

“The WOSB Advantage”

A Primer: Women Owned Small Business Program



U.S. Small Business Administration

Office of Government Contracting and Business Development

(Revised) November 2013

Introduction

- Small Business Act authorizes contract set asides for women owned small businesses (WOSBs) or economically disadvantaged women owned small businesses (EDWOSBs)
- Defined as the Women-Owned Small Business Federal Contract Program
- Creates opportunities for women entrepreneurs

Learn more...

www.sba.gov/wosb



-- Women Owned Small Business Program --

Program Purpose

- Help more women owned small businesses win federal contracts
- Assist federal agencies to meet statutorily established 5% government-wide contracting goals for women owned small businesses



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Regulatory Guidance

Women Owned Small Business (WOSB) Program...

- Established by:
 - Section 8(m) of the Small Business Act (15 U.S.C. 637 (m))
- Governed by:
 - 13 CFR Part 127
 - FAR Subpart 19.15



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WOSB Program Snapshot

- Only designated industries
- Only WOSBs or EDWOSBs are eligible
- Competition is required for all WOSB contracts
- WOSBs are required to self certify as a woman owned small business and upload certain corporate documents into the WOSB repository (or optionally use a third party certifier)

Learn more... [View Compliance Guide](#)



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Only Designated Industries

WOSB Program

- Only contract requirements in industries designated by the SBA as underrepresented or substantially underrepresented are eligible for set-asides under the WOSB program
- Some 330 six-digit industry codes are eligible

View designated industries by applicable NAICS codes

- (2012) [WOSB & EDWOSB](#)
- (2012) [Only WOSB](#)
- (2012) [Only EDWOSB](#)



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NO Limitations on Contract Amounts

WOSB Program

- No restrictions on the dollar amounts for eligible WOSB contracts
- Revisions to the National Defense Authorization Act, which went into effect on May 7, 2013, removed “caps” on contract amounts under the WOSB program

Learn more... [Removal of WOSB “Caps”](#)



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Eligibility – WOSB or EDWOSB

WOSB Program

WOSB...

- At least 51% owned and controlled by one or more women who are U.S. citizens
- Ownership must be direct and not subject to conditions
- A woman or women must manage day to day operations and provide verifying documents
- Be at or below the small business size standard for the primary NAICS code, the NAICS code assigned to the solicitation, and the contract for which it submits an offer

Learn more...

www.sba.gov/wosb



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Eligibility – EDWOSB

WOSB Program

EDWOSB...

- Own at least 51% of business and satisfy all conditions for a 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 (including business value and primary residence)

Learn more...

www.sba.gov/wosb



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Joint Ventures

WOSB Program

- Combined annual receipts or number of employees must be applicable with NAICS code assigned to contract
- WOSB or EDWOSB must manage the venture, be responsible for performance and receive at least 51% of profits
- Agreement must be in writing
- Joint Venture must meet subcontracting limitations

Learn more... [View Compliance Guide](#)



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Competition is Required

WOSB Program

- Competition is required
- Sole source awards are not authorized



WOSBs – Required to Self Certify (or use third party certify option)

WOSB Program

- Self certification
- Third party certification (option)



WOSB Certification – Important Clarifications

WOSB Program

- SBA does not certify firms into the WOSB program, like it does for the 8(a) Business Development and HUBZone programs
- A women owned small business may self-certify and upload certain corporate documents into the WOSB repository or optionally use an SBA approved third-party certifier

Learn more... [View
Compliance Guide](#)



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Self Certification

Self Certification

- WOSBs or EDWOSBs can self certify by:
 - Registering in SAM
 - Accessing SBA's General Login System (GLS)
 - Completing the WOSB/EDWOSB program certification form
 - Submitting certain corporate documents to the WOSB program repository
 - Submitting other documents as requested
 - Representing WOSB status in SAM

Learn more... [View
Compliance Guide](#)



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Register in SAM

Self Certification

- Register in the System for Award Management (SAM)
- Expand SAM profile data -- in the Dynamic Small Business Search DSBS database



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Access SBA's General Login System

Self Certification

Skip Navigation Accessibility Options

SBA General Login System [Help](#)

• GLS Login

Login Information

User ID:

Identity Information

Name: (First) (Middle) (Last) (Suffix - Jr, Sr, I, II, etc)

Date of Birth:

PIN: (Personal Identification Number, Last 4 Digits of SSN)

Contact Information

Country:

Zip+4 Code:

Street 1:

Street 2:

City Name: (State)

[Learn more...](#)
www.sba.gov/wosb

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SBA Processing: 0.204 seconds
Session timeout in 59 minutes.

