



In order to be prepared for the survey team, companies are advised to consider the following criteria:

- Identify a company representative who will have primary contact with the survey team and who is thoroughly familiar with the Government's solicitation and with the company's position.
- Document the company's status: e.g. Does it qualify as a manufacturer or regular dealer for contracts under the Walsh-Healey Act? Does it qualify as a small business? Is it in a labour surplus area? If representations of this sort have been made, evidence should be available.
- Demonstrate technical capability. Have a production plan ready to be reviewed. Be prepared to provide a tour of facilities, with technicians available to answer questions, or alternatively, be ready to explain how necessary facilities and equipment will be secured. Provide documentation about past work such as commercial, subcontract or other Government contract, showing satisfactory delivery and quality.
- Demonstrate ability to meet packaging, transportation, and similar requirements if relevant. Prepare a set of procedures for dealing with Government-furnished material or equipment, if called for. If the contract requires technical data, show the ability to deliver such data.
- Document plans for labour and material with evidence of an available, skilled workforce. Provide plans for acquiring materials and subcontract services as needed for timely performance.
- Demonstrate quality control and familiarity with any relevant military specifications and standards.
- Demonstrate financial competence. Copies of recent profit-and-loss statements and balance sheets may be furnished in advance, cash-flow statement and forecast may also be required.
- If progress payments or cost reimbursements are requested, be prepared to demonstrate a system that will support requests for payment.

The contracting officer will deem the bidder "responsible" or "not responsible". If found "not responsible" the matter is referred to the Small Business Administration