

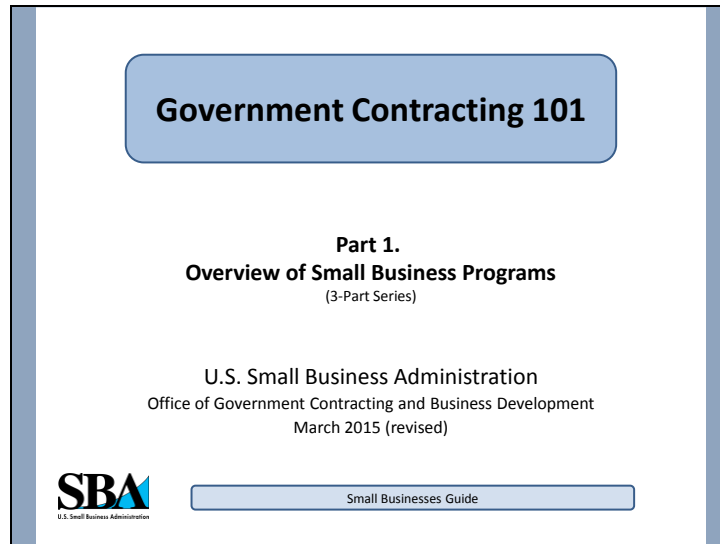
U.S. Small Business Administration
Office of Government Contracting and Business Development

Government Contracting 101
Part 1
Overview of Small Business Programs



March 2015
(Revised)

Slide 1



Welcome to SBA's training program, Government Contracting 101, Part 1.

NOTE: *This supplemental workbook tracks the slides and narrative contained in the online course, **Government Contracting 101, Part 1**. It is the first module in a 3-part training series. The online version of the training program, with audio can be accessed at: www.sba.gov/gcclassroom. For the user's convenience, all hyperlinks contained in the copied slides are included as links at the end of the workbook.*

GCBD|joconnor|March|2015

Slide 2

Introduction

- Designed to help small businesses understand government contracting programs
- Part 1 (this module)
 - Prime contracting and subcontracting assistance programs
 - SBA certification programs
 - Women and veterans small business programs
- Parts 2 & 3
 - How the government buys
 - How to sell to the government

Winning federal contracts...

SBA Small Business Administration

Small Business Guide

This training program is designed to help small businesses understand government contracting programs. It is about helping small firms win federal contracts.

There are three parts to this training program. This part, part one, provides a small business introduction to government contracting. It describes prime and subcontracting assistance programs, SBA certification programs, and it describes women and veteran owned small business programs.

Parts two and three, provide clarity and training around how the government buys and how to sell to the government. Taken together, the three parts represent a comprehensive -- government contracting --guide for small businesses.

Slide 3

Learning Objectives

1. Know about federal contract markets and opportunities
2. Understand prime contract and subcontracting assistance programs
3. Understand SBA's certification programs – 8(a) Business Development and HUBZone
4. Know about the Woman Owned Small Business program and the veteran owned small business programs (VOSB , SDVOSB & Vets First Contracting)

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After reviewing this training program you should:

- Have a general understanding about federal contract markets and contract opportunities.
- Understand prime contracting and subcontracting assistance programs and how they can be used to take advantage of federal contract opportunities.
- Understand SBA's certification programs – the 8(a) Business Development and HUBZone programs.
- And, know about the women owned small business and the veteran owned small business programs.

Slide 4

Scope of the Federal Buying Market

- U.S. government is the largest buyer in the world
- Federal agencies buy just about every category of commodity and service available



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The U.S. government is the world's largest buyer of products and services. Purchases by military and civilian installations amount to nearly \$350 billion a year, and include everything from complex space vehicles to janitorial services.

In short, the government buys just about every category of commodity and service available.

Slide 5

Small Firms are the Engine for Growth

- Small businesses are the engine for economic growth in America
- Provide jobs, innovation and competition
- Government policy provides “maximum practicable” prime and subcontracting opportunities to small firms

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Small businesses have always been the engine for economic growth. They provide jobs, innovation and bring competition to the marketplace.

The Government’s procurement policy – which encourages “maximum practicable” prime and subcontracting opportunities for small businesses – is a catalyst for economic growth. With a government contracting market representing some \$350 billion dollars, it makes solid economic sense to help small firms get their fair share of federal contract dollars.

Slide 6

What is a Small Business?

- Certain government programs only apply to small businesses
- Small business size standards are generally determined by the number of employees or annual business receipts

Learn more...

[What is a Small Business?](#)

[Guide to Size Standards](#)

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The slide features a blue header with the title 'What is a Small Business?'. Below the title is a bulleted list of two points. A red arrow points from the list to two blue buttons with white text: 'What is a Small Business?' and 'Guide to Size Standards'. The text 'Learn more...' is positioned above the buttons. At the bottom left is the SBA logo, and at the bottom center is a blue bar with the text 'Small Business Guide'. The tagline 'Winning federal contracts...' is located in the bottom right corner.

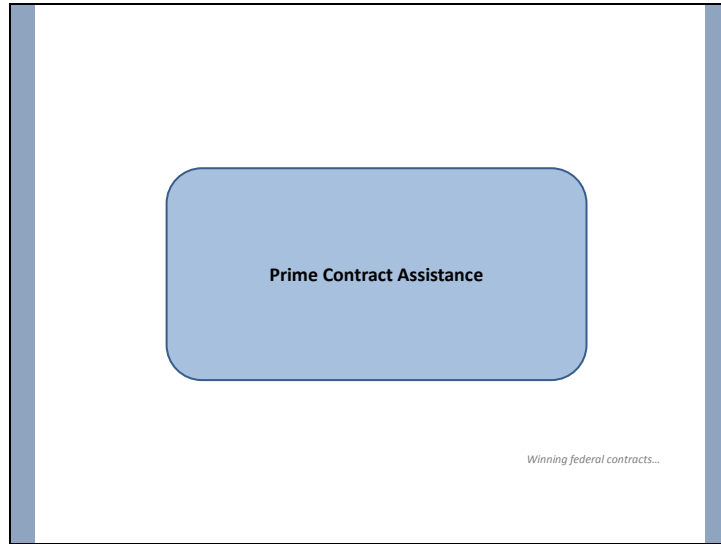
Certain government programs apply only to small businesses. The question then becomes, what is a small business, or more specifically, how do you determine if you are a small business?

Over the years SBA has established and revised numerical definitions for all for-profit industries, and this numerical definition is called a "size standard." It is almost always stated either as the number of employees or average annual receipts of a business concern.

In addition to establishing eligibility for SBA programs, all federal agencies must apply SBA's size standards for contracts to be awarded to small firms.

The referenced hyperlinks can be used to determine small business size eligibility and to learn more about size standards.

Slide 7



Prime contract assistance.

