

## **Supplementary and Supporting Documentation Government Buyers May Require Contractors Submit with Bid Proposals**

Government buyers often require government contractors submit supplementary and supporting documents with bid proposals. The required documents vary by federal agency as well as by the specific product and/or service the agency needs to acquire. Below, please find a list of the most common types of documentation government buyers request. As previously stated, you may not need to include each item with a proposal, but we recommend you familiarize yourself with this list and make sure you have the documentation available, if you must submit it.

- Bonding
- Insurance
- Workman's compensation
- Active security clearances
- Articles of organization
- Business license
- Letters of good standing from financial institutions
- WAWF registration and proof of training
- Employee handbook
- Employee organizational chart
- Key personnel resumes
- Work schedule
- Training manual
- Monthly training program information
- Procedural guard manual
- Employee roster
- Quality control plan and Quality assurance plan
- Transition plan
- Emergency and contingency plan
- Technical capabilities
- Past performance

Please note that this is neither a complete nor exhaustive list of the types of documentation you may need to provide with a bid proposal. The above list includes the most common types of documentation you may need to provide. Each solicitation will include a list of the materials you must submit with your bid proposal.