* Federal Market Research: Top 3 Agencies
  + Conduct research using USASpending.gov to understand who your top agencies are
  + How much did your top agencies spend on your products/services last fiscal year?
  + What percentage of their awards went to small businesses in your industry?
  + Do your top agencies utilize small business set-asides and do your certifications match?
  + Who are your top competitors winning these contracts with your top agencies?
  + How does your business compare against these competitors?
  + How often does the agency work with first-time contractors?
  + Are there sub-contracting opportunities available from these competitors?
  + How often does the agency utilize Simplified Acquisition Procedures (SAP)?
  + What are these agencies preferred methods of engagement?
  + What are these agencies Mission & Vision?
  + Who are the key Point of Contact for each agency?
* Preferred Buying Method
  + Agency 1 Preferred Method:
  + Agency 2 Preferred Method:
  + Agency 3 Preferred Method:
  + **Buying Method List:** Micro-purchase/Credit Card, Purchase Order, Sealed Bidding, Contract by Negotiation, Firm Fixed Price (FFP), Cost Reimbursement, Cost Plus Fixed Fee, Time & Materials, Labor Hours, Federal Supply Schedule, Blanket Purchase Agreement, Indefinite-Delivery Indefinite-Quantity (IDIQ)
* Subcontracting Research
  + Research the Prime Contractors that have contracts requiring them to hire sub-contractors
  + Register with these companies through their individual vendor portals
  + Develop professional (legal) agreements for: Teaming, Subcontracting, and Joint Ventures
  + Begin engaging with the prime contractors
* Agency Point of Contact Research
  + Conduct research to find the following list of points of contact within your top 3 agencies:
    - Small Business Specialist(s)
    - Contract Specialist(s)
    - Program Manager(s)
    - Project Manager(s)
    - Contracting Officers Technical Representative(s)
    - Contracting Officer(s)
    - Procurement Technical Assistance Center Representative (APEX Rep)\*
    - SBA Procurement Center Representatives\*
    - Office of Small and Disadvantaged Business Utilization Representatives\*
* Agency Reconnaissance
  + Read the "How to do business with us" guide published by each of your Top 3 Agencies
  + Identify and attend Matchmaking Events, Industry Day Events, and Small Business Outreach Events put on by your Top 3 Agencies
  + Set up alerts to receive Sources Sought and Request for Information (RFI) notices for your Top 3 Agencies that match your products/services
  + Follow your Top 3 Agencies on Social Media (Especially LinkedIn)
  + Attend any Webinars, Seminars, or Online Events that they post on their Social Media platforms
  + Find and regularly review the forecasting portals for each of your Top 3 Agencies, When you find upcoming opportunities that match your capabilities, set up a "Capabilities Briefing" with the Small Business Specialist at that Agency/Office to discuss the opportunity