

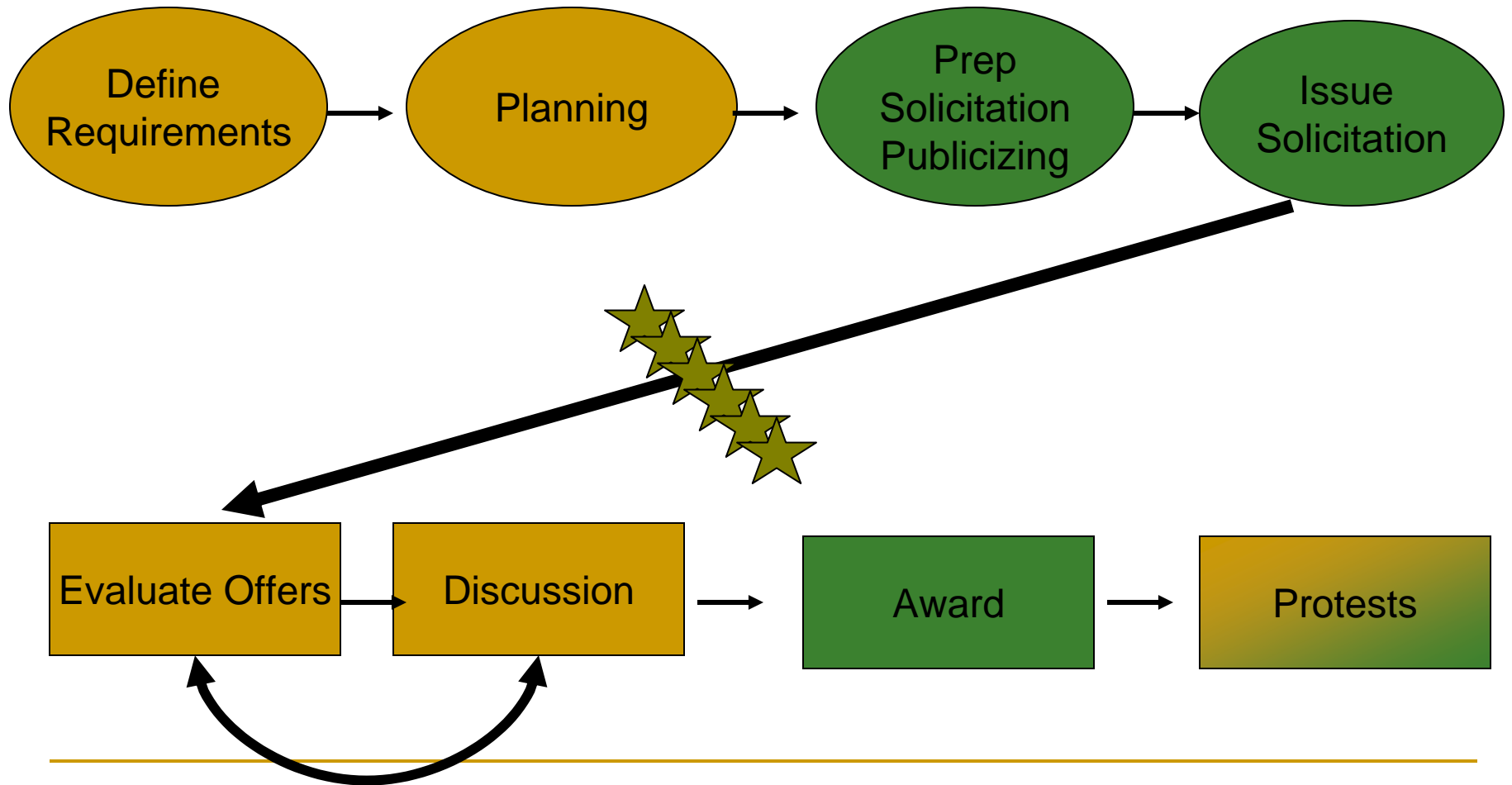
# Top Ten Mistakes Contractors Make

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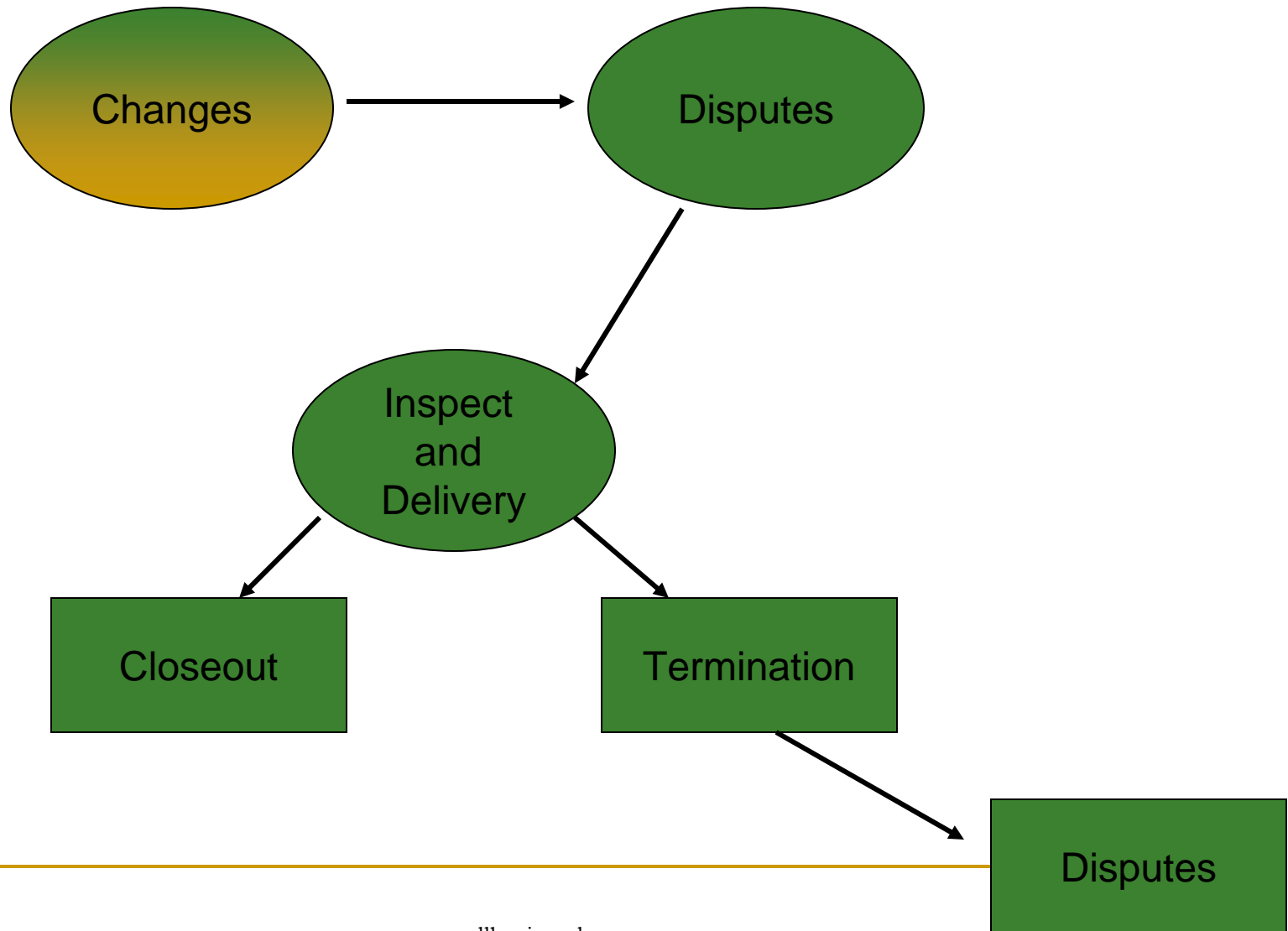


# Formation Process





# Administration Process





# Mistake #1- Failing to Register

- Conversation:
  - ❑ Contractor to Government: “I have a great product/service do you want to buy it?”
  - ❑ Government: “Yes, but we don’t see you on our list?”



## Mistake #2-Failure to Read the Solicitation

- There are key parts of the Solicitation
  - SOW
  - Special Instructions
  - Evaluation Factors for the award
- Failing to ask what is required....



## Mistake #3- Failing to Fill Out the SF 33

- The SF 33 and Attachments are key:
  - Most often businesses fail to answer their entity status



## Mistake #4- Failing to Take Advantage of SB or Special Status

- With a little advice and guidance most businesses can take advantage of:
  - HUBZone
  - Small Business
  
- With a little help you may be...
  - SBA 8(a)
  - Disabled Veteran



## Mistake #5-Not Being Able to Reach Contractor

- Can't reach them via phone or email
  
- Important in administration
  
- Who is making the call
  - Customer



## Mistake #6-Asking Questions Too Late

- ❑ Contractors often submit “tons” of RFIs after the project is awarded to them that should have been submitted at the initial site visit.