Slide 8

Prime Contract Assistance

- Government-wide Contracting Goals
- Small Business Set-asides
 - Rule of Two
 - Non-manufacturer Rule
 - Subcontracting Limitations
 - Service-disabled Veteran Owned Small Business
 - HUBZone
 - Woman-Owned Small Business Program
 - 8(a) Business Development Program
- Small Business Size Standards
- Certificate of Competency (COC) Program

Winning federal contracts...

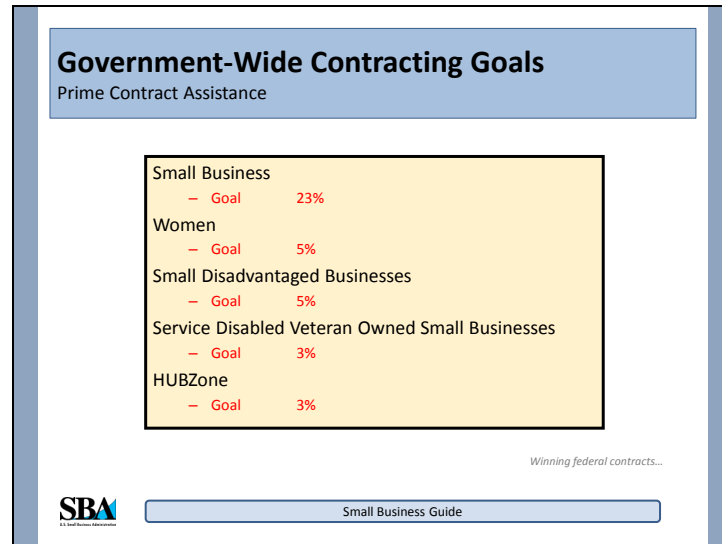
SBA Small Business Administration

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Helping small businesses benefit from federal prime contracts is an obligation of all federal agencies and a key responsibility of SBA and its staff.

Multiple programs and initiatives are available to support this effort. They include, government-wide contracting goals, small business set-asides, small business size standards and SBA's Certificate of Competency program. Each of these programs is discussed in the following.

Slide 9



Contracting goals...

Federal statute defines government-wide prime contracting goals. Such goals represent a primary tool in helping small firms be considered for government contracts. SBA plays a pivotal role in administering the government-wide goals initiative and works with individual agencies.

The current, government-wide procurement goal is that at least 23% of all federal government contracting dollars should be awarded to small businesses.

In addition, targeted sub-goals are established for women-owned small businesses, small disadvantaged businesses, firms located in HUBZones and service disabled veteran-owned small businesses. These targeted goals are 5%, 5%, 3% and 3%, respectively, and are meant to be subsets of the overall small business goal of 23 percent.

These goals are important because federal agencies have an obligation to reach-out and consider different types of small businesses for procurement opportunities.

Slide 10

Small Business Set-asides
Prime Contract Assistance

- Small business set-asides are a critical tool
- Powerful vehicle for helping small firms win prime contracts
- **Fundamental:** Acquisitions that have an anticipated dollar value exceeding \$3,000, but not over \$150,000 are automatically reserved for small businesses

FAR Part 19.5

Winning federal contracts...

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Set-asides...

Small business set-asides are a powerful tool for helping small firms win federal prime contracts.

Fundamentally, government buys that have an anticipated dollar value exceeding \$3,000, but not over \$150,000 are automatically reserved or set-aside for small businesses. This is required unless the contracting officer determines there is not a reasonable expectation of obtaining offers from two or more responsible small businesses.

Slide 11

Small Business Set-asides
Prime Contract Assistance

- Influenced by:
 - Rule of Two
 - Non-manufacture Rule
 - Subcontracting Limitations
- Can apply to:
 - 8(a) Business Development Program
 - HUBZone Program
 - Women Owned Small Business Program
 - Service Disabled Veteran Owned Small Business Program

FAR Part 19.5

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Small business set-asides are influenced by the Rule of Two, the Non-manufacture Rule and Subcontracting Limitations. Further, contracts can be set-aside for small businesses certified in the 8(a) Business Development Program or the HUBZone Program. Or, they can be set-aside for qualified women owned small businesses or service disabled veteran owned small businesses.

Slide 12

Rule of Two

Prime Contract Assistance – **Set-asides**

- Acquisitions over \$150,000 are to be set-aside for small businesses when there is a reasonable expectation that offers will be obtained from at least two responsible small businesses



FAR Part 19.502-2

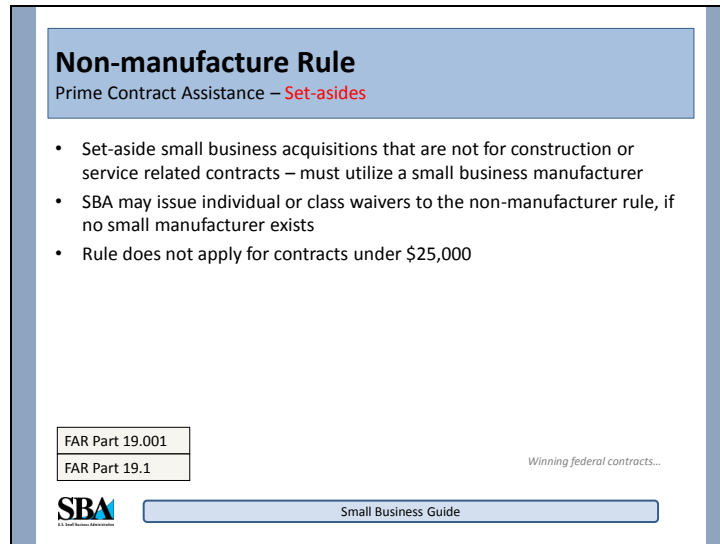
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For acquisitions over \$150K – they too are to be set-aside for small business, when there is a reasonable expectation that offers will be obtained from at least two responsible small business concerns, and the award can be made at a fair market price.

It is important to note, consideration is first for a set-aside or sole source award under the 8(a), HUBZone, Service Disabled Veteran Owned Small Business or Woman Owned Small Business programs **before** a general small business set-aside. However there is no order of precedence among 8(a), HUBZone, SDVOSB or WOSB programs.

