



## SMALL CONTRACTORS INITIATIVE: BONDING & ACCESS TO CAPITAL

# 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.

Company: \_\_\_\_\_

Participants: \_\_\_\_\_

Update: \_\_\_\_\_

ITEM	Person Responsible	Week 1	Week 2	Week 3	Week 4	Week 5	Post Course	NOTES
<b>GETTING STARTED</b>								
Schedule participants								
Update action plan								
<b>FINANCIAL</b>								
Financial statements, 3 years								
Tax returns, 3 years								
Current financial statement								
Work-in-progress								
Cashflow projections								
Financial management software								
CPA identified								
Insurance – G/L, W/C, property								
<b>BUSINESS PLANNING</b>								
Description of business								
Bios of owner and key staff								
Capacity statement								
Marketing plan								
Risk management strategy								



ITEM	Person Responsible	Week 1	Week 2	Week 3	Week 4	Week 5	Post Course	NOTES
Completed work: List, pictures, references								
<b>MARKETING</b>								
List of marketing contacts								
Certifications								
Identify potential partners • Partnerships in place								
Identify bid opportunities • Bidders' lists								
<b>BONDING</b>								
Identify agents								
Select agent								
Submit required materials								
Approval • Conditional • Bond line • Bid and performance/payment bond issued								
<b>WORKING CAPITAL</b>								
Identify possible sources								
Contact sources								
Submit required materials to likely sources								
Credit approval								