Part 1: Bonding

- Everything ready to apply for bonding
- Preliminary Approval/Bond Line
- Approved surety bond

Part 2: Working Capital

- Identified ready sources of working capital
- Everything ready to apply for working capital financing
- Approved working capital financing

Part 3: Capacity

- Business and Marketing Plans complete
- Certifications obtained: _____
- Listing on all applicable bidders lists
- Financial Management software in use
- Partners identified
- Partnership agreements executed
- # _____ Bids submitted
- # _____ Bids won

Small Contractors Initiative ACTION PLAN

Company: _____ Update: _____

Participants: _____

Item	Person Responsible	Week 1	Week 2	Week 3	Week 4	Week 5	Post Course	NOTES
Getting Started								
Schedule participants								
Update Action Plan								
Financial								
3 years financial statements								
3 years tax returns								
Current financial statements								
Work-in-Progress								
Cash Flow Projections								
Fin Mngmnt Software								
CPA Identified								
Insurance – G/L, W/C, Property								
Business Planning								
Description of Business								
Bios of owner and key staff								
Capacity Statement								
Marketing Plan								
Risk Management Strategy								
Completed work: list, pictures, references								

Item	Person Responsible	Week 1	Week 2	Week 3	Week 4	Week 5	Post Course	NOTES
Marketing								
List of marketing contacts								
Certifications								
Identify potential partners - Partnerships in place								
Identify bid opportunities - Bidders' lists								
Bonding								
Identify agents								
Select an agent								
Submit required materials								
Approval - Conditional - Bond Line - Bid and Performance/Payment Bond issued								

Working Capital								
Identify possible sources								
Contact sources								
Submit required materials to likely sources								
Credit approval								