Slide 13



Non-manufacture Rule
Prime Contract Assistance – **Set-asides**

- Set-aside small business acquisitions that are not for construction or service related contracts – must utilize a small business manufacturer
- SBA may issue individual or class waivers to the non-manufacturer rule, if no small manufacturer exists
- Rule does not apply for contracts under \$25,000

FAR Part 19.001
FAR Part 19.1

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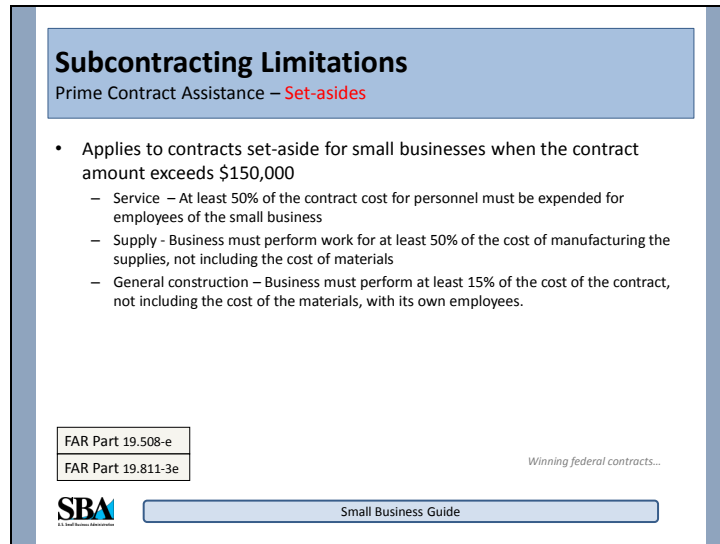
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The non-manufacturer rule is an important provision impacting small business set-asides.

For small business set-asides, other than for construction or service contracts, the prime contractor must utilize a small business manufacturer – if the firm itself, is not doing the manufacturing to complete the work. In industries where the SBA determines there are no or very limited small business manufacturers, it may issue individual or class waivers to the non-manufacture rule.

It is important to note, for small business set-asides for supplies, the prime contractor must either qualify as a manufacturer or supply the product of a domestic small business manufacturer.

For acquisitions that are under \$25,000, the rule does not apply. Use the FAR references to learn more about the specifics surrounding the Non-manufacture Rule.



Subcontracting Limitations
Prime Contract Assistance – **Set-asides**

- Applies to contracts set-aside for small businesses when the contract amount exceeds \$150,000
 - Service – At least 50% of the contract cost for personnel must be expended for employees of the small business
 - Supply - Business must perform work for at least 50% of the cost of manufacturing the supplies, not including the cost of materials
 - General construction – Business must perform at least 15% of the cost of the contract, not including the cost of the materials, with its own employees.

FAR Part 19.508-e
FAR Part 19.811-3e

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Limitations on subcontracting apply to solicitations and contracts for supplies, services and construction, if any portion of the requirement is set-aside for small business and the contract amount exceeds \$150,000.

This limitation applies to service contracts, such that at least 50% of the contract cost for personnel must be expended for employees of the small business. For supply contracts, the business must perform work for at least 50% of the cost of manufacturing the supplies, not including the cost of materials.

And finally for general construction contracts, the business must perform at least 15% of the cost of the contract, not including the cost of the materials, with its own employees. For construction by special trade contractors, the business must perform at least 25% of the cost of the contract, not including the cost of the materials, with its own employees.

Slide 15



8(a) Business Development Program
Prime Contract Assistance – **Set-asides**

- 8(a) set-asides are a very popular vehicle for achieving agency small business and SDB contracting goals
 - Sole source
 - Competitive
- 8(a) firms are formally certified by SBA

FAR Part 19.
FAR Part 19.203

SBA

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Contracting officers can set-aside purchases for small firms certified in the 8(a) Business Development Program.

8(a) set-asides are a powerful tool for agencies to achieve small business and small disadvantaged business contracting goals. An 8(a) set-aside can be facilitated as a sole source or competitive acquisition.

More details about the 8(a) program are provided in a later section of this training program.

Slide 16

HUBZone Program
Prime Contract Assistance – **Set-asides**

- Small business must have its principal office located in a HUBZone
- 35% of the firm's employees must reside within a HUBZone, or certify that at least 35% of employees engaged in a HUBZone contract will reside in a HUBZone or Indian reservation
- Firm must be at least 51% owned and controlled by a US citizen

FAR Part 19.13

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Contracting officers can also set-aside purchases for small businesses located in designated HUBZones.

To participate in this type of set-aside, a small firm's principal office must be located in a HUBZone and at least 35% of the firm's employees must reside within a HUBZone, or certify that at least 35% of its employees engaged in a HUBZone contract will reside in a HUBZone or Indian reservation

The HUBZone program is discussed in greater detail later in this training program.

Slide 17

Women Owned Small Business Program
Prime Contract Assistance – **Set-asides**

- Small Business Act authorizes contract set-asides for WOSBs and/or EDWOSBs
- Creates contracting opportunities for women entrepreneurs
- Program helps agencies meet government-wide contracting goals

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Changes to the Small Business Act now authorize contract set-asides for women owned small businesses and/or economically disadvantaged women owned small businesses.

These changes create opportunities for women entrepreneurs and will help agencies to meet government-wide contracting goals.

Specifics of the WOSB program are also discussed later in this training module.

Slide 18

Service Disabled Veteran Owned SB Program
Prime Contract Assistance – **Set-asides**

- Tool to help achieve an agency's SDVOSB contracting goal
- At least 51% owned and controlled by a service-disabled veteran
- Daily operations are controlled by a service-disabled veteran or care giver

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A contracting officer can also set-aside acquisitions for Service Disabled Veteran Owned Small Businesses.

To participate in this type of set-aside, such businesses must be at least 51% owned and controlled by a service disabled veteran and the daily management operations of the concern must be controlled by a service-disabled veteran or caregiver. And, they must be a small business.

Slide 19

Small Business Size Standards
Prime Contract Assistance

- Size standards are established by the SBA and represent numerical definitions for specific NAICS codes
- Based on average annual sales or the number of employees
- Used to determine eligibility for government preferences and reservations for small businesses

Learn more...
[Table of Small Business Size Standards](#)

FAR Part 19.1

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Small business size standards...

SBA has established and continually updates numerical definitions for all industries or NAICS codes. This numerical definition is called a small business size standard. It is almost always stated either as the number of employees or the average annual sales of the business concern.

All federal agencies must apply SBA's size standards for contracts to be awarded to small firms. It is also important to note, only SBA can reconcile size protests.

Use the hyperlink to determine the applicable size standard for a specific NAICS code.

Slide 20

Certificate of Competency (COC)
Prime Contract Assistance

- If a prospective contractor is determined to be “non-responsible” by a contracting officer -- the small business is entitled to an independent review by the SBA
- SBA may issue a COC to the contracting officer requiring the award of that specific contract to the small business

FAR Part 19.6

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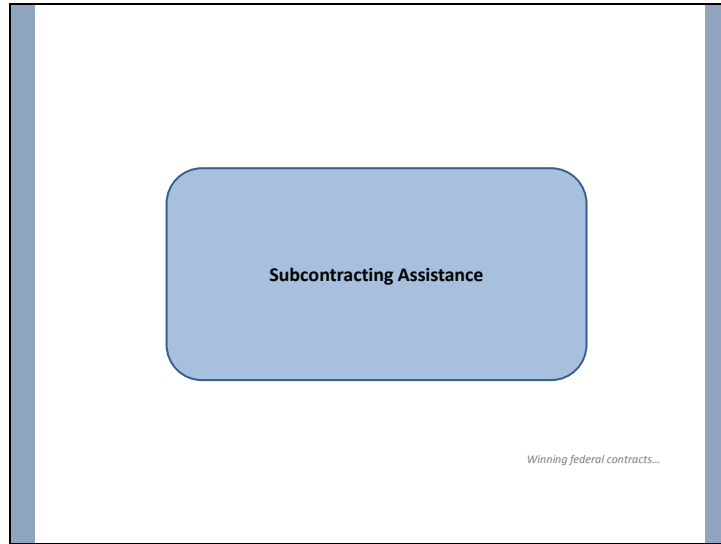
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Certificate of Competency...

