



TIPS FROM A PROCUREMENT AGENT: Preparing To Get the Business

DEPARTMENT OF PURCHASING AND CONTRACTING

Business Plan



- ❖ Document developed outlining business, sales/marketing, financial strategy
- ❖ Foundation of business
- ❖ Can be an outline or detailed

Connecting and Creating Procurement Partnerships





Business Organization

- Accounting
- Office
- Staff
- Finance
- Structure
- Industry Knowledge

Don't forget:

- You are accountable for the growth or demise of your business
- Did you build a network?
- Did you maximize your network?



Finance



- **How do you intend to finance your business**
 1. Business Loans
 2. Alternative Financing (Factoring)
 3. Investors
 4. Cash
 5. Grants



Licenses/Certificates

- Display of Qualifications
- Required by Government
- Easiest Way to demonstrate responsiveness and responsibility

- ❑ Stay on top of your business license (aka occupational tax) renewals. Don't wait until the late deadline to renew.
- ❑ Pay your renewal professional licenses/certifications on time so the databases can be timely updated
- ❑ If you're asked to provide licenses and certificates... Do So.

Insurance

- ▶ Know the basics and additional coverages needed for your industry.
- ▶ Know the renewal periods for your coverage
- ▶ Get to know insurance professionals
- ▶ Know the difference between the varying coverages included in your insurance
- ▶ Don't fail to obtain insurance simply because your business is structured a certain way

Business Team



Staff

Partnerships

Network



Connecting and Creating Procurement Partnerships

Helpful Links



http://live-dkc.pantheonsite.io/sites/default/files/dekalb_county_purchasing_policy.pdf

www.dekalbcountyga.gov/isupplier

www.dekalbcountyga.gov/formalbids

www.dekalbcountyga.gov/dobusiness

<https://www.dekalbcountyga.gov/purchasing-contracting/dekalb-first-lsbe-program>

<https://www.dekalbcountyga.gov/purchasing-contracting/profile-management-training>



If you've never tried any of the above links, today is the day to prepare to get the business.