

8(a) Firm Business Development Questionnaire

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| INSTRUCTIONS: | <p>This questionnaire is designed to assist Ruffin Consulting in obtaining basic knowledge of the 8(a) firm's Small Business Infrastructure. The questionnaire will also be utilized for assessing the firm's business needs for effective Federal contracting. Ruffin Consulting will evaluate this questionnaire to determine the required level of one-on-one M&TA services and to customize 8(a) workshop presentation.</p> <p>Please complete and return this Questionnaire, along with all requested attachments, to: Ruffin Consulting Email = eruffin@ruffinpc.com Fax = 615-255-3033</p> |
| 8(a) Firm's Legal Name: | |
| Legal Structure: | |
| Business Address: | |
| Completed By: | |
| Title: | |
| Owner Name(s): | |
| # of Yrs in 8(a) Program: | |
| Primary & Sec NAICs: | |
| # of Yrs. in Business: | |
| Telephone #: | |
| Fax #: | |
| E-Mail Address: | |
| Website Address: | |
| Fiscal Year End: | |
| Date Completed: | |

| | Yes | No | N/A |
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| Generally Accepted Accounting Principles: | | | |
| - Are bank reconciliations performed each month? | | | |
| - Are compiled financial statements generated monthly or quarterly? | | | |
| - Are annual financial statements compiled, reviewed, or audited? | | | |
| - Does your firm have written accounting Standard Operating Procedures? | | | |
| DCAA Compliant: | | | |
| - Is your firm DCAA Compliant? (see attached SF 1408 –complete and return with questionnaire. Also, send copy of your Chart of Accounts) | | | |
| Business Development: | | | |
| - Have you developed a capability statement? If so, please provide a copy. | | | |
| - Does your firm perform market research to identify business opportunities? If yes, how: | | | |
| - Does your firm have proposal development procedures, templates, management plans? | | | |
| - Does your firm perform SWOT and Competition Analysis, if yes, please provide for review? | | | |
| - Have you developed a current Customer Capture Plan? | | | |
| Operations: | | | |
| - Does your firm have production rates & performance standards? | | | |
| - Does your firm perform project management? | | | |
| - Does your firm perform contract administration? | | | |
| - Does your firm have a Quality Assurance Surveillance Plan (QASP)? | | | |
| - Does your firm have a Safety Plan? | | | |
| - Does your firm have sufficient resource availability to perform Federal contracting? | | | |
| - Does your firm have personnel policies and procedures? | | | |
| Bonding: | | | |
| - Is your firm required and have adequate performance, payment, & bid bond? | | | |
| - Is your firm bonding pre-qualified? | | | |
| Special Infrastructure Functions: | | | |
| - Have your firm developed strategic planning including risk assessment? | | | |
| - Does your firm currently have Teaming/Partnering/Subcontracting arrangements? | | | |
| - Is your firm a participant in the Mentor/Protégé Program? If so, which agency? | | | |
| - Does your firm currently have Joint Ventures Arrangements? | | | |
| - Does your firm have International Trade (Exports) Activities? | | | |