The COC program is helpful to many small firms.

If a prospective small business contractor is determined to be “non-responsible” by the contracting officer, the contracting officer is required to refer the matter to the SBA for a Certificate of Competency or COC review. Based on the review, the SBA may issue a certificate of competency declaring the “referred company” – as sufficiently responsible for the purposes of receiving and performing the specific contract.

Slide 21



Subcontracting assistance.

Slide 22

Find Subcontracting Opportunities
Subcontracting Assistance

- Subcontracting can be profitable alternative for small firms
- Performing as a subcontractor can prepare a firm to be a prime contractor in the future
- SBA maintains a database of subcontracting opportunities. This searchable database is called [SUB-Net](#)

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An alternative to seeking prime contracts is to explore subcontracting opportunities.

Subcontracting with a prime contractor can be a profitable experience as well as a growth opportunity for a small business. If your small business is not ready or lacks the capabilities to bid competitively for prime contracts, it should consider opportunities available through subcontracting. SBA maintains a database of subcontracting opportunities. This searchable database is called SUB-Net.

Subcontracting Assistance Program
Subcontracting Assistance

- Prime contractors receiving contracts greater than the simplified acquisition threshold must agree to provide small businesses with the maximum practical opportunity to participate as subcontractors

FAR Part 19.7

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Prime contractors receiving contracts greater than the simplified acquisition threshold must agree in the contract that small businesses, specifically veteran-owned small businesses, service disabled veteran owned small businesses, women-owned small businesses, HUBZone small businesses, and small disadvantaged businesses – will have the maximum practical opportunity to participate as subcontractors.

As such, prime contractors are required to establish subcontracting plans describing who and how small businesses will participate as subcontractors.

Slide 24

Subcontracting Plans
Subcontracting Assistance

- Subcontracting Plans are for contracts over:
 - \$ 1.5 Million for construction
 - \$ 6.5 Million for all others
- Types of Subcontracting plans:
 - Individual subcontracting plan
 - Master subcontracting plan
 - Commercial subcontracting plan

FAR Part 19.701

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Subcontracting plans are required for contracts over \$1.5 million for construction and \$6.5 million for all others. There are three types of subcontracting plans: individual, master and commercial subcontracting plans.

These written plans – which become part of the contracting file – are designed to describe specific efforts by a prime contractor to ensure that small businesses have an equitable opportunity to compete and participate as “subs” in specific contracts. The subcontracting plans may include specific goals and will define requirements for reports and documentation to be maintained.

Subcontracting Goals
Subcontracting Assistance

Government-wide Subcontracting Goals

- Small Disadvantaged Businesses
 - Goal 5%
- Women-Owned Small Businesses (WOSB)
 - Goal 5%
- Service Disabled Veteran Owned Small Businesses (SDVOSB)
 - Goal 3%
- HUBZone
 - Goal 3%

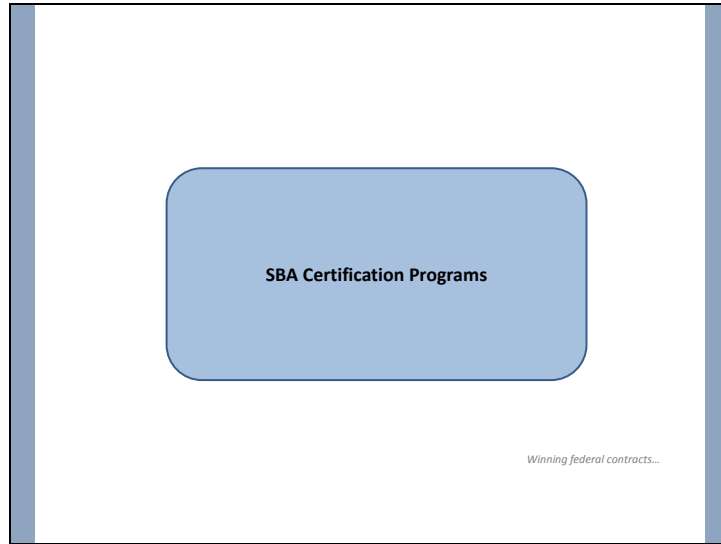
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Government-wide numerical subcontracting goals are established by statute for small disadvantaged businesses, women-owned small businesses, service disabled veteran owned small businesses and HUBZone certified small businesses.

All other subcontracting goals are negotiated between the respective government agency and the prime contractor.

Slide 26



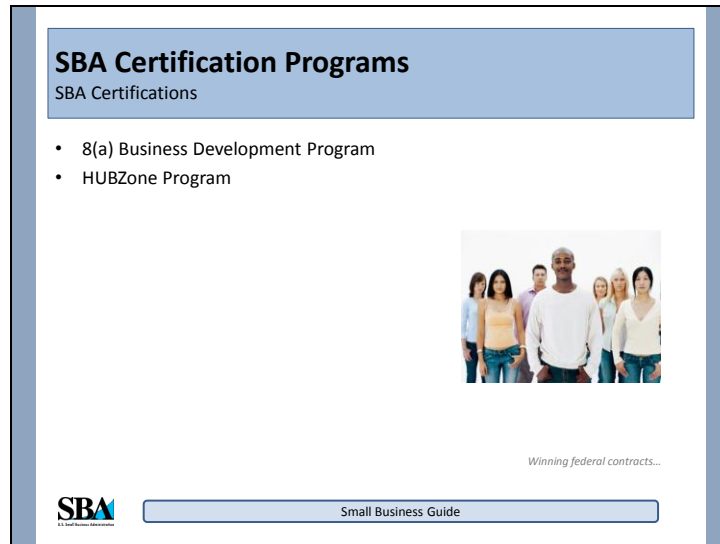
SBA certification programs.

Slide 27

SBA Certification Programs

SBA Certifications

- 8(a) Business Development Program
- HUBZone Program



Winning federal contracts...

