

MWL 8(a) Check List

Company Profile

- Contact information for the business, including address, phone, fax and email. Primary contact person (and contact information if different than that of the business)
- *Narrative statement of the company's history*
- Letters of reference from customers regarding viability of the business, particularly if the business has a limited operating history and/or low revenues or profits
- As applicable: Certificate and Articles of Incorporation, Certificate and Articles of Organization, Operating Agreement, Bylaws, Stockholders Agreement, Partnership Agreement, including any amendments
- Copies of all stock/unit certificates ever issued. Include front and back of all certificates including those that have been canceled, transferred or surrendered. Include copies of all documents of transfer for each owner.
- Copy of stock transfer registers/stock registers, Operating Agreement schedule of ownership, or other evidence of current and prior ownership
- Copies of all Stockholder/Member Meeting Minutes and Consents. Copies of all Board Meeting Minutes and Consents.
- Any other agreements that may impact the unconditional ownership or control of individual(s) claiming disadvantaged status, including agreements regarding: (a) stock options, (b) shareholder voting rights, proxy trust, voting trusts, (c) restriction on the disposal of stock loan agreements, (d) facts pertaining to the value of shares, (e) buy/sell agreements or buy-out rights, (f) transmutation agreements, and (g) restrictions on the control of the company
- Organizational chart, including listing of employees and compensation for key employees
- Copy of most recent Certificate of Good Standing or Certificate of Status issued by the State. Business license and fictitious business name certificate, if applicable
- Copies of any special licenses, permits and/or accreditations required to do business
- Subsidiary and/or affiliate information
- Employer Identification Number (EIN)
- Dynamic Small Business Search (DSBS) #
- DUNS Number

- Primary NAICS Code, and amount/percentage of work performed under that number for the past two years
- SBA Form 1623, Certification Regarding Debarment, Suspension, and other Responsibility Matters

Company Agreements

- List and copies of all customer contracts (both federal and commercial). Include contract/award date, customer, agency name, and description of work and dollar value (both completed and funded amounts)
- Current lease agreement and proof of ownership for all business facilities. If a new lease, a copy of the old lease agreement and proof that all payments have been made in full.
- Copies of Loan Agreements, if any, including lines of credit and shareholder loans (including any prior SBA loans)
- Copies of all management and joint venture agreements, indemnity agreements and consulting agreements
- Copy of any distributorship, licensing information
- Copies of franchise or trust agreements
- Engagement letters with professional service providers, including attorneys, accountants, investment bankers/brokers, etc.
- Business Insurance Declaration Page (comprehensive, liability, workers comp, etc.)
- If bonding is required by your industry, a statement of bonding limit from a surety company specifying single job limit and aggregate limit

Company Financials

- Federal income tax returns for the past three years including all attachments
- Business bank account information, consisting of: (a) copy of bank account signature card, or (b) letter from your banker, verifying parties (names and titles) authorized to sign checks and the number of signatures required
- Bank statements for the current year and the previous fiscal year
- A current balance sheet and profit and loss statement, including an aging of accounts, receivable and payable, on older than 90 days from the filing date of this application, and a balance sheet and profit and loss statement for each of the three preceding fiscal year-end periods signed, certified and dated by the concern's highest officer, CEO or President

- Breakdown of all sources of revenue (by customer and/or contract) by year for the current year and the previous three fiscal years.
- Copies of all invoices and evidence of deposit (bank statements most likely) for the current year and the previous fiscal year
- Payroll records for the current year and the previous fiscal year, including proof of the highest compensated individual
- Bankruptcy court final dispositions, if any

All individuals holding at least 10% equity and their spouses

- Full legal names, birthdates, social security numbers and addresses
- *Narrative statement of economic disadvantage*
- If not a member of a designated group, supporting evidence (affidavits, letters, etc.) of individual social disadvantage. Note that you will to prove disadvantaged status by a “preponderance of evidence,” particularly in the areas of education, employment and business history.
- Personal Financial Statement and supporting documentation, including current bank, investment/brokerage and retirement account statements, life insurance policies, home and automobile appraisals and loan paperwork, household goods (furniture, jewelry, electronics, clothing, etc.) and information regarding any other assets or liabilities (indicate which property is jointly owned and which is owned by only one spouse), in all cases broken down by category
- Information regarding affiliation with any other business (as a stockholder, member, partner, director, manager, officer or guarantor). This will include any “shell” or inactive companies that have been formed, or any companies in which a passive investment has been made.
- Information regarding businesses owned by family members (whether or not government contractors)
- Information regarding any transfer of assets (within last two years) to immediate family members, including names of transferees, dates, amounts paid, market value
- Information concerning any tax liens, unsatisfied judgments, loans in default, present or pending lawsuits
- Personal Federal income tax returns including all schedules and W-2 and 1099 Forms for the past two years. Note that the dollar amounts on the W-2 and 1099 Forms much match up to the income disclosed on the tax returns.

- If any income from a source other than the company on or since the most recent tax return, evidence from the employer that employment and/or consulting relationship has terminated
- Detailed resume(s) or employee profile(s), summarizing education, training, and employment history, with dates, duties and responsibilities. If the applicant has recently taken ownership/control of the business, additional documentation will be required to prove capabilities as well as proof that the former owners are no longer actively involved in the business.
- If born outside the U.S., proof of citizenship
- Information regarding any ownership or employment (individually or by any family members) in a current or former 8(a) firm
- Any household members federal employees, and if so what agency, grade and salary (if GS-13 or higher, will need a letter of no objection from that agency)
- Arrest history information