  - Take advantage of the site visit
  - Ask questions before the award...it will avoid a T4D



## Mistake #7-Not Enough on Site Authority

- ❑ Having a site superintendent with limited authority only costs you credibility and time
  - A problem when:
    - ❑ Employees are late
    - ❑ Employees have “issues”
  - Usually a key construction issue



# Mistake #8-Compliance Failures

- ❑ Not submitting required documents timely, requiring repeat follow-up
  - progress reports
  - payrolls
  - invoices
  - submittals
  - Submitting an invoice late on Friday afternoon and expecting to get paid quicker or with interest
  - etc...
- ❑ Can be solved with advisors and professional help



## Mistake #9-Bids in Improper Form

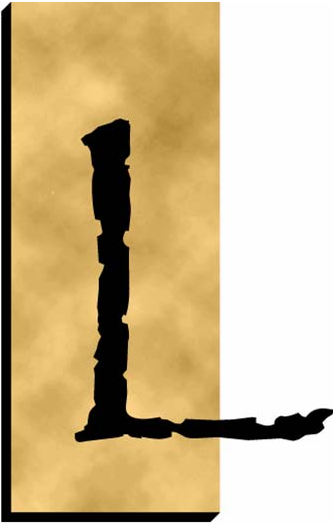
- Three tier profit and overhead as applied by sub-subcontractor, subcontractor, and prime.
  - Becoming a real deal breaker.



## Mistake #10- Waiting Too Long

- The key contracting/sub-contracting time is now!
  
- The Federal Fiscal Calendar is October 1-Sept 30.
  - Most Contracts expire in September
  - Most Proposals and Bids are due around Sept

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# QUESTIONS?

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