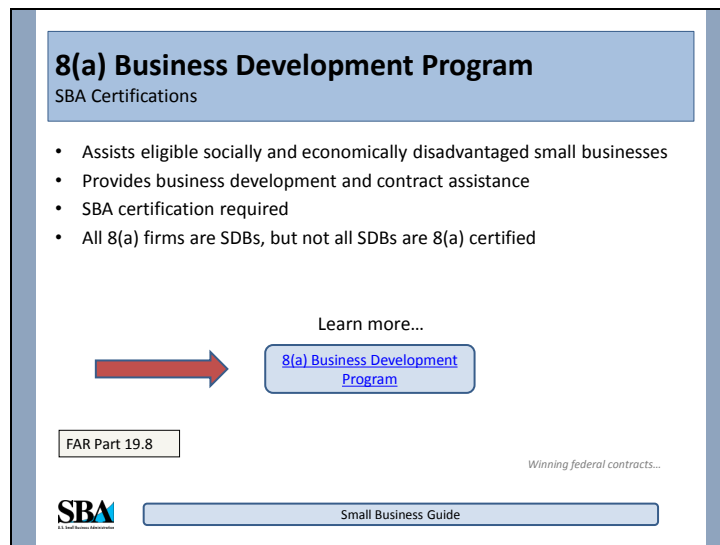
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SBA certifications...

SBA administers two certification programs designed to assist specific market groups in the government contracting space. These programs are the 8(a) Business Development Program and the HUBZone Program. Each of these programs represents an excellent vehicle for assisting small firms to win federal contracts. These programs also play a primary role in helping agencies achieve, respective SDB and HUBZone contracting goals.

Informal certification programs – for women and veterans – are also discussed later in this program.



8(a) Business Development Program
SBA Certifications

- Assists eligible socially and economically disadvantaged small businesses
- Provides business development and contract assistance
- SBA certification required
- All 8(a) firms are SDBs, but not all SDBs are 8(a) certified

Learn more...
[8\(a\) Business Development Program](#)

FAR Part 19.8

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The 8(a) Business Development Program is designed to assist eligible socially and economically disadvantaged small businesses. The program – which is primarily a business development program - provides qualified firms access to capital and credit, business counseling and training, and contracting opportunities.

Through the award of sole source and set-aside contracts, the 8(a) program provides market access and growth for qualified businesses. The program is an efficient contracting vehicle for achieving small business and SDB goals.

It is important to note – all 8(a) certified firms are also SDBs, but all small disadvantaged businesses are not necessarily 8(a) certified. Qualified firms can participate in the 8(a) program for up to nine years.

8(a) Business Development Program
SBA Certifications – 8(a) Program Benefits

- Certified firms can receive sole-source contracts
 - up to \$4 million for goods and services
 - up to \$6.5 million for manufacturing
- Joint ventures and teaming
- Mentor-Protégé Program

FAR Part 19.8

Winning federal contracts...

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There are unique benefits to participants in the 8(a) program.

Certified firms can receive sole-source contracts, up to \$4 million for goods and services requirements and up to \$6.5 million for manufacturing requirements. Firms are also allowed to form joint ventures and teams to bid on contracts, giving them greater flexibility to compete for larger prime contracts.

8(a) certified firms can also participate in the Mentor-Protégé Program, giving them the opportunity to learn the ropes from other experienced 8(a) businesses.

8(a) Business Development Program
SBA Certifications – 8(a) Program Eligibility

- Small firm must be at least 51% owned and controlled by a socially and economically disadvantaged individual(s)
- Meet small business size standards
- In business for more than two years
- Unconditionally owned and controlled by one or more disadvantaged individuals who are US citizens

FAR Part 19.8

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To be eligible for participation in the 8(a) Business Development Program, the applicant must be a small business and be at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals.

Certain individuals are presumed to be socially disadvantaged – they are African-Americans, Hispanic Americans, Asian Pacific Americans, Native Americans and Subcontinent Asian Americans. An individual who is not a member of one of the groups listed can be admitted to the program if he or she shows – through a preponderance of the evidence – that he or she is socially disadvantaged. The evidence can be based on color, ethnic origin, gender, physical handicap or geographic environment.

In addition, successful applicants to the 8(a) program will meet small business size standards and be in business for more than two years. Besides being unconditionally owned and controlled by one or more disadvantaged individuals, the owners must be US citizens, who are in good standing.

Slide 31

HUBZone Program
SBA Certifications

- Historically Underutilized Business Zone (HUBZone)
- Contracting preference program designed to stimulate economic development and create jobs
- SBA certification is required

Learn more...
[HUBZone Program](#)

Winning federal contracts...

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The Historically Underutilized Business Zone or HUBZone program is designed to help small businesses -- in certain urban, rural, BRAC, Indian reservation, and difficult development areas outside the U.S. mainland – to gain access to federal procurement opportunities.

It is a contracting preference program designed to stimulate economic development and create jobs. SBA certification is required.

HUBZone Program
SBA Certifications – HUBZone Program Benefits

- 3% government-wide goal for contracts to be awarded to HUBZone certified firms
- Competitive and sole source contracts
- 10% price evaluation preference

Learn more...
[HUBZone Program](#)

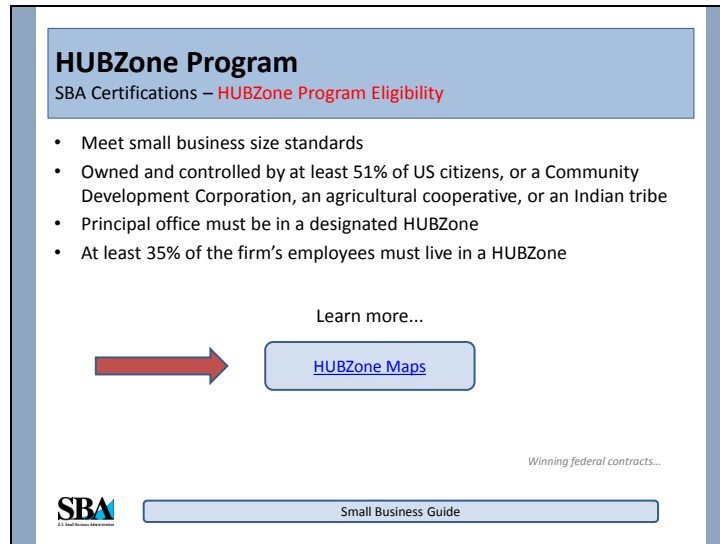
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The HUBZone program offers benefits to eligible firms.


A government-wide goal of 3% provides incentives for agencies to award contracts to certified HUBZone firms. In addition, certain contracts can be specifically set-aside for firms located within a HUBZone. And further, in some cases a 10% price evaluation preference may be applicable to a HUBZone certified firm. Review the FAR reference for additional information and clarity.




HUBZone Program
SBA Certifications – **HUBZone Program Eligibility**

- Meet small business size standards
- Owned and controlled by at least 51% of US citizens, or a Community Development Corporation, an agricultural cooperative, or an Indian tribe
- Principal office must be in a designated HUBZone
- At least 35% of the firm's employees must live in a HUBZone

Learn more...

 [HUBZone Maps](#)

Winning federal contracts...

