



**GOVERNMENT / PRIME READINESS**

Technical Readiness Package for Prime Conversations  
Representative work sample | Sanitized composite

**OVERVIEW**

WS04  
2-3 weeks  
Forge Honor Assurance



# Technical Readiness Package for Prime Conversations

Representative sample engagement for public-sector and subcontracting credibility.

**ENGAGEMENT FIT**

**Small businesses, subcontractors, and technical vendors preparing for agency or prime-contractor conversations.**

**SCENARIO**

A small technical vendor wants to pursue public-sector and prime-subcontracting opportunities. The company has real delivery capability but its website, capability language, SAM profile, security evidence, and questionnaire answers are scattered. Buyers need a clear proof package.

**CONSTRAINTS**

- Public claims must match active records and source documents.
- The package must avoid overstating certifications, NAICS/PSC coverage, or compliance maturity.
- The buyer needs reusable artifacts for email introductions, procurement portals, and prime reviews.
- Security posture language must be honest and specific without implying certifications not held.

This is a representative composite report showing the type of work product Forge Honor Assurance can provide. It is not a client case study.

**REPORT DATA**

SAMPLE ID  
**WS04**

CATEGORY  
**Government / Prime Readiness**

TIMEFRAME  
**2-3 weeks**

BEST FOR  
**Small businesses, subcontractors, and technical vendors preparing for agency or prime-contractor conversations.**

**USE NOTE**

Representative composite sample. No client PII, proprietary environment detail, or confidential facts are included.

Final scopes, controls, deliverables, and timelines are confirmed in writing per engagement.



## Scope and Delivery Plan

A practical work plan with written scope, explicit boundaries, and deliverables the buyer can inspect.

### SCOPE

- Review current capability statement, website copy, SAM/NAICS/PSC profile, and technical service descriptions.
- Create or refine a technical capability narrative and buyer-facing proof points.
- Build a reusable evidence inventory for security questionnaires and prime due diligence.
- Draft a security posture memo and standard answers for common technical review questions.
- Provide a prioritized cleanup list for SAM, website, collateral, and follow-up certifications.

### TIMELINE

PHASE	FOCUS	EXPECTED WORK
Days 1-2	Evidence review	Collect current SAM facts, certifications, service descriptions, website copy, and buyer questions.
Days 3-5	Capability alignment	Map services to buyer needs, NAICS/PSC targets, and realistic technical deliverables.
Days 6-8	Artifact drafting	Draft capability language, security posture memo, questionnaire bank, and evidence index.
Days 9-10	Review and corrections	Remove unsupported claims, refine language, and confirm source-backed facts.
Optional week 3	Website/collateral updates	Update site copy, PDFs, and reusable outreach materials.

### DELIVERABLES

- Capability alignment memo:** Service lines, buyer language, NAICS/PSC recommendations, and claim guardrails.
- Security posture memo:** Plain-language technical controls, limits, and next improvements.
- Questionnaire bank:** Reusable answers for common architecture, security, data, and AI governance questions.
- Evidence inventory:** Source documents, owner, freshness, location, and reuse notes.
- Website/collateral updates:** Optional updates to public copy, downloads, and contracting contact paths.



## Sample evidence inventory

The point is to know what can be confidently shared and what still needs source support.

EVIDENCE ITEM	STATUS	USE
SAM registration	Verify current	UEI/CAGE and registration purpose; confirm current SAM.gov status before use.
SBA VOSB certification	Source-backed	Veteran-owned certification claim and badge use.
Security policies	Draft	Use internally until reviewed and approved.
Software NAICS updates	Recommended	Update before formal software solicitation responses.
Capability statement	Ready	Attach to prime or agency introduction.

### HANDOFF

- The buyer receives a packet that is realistic enough for contracting conversations and disciplined enough to avoid unsupported claims.
- The artifact set can be reused for primes, agency introductions, vendor portals, and security questionnaires.
- Future phases can include website updates, certification maintenance, or opportunity-specific response support.



## Sample questionnaire answer

Answers should be short, specific, and honest about scope.

QUESTION	REPRESENTATIVE ANSWER
How do you handle client data?	Data handling is defined per engagement. Access is least-privilege, source artifacts are preserved when required, and sensitive data is not sent to third-party AI services without written approval.
Do you provide compliance certification?	No. Forge Honor Assurance provides readiness support, evidence organization, technical review, remediation support, and written findings. Formal certification must come from the appropriate assessor or authority.
Can you support AI workflow governance?	Yes. Engagements can include data boundary mapping, human review controls, evaluation examples, logging, and rollout guardrails.

### BOUNDARIES

- This engagement does not submit legal certifications on behalf of the buyer.
- This is not legal advice or a guarantee of contract award.
- Unsupported socioeconomic, compliance, or NAICS claims are excluded until source-backed.