



## Corporate Administrative Checklist

SJ&A's Corporate Administrative Checklist ensures that your company data are up-to-date and accurate. Use it at least annually.

DATE DUE	ITEM	PERSON RESPONSIBLE	LINK	CHECK-UP
<b>REVIEW CORPORATE SAM [ENTRY <a href="http://www.Sam.gov">http://www.Sam.gov</a>]</b>				
Check your SAM registration listing. Look for inaccurate data, old contact information, missing NAICS codes and other gaps. When you confirm it at the end, you will have access to a link to your SBA Profile, which takes you to the editing functions for DSBS.				
	<b>NAICS Codes</b>		<a href="https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf">https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf</a>	Review and confirm your NAICS (North American Industry Classification System) codes on SAMs. <ul style="list-style-type: none"> <li>• Have your size standards for NAICS changed?</li> <li>• Do you have too many codes for too many service lines (your listing might not be realistic.)</li> <li>• Have you added new services/products?</li> </ul>
	<b>Product/Service Codes</b>		<a href="http://www.fpdsg.com/downloads/service_product_codes.pdf">http://www.fpdsg.com/downloads/service_product_codes.pdf</a>	Product/Service Codes on SAMs are often used by contracting personnel seeking prospective small business suppliers. <ul style="list-style-type: none"> <li>• Are the codes current and accurate.</li> </ul>
	<b>Change of Address</b>		<a href="http://goo.gl/rjEvjC">http://goo.gl/rjEvjC</a>	If have changed your address, go to your Dun & Bradstreet DUNS number listing to make the change. Be sure to follow-up in a few days to ensure that the changes were passed on into SAM and DSBS.
	<b>DSBS Listing</b>		<a href="http://dsbs.sba.gov">http://dsbs.sba.gov</a>	Search for your company by name and by telephone number at the Dynamic Small Business Search (DSBS) site. NOTE: Go to your SAM listing to make the corrections. <ul style="list-style-type: none"> <li>• Is your listing current?</li> <li>• Have you included past contracts in the performance history section?</li> <li>• Is your URL accurate?</li> <li>• Are your keywords on target?</li> <li>• Have you noted your professional and industry certifications?</li> <li>• Have you included export interests?</li> <li>• How do you compare with your competitors' listings?</li> <li>• What else can you do to improve your listing?</li> </ul>

<b>DATE DUE</b>	<b>ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>LINK</b>	<b>CHECK-UP</b>
<b>PAST PERFORMANCE CHECKS AND REVIEWS</b>				
	<b>Past Perform.</b>		<a href="#">CPARS</a>	Review annually. You may need assistance from your Contracting Officer to get access to internal sites where your performance on past contracts has been graded.
	<b>Past Perform.</b>		<a href="#">PPIRS</a>	Ensure that there are no unanswered negative comments. You may not be able to get negative comments removed, but you should be able to record a comment or provide explanation.
	<b>Past Perform.</b>		<a href="#">FAPIS</a>	Contracting personnel access data for this via CPARS or PPIRS. Again, review for accuracy and gain assistance from your Contracting Officer with any questions.
<b>OTHER CHECKS AND REVIEWS</b>				
	<b>EEO-1 Form</b>		<a href="http://www.eeoc.gov/employers/eo1survey">http://www.eeoc.gov/employers/eo1survey</a>	Have you filed your EEO-1 (Equal Employment Opportunity-1)? Forms are due Sept. 30. Companies with more than 100 employees are required to file the report annually.
	<b>VETS-100</b>		<a href="https://vets100.dol.gov/vets100">https://vets100.dol.gov/vets100</a>	Have you filed your VETS-100 form with the Labor Department? Companies with Federal contracts valued at \$25,000 or more are required to file this form by Sept. 30 annually.
	<b>Marketing</b>		<a href="#">FBO.gov</a> Or other Market Database	Review how you monitor the Federal Business Opportunities website or your other market database. <ul style="list-style-type: none"> <li>• Have you set up regular searches?</li> <li>• Are you using the best key words?</li> <li>• Are you covering all possible NAICS codes for your products/services?</li> <li>• Are you looking at all small business set-asides as a general category—not just special categories such as 8(a), HUBZone, or women-owned?</li> <li>• Is your company profile current ?</li> </ul>
	<b>Clearances</b>			Review facility and individual security clearance data and renewal requirements with the requisite agency that granted it and add it to this Checklist.