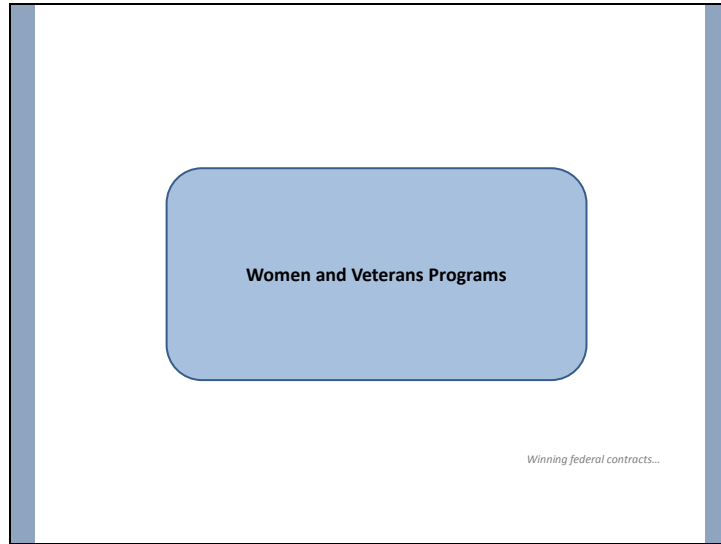
 [Small Business Guide](#)

To be eligible for the HUBZone program a firm must be a small business, meeting SBA's small business size standards. In addition, the business must be owned and controlled by at least 51% of US citizens, or a Community Development Corporation, an agricultural cooperative, or an Indian tribe.

Further, the firm's principal office must be located within a designated HUBZone, which includes lands considered "Indian Country" and military facilities closed by the "Base Realignment and Closure Act. Importantly, the "principal office" is defined as the location where the greatest number of employees perform the majority of work. Also, at least 35% of the firm's employees must live in a HUBZone.

Use the HUBZone maps tool to determine if your firm and employees are located in a designated HUBZone area.


Slide 34



Women and veterans programs.

Women and Veterans Programs

- Women Owned Small Business Program (WOSB)
- Veteran Owned Small Business Programs (SDVOSB & Veterans First Contracting Program)



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Targeted contracting programs exist to help women-owned small businesses and small businesses owned by veterans and service-disabled veterans.

Women Owned Small Business Program (WOSB)
Women and Veterans Programs

- 5% Government-wide contracting goal
- 5% Government-wide subcontracting goal
- Newly implemented WOSB Program
 - Contract set-asides are authorized



FAR Part 19.15

Winning federal contracts...

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Women Owned Small Business Program...

Annual government-wide contracting goals have been legislatively established for women-owned small businesses. As such, 5 percent of the total value of all prime contracts and 5 percent of all subcontracts are to be awarded to women-owned small businesses.

However, the Small Business Act has been recently amended to authorize set-asides for women owned small businesses or economically disadvantaged women owned small businesses. These set-asides apply only to certain NAICS codes. The new program is defined as the Women Owned Small Business Contract Program or simply WOSB.

The screenshot shows a slide titled "WOSB Program" with the subtitle "Women and Veterans Programs". It lists four bullet points: "Only designated industries (use link below to find eligible NAICS)", "Only WOSBs or EDWOSBs are eligible", "Competition is required for all WOSB contracts", and "WOSBs program – self certifying with documentation or third party certifier". Below the list is a red arrow pointing to a blue button labeled "WOSB Program" with the text "Learn more..." above it. At the bottom left is the SBA logo, and at the bottom right is the text "Winning federal contracts...". A horizontal bar at the bottom contains the text "Small Business Guide".

The new WOSB program opens doors for women entrepreneurs.

However, as mentioned, not all contract opportunities are eligible and there are limitations. The program is defined by several key tenets: it applies only to contracts in designated industries; only women-owned small businesses or economically disadvantaged women-owned small businesses are eligible; competition is required for all WOSB contract awards; and, participating women-owned businesses must be certified – through a self certifying process or from an SBA approved certifier.

Eligibility – WOSB Program
Women and Veterans Programs

- WOSB
 - 51% owned & controlled by one or more women who are US citizens
 - Ownership must be direct and not subject to limitations
 - Woman or women must manage day to day operations
- EDWOSB
 - Satisfy all conditions of WOSB
 - Personal net worth of less than \$750,000
 - Adjusted annual income of \$350,000 or less
 - Market value of all assets does not exceed \$6 million

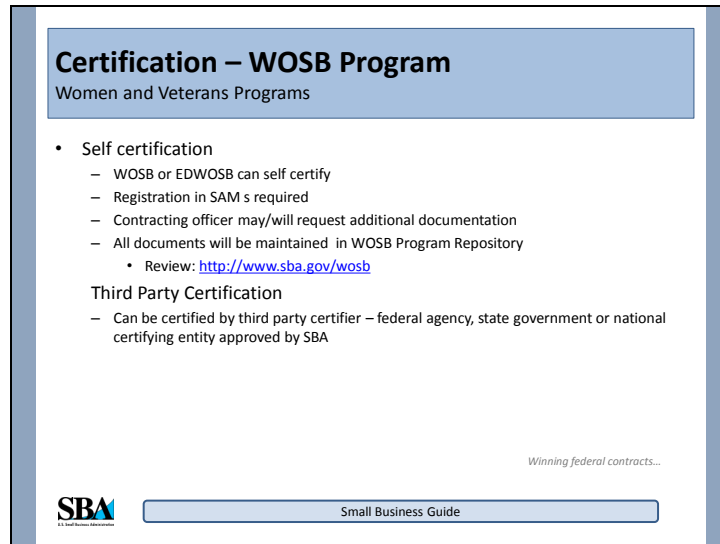
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It goes without saying that only women-owned businesses are eligible for the WOSB program.

A WOSB is defined as a small business that is at least 51% owned and controlled by one or more women who are US citizens. The ownership must be direct and not subject to conditions. A woman or women must manage the day to day operations of the business and be able to provide documents demonstrating that these requirements are satisfied.

An economically disadvantaged woman-owned small business must satisfy all conditions for a WOSB. In addition, a woman will be presumed economically disadvantaged if she has a personal net worth of less than \$750,000, her adjusted gross annual income does not exceed \$350,000 and the fair market value of all of her assets does not exceed \$6 million.



Certification – WOSB Program
Women and Veterans Programs

- Self certification
 - WOSB or EDWOSB can self certify
 - Registration in SAM s required
 - Contracting officer may/will request additional documentation
 - All documents will be maintained in WOSB Program Repository
 - Review: <http://www.sba.gov/wosb>
- Third Party Certification
 - Can be certified by third party certifier – federal agency, state government or national certifying entity approved by SBA

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Small Business Guide

Women business owners participating in the WOSB program must be certified.

Certification can be accomplished in two ways – through self certification or through a third party certifier.

A woman-owned small business or economically disadvantaged woman-owned small business can self certify -- to participate in the WOSB program. This can be done by first registering in the System for Award Management or SAM, as a woman-owned small business.

Other documents will be requested by the contracting officer. These documents will be used to validate that the business is an eligible small business, owned and controlled by one or more women. All certification documents for WOSBs or EDWOSBs will be maintained in the WOSB Program Repository that SBA will manage.

