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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