

M&A Readiness Checklist: Partnering for Your Success Pre-Deal Preparation by Ntiva

Name: _____

Instructions:

For each question, rate your readiness on a scale of 1 to 5:

1 - Not Ready 2 - Slightly Ready 3 - Moderately Ready 4 - Mostly Ready 5 - Fully Ready

1.	Define Your Vision	1	2	3	4	5
a)	Have you defined your transaction goals to ensure alignment with your vision, financial, and personal objectives?					
b)	Have you established clear post-close role expectations – for yourself – to guarantee a smooth transition that preserves your leadership and organizational culture?					
c)	Have you established clear post-close role expectations – for your key leaders and managers – to guarantee a smooth transition that preserves your organizational culture?					
d)	Have you identified the non-financial priorities such as culture, people, and client goals, ensuring your unique values are at the forefront of the M&A process?					

2.	Unlock Operational Potential	1	2	3	4	5
a)	Have you assessed your organization's maturity rating to identify opportunities for operational improvement and scalability?					
b)	Have you reviewed your documented policies, procedures, and guidelines to enhance compliance and mitigate risks?					
c)	Have you optimized staffing levels and roles to empower your team to focus on strategic growth initiatives?					

3.	Maximize Service Offerings	1	2	3	4	5
a)	Have you analyzed the depth of knowledge and expertise in your service offerings to identify unique strengths for negotiation?					
b)	Have you reviewed your contract terms to safeguard long-term client relationships and ensure alignment with your strategic goals and a sale transfer?					
c)	Have you showcased a diverse and robust service portfolio to enhance your appeal to potential buyers?					

4.	Empower Client Relationships	1	2	3	4	5
a)	Have you defined your ideal client profile to attract compatible buyers who value your client base and relationships – and compared the ideal client profile versus your current client profile?					
b)	Have you identified opportunities for client alignment and growth synergy to unlock new revenue streams and expansion opportunities?					
c)	Have you developed strategies to enhance client satisfaction and retention, strengthening your market position?					

5.	Drive Financial Performance	1	2	3	4	5
a)	Are your financial records organized to instill confidence in potential investors and buyers?					
b)	Have you identified profitability drivers and areas for improvement to optimize financial performance?					
c)	Have you streamlined financial reporting and identified EBITDA adjustments/add-backs to present clean and transparent financials on a regular (e.g., monthly) cadence?					

6.	Strengthen Leadership Impact	1	2	3	4	5
a)	Have you assessed your leadership's track record and success, highlighting strengths and achievements?					
b)	Have you evaluated cultural fit to ensure alignment with potential buyers, fostering trust and confidence in your leadership and values?					
c)	Have you addressed any cultural gaps and integration challenges proactively?					

7.	Unlock Geographic Potential	1	2	3	4	5
a)	Have you assessed the impact of geographic location on your operations and market access to identify opportunities for expansion and synergy?					
b)	Have you uncovered potential new market penetration and M&A target opportunities based on location?					
c)	Have you strategically positioned your organization to leverage your geographic strengths?					

8.	Ensure Compliance Confidence	1	2	3	4	5
a)	Are you in compliance with regulatory requirements and industry standards to mitigate legal risks and liabilities, including any industry-specific requirements?					
b)	Have you reviewed legal agreements and permits to ensure confidence in your legal standing?					
c)	Have you addressed any outstanding legal issues and compliance concerns to safeguard your organization's interests?					

9.	Optimize Technology Infrastructure	1	2	3	4	5
a)	Have you assessed the scalability and robustness of your technology infrastructure to identify opportunities for optimization and enhancement?					
b)	Have you identified IT synergies and integration challenges to streamline the transition process?					
c)	Have you strengthened your cybersecurity measures to ensure data protection and privacy compliance?					

10.	Process Preparation	1	2	3	4	5
a)	Have you engaged mentors, or other advisors (e.g., peer group members, 'Board of Advisors', etc.) from whom you can seek advice and counsel on your readiness pathway?					
b)	Have you thought about who you would want to engage, in the form of third party advisors (e.g., legal, tax, accounting, etc.), to support a potential transaction process, including those skilled and/or knowledge able in M&A, MSPs, and your business?					

This tailored M&A readiness checklist emphasizes the collaborative partnership approach and the tangible benefits you will gain from engaging with us. It highlights how each aspect of the checklist contributes to your success in the M&A process.

Use this questionnaire to evaluate your readiness for the M&A process or schedule your personalized, no-obligation consultation (a \$7,500 value) with Ntiva today, to help you prepare for a better financial future.

Ready To Discuss Your Options? Reach Out Anytime:

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