In addition, a WOSB or EDWOSB can be certified by a third party certifier.

A third party certifier is a federal agency, a state government, or a national certifying entity approved by the Small Business Administration to provide certifications of WOSBs or EDWOSBs. SBA will maintain a list of approved third party certifiers on its Website.

Veterans Programs
Women and Veterans Programs

- Service Disabled Veteran Owned Small Business (SDVOSB) Program
 - Established 3% government-wide prime and subcontracting goals for service disabled veteran owned small businesses - allows set-asides
- Veterans First Contracting Program

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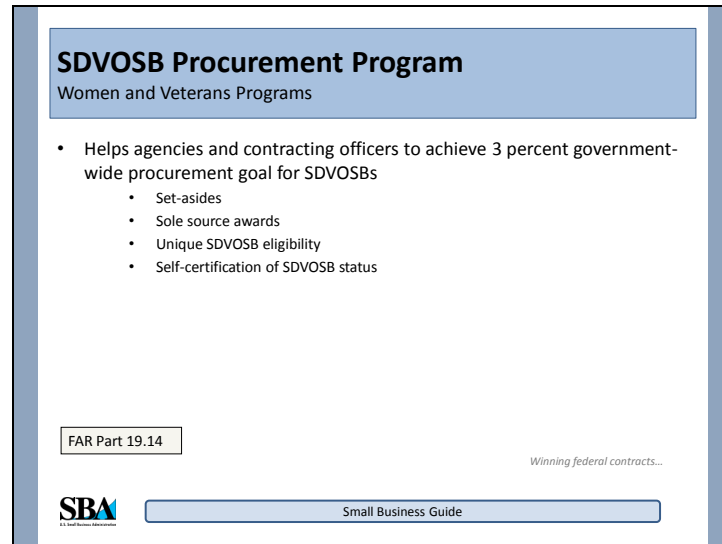
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Veterans programs...

The Veterans Entrepreneurship and Small Business Development Act of 1999 defined veteran owned small businesses and service disabled veteran owned businesses. It also established government-wide contracting and subcontracting goals for service disabled veteran owned small businesses at 3 percent, respectively.

There are two key veterans contracting initiatives, the Service Disabled Veteran Owned Small Business Program and the Veterans First Contracting Program. Each is described in the following.

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SDVOSB Procurement Program
Women and Veterans Programs

- Helps agencies and contracting officers to achieve 3 percent government-wide procurement goal for SDVOSBs
 - Set-asides
 - Sole source awards
 - Unique SDVOSB eligibility
 - Self-certification of SDVOSB status

FAR Part 19.14

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The Service Disabled Veteran Owned Small Business Procurement Program, more commonly referred to as SDVOSB, helps contracting officers and agencies to meet the 3 percent government-wide procurement goal for service disabled veteran owned small businesses. It is a program designed to help service disabled veteran owned firms to win federal contracts.

The program provides procuring agencies with authority to set acquisitions aside for exclusive competition among service disabled veteran owned small businesses, as well as the authority to make sole-source awards to service disabled veteran owned firms, if certain conditions are met.

Eligibility for this program is unique only to service disabled veteran owned small firms. In addition, service disabled veteran status is self-conveyed to the contracting officer without verification of veterans status from the VA or a third-party entity.

Self-Certification – (Important Clarification)
Women and Veterans Programs – **SDVOSB Program**

- SDVOSB program -- bidding firm is responsible for self-certifying or representing to the contracting officer that it is a service disabled veteran owned small business concern
- Self-certification can be achieved through SAM
- Different from Veterans First Contracting Program which requires verification of veteran status and placement in VetBiz database
- Agencies cannot require certification by the VA

FAR Part 19.307
13 CFR 125.8

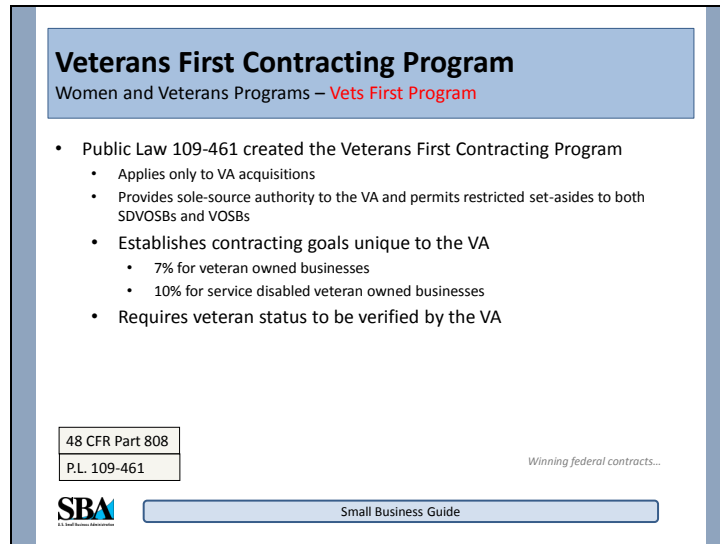
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Under the SDVOSB program, the bidding firm is responsible for self-certifying or representing to the contracting officer that it is a service disabled veteran owned small business concern. A firm can do this by simply self-certifying through the government’s System for Award Management (SAM) – by declaring that it meets the definition of a service disabled veteran owned small business.

This is an important distinction from the Veterans First Contracting Program, which applies only to VA acquisitions and requires verification of veteran status through the VA in its Vendor Information Pages or VetBiz database. Agencies, other than VA, cannot require certification by the VA or placement in the VetBiz database. The Veterans First Contracting Program is discussed in the following section.

Guidance for self certification, under the SDVOSB procurement program is contained in 13 CFR Part 125.8 and FAR Subpart 19.307.



Veterans First Contracting Program
Women and Veterans Programs – **Vets First Program**

- Public Law 109-461 created the Veterans First Contracting Program
 - Applies only to VA acquisitions
 - Provides sole-source authority to the VA and permits restricted set-asides to both SDVOSBs and VOSBs
- Establishes contracting goals unique to the VA
 - 7% for veteran owned businesses
 - 10% for service disabled veteran owned businesses
- Requires veteran status to be verified by the VA

48 CFR Part 808
P.L. 109-461

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Public Law 109-461 created the Veterans First Contracting Program, better known as the Vets First Program.

This program applies only to acquisitions made by the Department of Veterans Affairs. The 2006 law gives the VA sole-source contracting authority and permits restricted competition or set-asides for both service disabled veteran owned small businesses and veteran owned small businesses. It also establishes contracting goals unique to the Department of Veterans Affairs. The goals are 10% for veteran owned businesses and 7% for service disabled veteran owned businesses.

In addition, a key element of this program, making it very different from the SDVOSB procurement program, is that - veterans status - can not be self represented. Rather, status as a service disabled veteran owned small business or a veteran owned small business must be verified through the VA, by registering in the VA's Vendor Information Pages or VIP database. The program is also unique in that it only applies to purchases made by the Department of Veterans Affairs.

