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Procurement Readiness & Execution Checklist

Government & Defense Contract Support

This checklist is designed for companies that require professional assistance locating, sourcing, procuring, and delivering regulated and mission-critical items in support of U.S. government and defense contracts. The focus is compliant execution, supply chain control, and on-time delivery.

1. Client & Contract Alignment

- Government contract or subcontract identified and validated
- Statement of Work (SOW) and requirements reviewed
- Procurement scope clearly defined (what items, quantities, timelines)
- Contractual delivery terms and milestones confirmed
- Roles and responsibilities between client and procurement partner established

2. Regulatory & Compliance Readiness

- Applicable FAR / DFARS clauses identified
- Flow-down requirements documented and tracked
- ITAR / EAR export control applicability assessed (if applicable)
- Cybersecurity and data-handling requirements understood
- Documentation and audit trail requirements defined

3. Sourcing & Supplier Identification

- Approved vendor and manufacturer sources identified
- Vendor capability, capacity, and compliance verified



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- Past performance and reliability assessed
- Alternate suppliers identified to mitigate risk
- Pricing structures validated against contract constraints

4. Procurement & Purchasing Execution

- Purchase orders structured to align with government contract terms
- Quality, inspection, and acceptance criteria documented
- Delivery schedules coordinated with suppliers
- Risk mitigation plans for supply disruption established
- Change management process defined for substitutions or delays

5. Logistics, Delivery & Chain of Custody

- Shipping and logistics requirements confirmed
- Chain-of-custody controls established
- Secure storage and handling procedures defined (if applicable)
- Delivery documentation and proof of receipt requirements established
- Contingency planning for transportation delays

6. Reporting & Client Communication

- Procurement status reporting cadence established
- Cost, schedule, and risk reporting format defined
- Issue escalation process documented



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- Client and stakeholder communication channels confirmed
- Record-keeping standards enforced

7. Post-Delivery & Contract Closeout Support

- Final delivery acceptance confirmed
- Supporting documentation archived
- Lessons-learned and performance review conducted
- Supplier performance evaluated
- Recommendations provided for future procurements

8. Governance & Risk Management

- Single point of accountability established
- Decision authority defined for procurement actions
- Risk register maintained and reviewed regularly
- Compliance reviews conducted at key milestones
- Continuous improvement process documented