

## GOVERNMENT CONTRACTING · QUICK REFERENCE

# FY26 close-out checklist

A quick-reference companion to “FY26 close-out: who to know, what to ask.”

Use this to work a target agency before September 30, or to prep during your own Q4 for next year’s rush.

## 01 Working a live opportunity right now

### Your customer (program / technical office)

- Ask:** is there a piece of what they want small enough to scope and award before September 30?
- Offer a rough SOW or PWS draft they can act on
- Offer an independent cost estimate they can use internally
- If no existing effort to attach to, consider an unsolicited proposal (FAR Subpart 15.6)
- If you’re on a usable vehicle (IDIQ, BPA, schedule), say so up front
- Flag any OCI risk to your contracts/legal team before offering to help (FAR Subpart 9.5)

### Your insider (on-site staff, or your fallback)

- Ask:** what’s stuck right now, and where does this program stand against its obligation target?
- Ask:** have you seen farewell emails or Slack messages from people changing roles or leaving?
- Ask:** any colleagues with recent changes to their LinkedIn profiles?
- Do this:** follow your customers’ social media — they’ll announce top-level reassignments
- Do this:** build a list of key influencers and monitor their LinkedIn for changes
- Pro tip:** Orange Slices runs a section on career moves in the industry — keep an eye on it
- No one on-site? Go to your customer contact directly, or a teamed prime / systems integrator with people there

### The CO (contracting officer)

- Hand over a scope already broken into clean, awardable tasks
- Back the price with a real independent cost estimate

- Name a usable vehicle up front
- Answer questions fast and completely — don't make them chase you
- Have past performance references and socioeconomic documentation ready to hand over

### The comptroller shop

- Build or maintain a relationship here — they often see the money stuck before it's public
- Make sure your package is genuinely defensible: real scope, real market research trail, clean paperwork

## 02 Prepping during your own Q4 for next year

October–December

- Apply for or renew any contract vehicle you don't already hold (IDIQ, BPA, schedule) — this takes months
- Build relationships with program offices, comptroller shops, and OSDBU staff while they have bandwidth
- Build a reusable SOW/PWS template and cost estimate methodology you can adapt quickly
- Confirm SAM registration is current and active
- Confirm socioeconomic certifications (small business, veteran-owned, etc.) are current
- Have past performance references documented and ready to send on request
- Review this year's award timing on your target agencies to see who actually surges, and by how much
- Put USCIS's (or your target agency's) next quarterly industry engagement on the calendar