By-the-way, the VA spends over \$3 billion with eligible veteran owned small businesses each year. That's a lot of opportunity.

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Verification Assistance Program
Women and Veterans Programs – **Vets First Program**

- Verification Assistance Program is intended to assist veterans with the verification process
- Verification is the process by which a veteran is evaluated by the VA and determined eligible to be listed in the VIP or VetBiz database
- Visit [VA's VAP website](#) for information about:
 - Guide for applicants
 - Counseling programs
 - Center for Veterans Enterprise (CVE)
 - And more...

38 CFR Part 74

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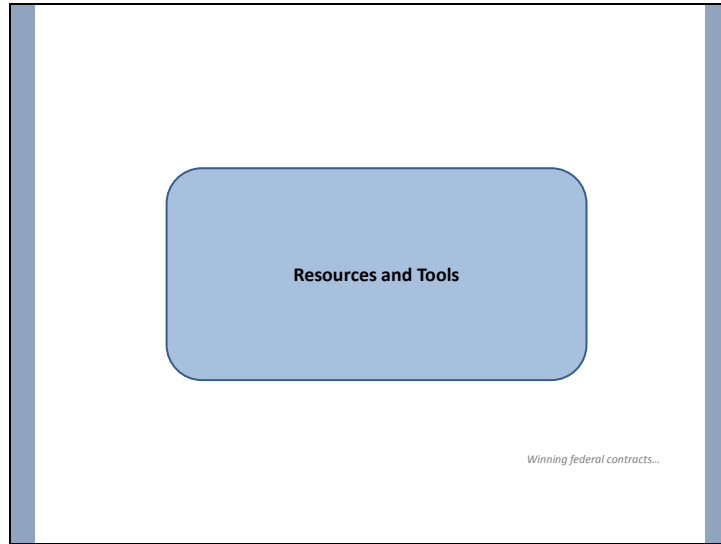
The VA developed the verification assistance program to help veterans understand the verification policy and process.

As was previously mentioned, under the Veterans First Program, contract set-asides are available for veteran owned small businesses and service disabled small businesses.

However, an applicant or contract bidder's veteran status must be verified to qualify. Verification is the process by which a veteran is evaluated and determined eligible to be listed in the Vendor Information Pages (VIP) database. This repository of verified veteran owned firms is also sometimes referred to as the VetBiz database.

The Center for Veterans Enterprise is the office within VA that manages the verification process and verifies VOSBs and SDVOSBs for inclusion in the VIP or VetBiz database.

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Resources and tools.

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Resources and Tools

- Federal Acquisition Regulations
 - <https://www.acquisition.gov/far>
- Acquisition Central
 - <https://www.acquisition.gov/>
- FAR Part 19 – Small Business Programs
 - <http://www.acquisition.gov/far>
- Code of Federal Regulations (13CFR)
 - <http://www.gpoaccess.gov/cfr/index.html>
- Federal Business Opportunities
 - <http://www.fbo.gov>
- SBA-Government Contracting
 - <http://www.sba.gov/aboutsba/sbaprograms/gc/index.html>

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Information is power. Numerous resources are available to help you better understand government contracting programs.

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Resources and Tools

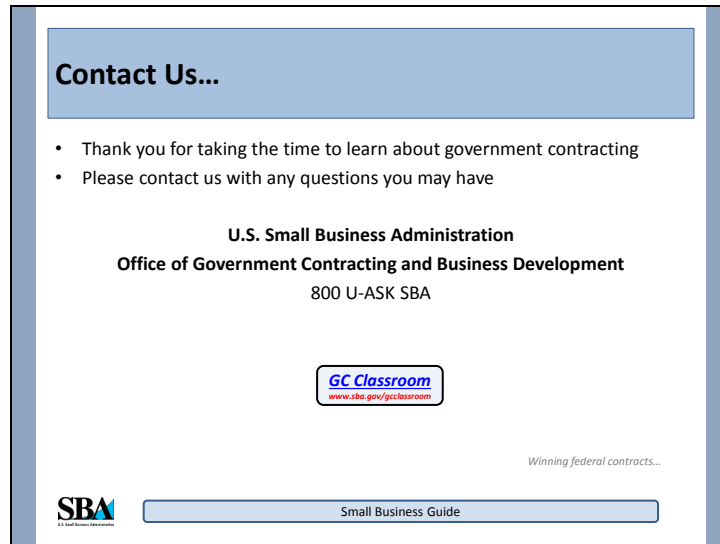
- System for Award Management
 - <http://www.sam.gov>
- Agency Supplemental Regulations
 - http://www.acquisition.gov/agency_supp_regs.asp
- Find your local:
 - [SBA district office](#)
 - [Procurement Technical Assistance Center \(PTAC\)](#)
 - [SCORE chapter](#)
 - [Small Business Development Center](#)
 - [Women's Business Centers](#)

Winning federal contracts...

Learn from these resources and use them as tools.

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Contact Us...

- Thank you for taking the time to learn about government contracting
- Please contact us with any questions you may have

U.S. Small Business Administration
Office of Government Contracting and Business Development
800 U-ASK SBA

GC Classroom
www.sba.gov/gcclassroom

Winning federal contracts...

SBA Small Business Guide

Thank you for taking the time to learn about government contracting. Much material has been covered and we hope it was helpful. Please contact us with any additional questions you may have. Also, consider viewing other training modules in SBA's online **Government Contracting Classroom**.

Thank you.

GCBD|joconnor|March|2015

Hyperlinks Contained in the Workbook

- Federal Acquisition Regulations
 - <https://www.acquisition.gov/far>
- 13 CFR 124
 - <http://www.gpo.gov/fdsys/pkg/CFR-2006-title13-vol1/content-detail.html>
- Acquisition Central
 - <https://www.acquisition.gov/>
- System for Award Management
 - <http://www.sam.gov>
- FAR Part 19 – Small Business Programs
 - <http://www.acquisition.gov/far>
- Access & Register in GLS
 - https://eweb.sba.gov/gls/dsp_addcustomer.cfm?IMAppSysTypNm=8ASDB
- Code of Federal Regulations (13CFR)
 - <http://www.gpoaccess.gov/cfr/index.html>
- Federal Business Opportunities
 - <http://www.fbo.gov>
- SBA-Government Contracting
 - <http://www.sba.gov/aboutsba/sbaprograms/gc/index.html>
- Learn more about:
 - [Non-manufacturer waivers](#) (SBA information)
 - [SBA Size Standards](#)
 - [8\(a\) Business Development Program](#)
 - [WOSB Program](#)
 - [HUB Zone Program](#)

- Local (client) resources:
 - [SBA district office](#)
 - [Procurement Technical Assistance Center \(PTAC\)](#)
 - [SCORE chapter](#)
 - [Small Business Development Center](#)
 - [SBA/SBDC Program Office](#)