[Register for a GLS Account](#)

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Complete WOSB/EDWOSB Certification Form

Self Certification

- One of the most important documents to be completed by WOSB program participants is the WOSB Program Certification Form
- Two forms: (you must use appropriate form)
 - [WOSB Program Certification – WOSBs](#)
 - [WOSB Program Certification – EDWOSBs](#)
 - [Personal Financial Statement](#) (SBA Form 413)

Learn more... [View Compliance Guide](#)



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Submit Documents to WOSB Program Repository

Self Certification

- Copies of birth certificates, naturalization papers, or unexpired passports for owners who are women
- Copy of the joint venture agreement, if applicable
- For limited liability companies:
 - Articles of organization (also referred to as certificate of organization or articles of formation) and any amendments; and operating agreement, as well as any amendments
- For corporations:
 - Articles of incorporation and any amendments; by-laws and any amendments; all issued stock certificates, including the front and back copies, signed in accordance with the by-laws; stock ledger; and voting agreements, if any
- For partnerships:
 - Partnership agreement and any amendments; and, the assumed/fictitious name (doing business as) certificate



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Submit Other Documents as Requested

Self Certification

- It is possible that other documents are requested
- Don't be alarmed

Learn more... [View
Compliance Guide](#)



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Represent WOSB Status in SAM

Self Certification

- SAM is the primary government repository for contractor submitted representations and certifications
- Once the self certification process is complete, firm is eligible to represent itself as a WOSB



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Third-Party Certification

Third Party Certification

Third Party Certification

- Third party certification is an optional approach
- WOSBs or EDWOSBs can use a third party certifier
- Federal agency, state government or national certifying entity **approved by the SBA**

View Third Party Certifiers

www.sba.gov/wosb



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Third Party Certification (cont)

Third Party Certification

- Third Party Certification by:
 - Registering in SAM
 - Accessing SBA's General Login System (GLS)
 - Obtaining and providing a copy of the third party certification
 - Completing the WOSB/EDWOSB program certification form
 - Submitting certain corporate documents to the WOSB program repository
 - Submitting other documents as requested
 - Representing WOSB status in SAM



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Repository, Mistakes & Misrepresentation

About the WOSB Repository

Repository, Mistakes & Misrepresentation

- WOSB repository is an important tool
- Houses documents submitted by EDWOSBs and WOSBs – validating eligibility in the WOSB program
- Secure, web-based environment
- Contracting officers access the repository to review WOSB documentation – validating eligibility prior to contract award

Learn more... [View Compliance Guide](#)



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Avoid Common Mistakes

Repository, Mistakes & Misrepresentation

- DUNS and EIN numbers in the GLS registration form should match exactly what is recorded in the firm's SAM profile
- GLS registration form should be fully completed, including the 4 digit Zip Code extension
- Use the Microsoft Explorer browser to access GLS and upload documents
- Upload only what is requested and required
- Use low resolution when scanning documents
- Personal financial statement data should match tax records



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Misrepresentation to the SBA

Repository, Mistakes & Misrepresentation

- Integrity of the WOSB program is critically important to the SBA
- Any firm found to misrepresent itself as a WOSB could be subject to criminal penalties and debarment from federal contracting



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Resources and Tools

Key Resources

Resources and Tools

Resources & Tools	Resources & Tools
WOSB Compliance Guide	13 CFR – Part 127
WOSB Certification Form WOSB EDWOSB	WOSB FAQs
Approved Third Party Certifiers	Procurement Technical Assistance Centers (PTAC)
WOSB Applicable NAICS codes	SBA Size Standards
GLS Registration	SBA District Offices



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Key Resources (cont)

Resources and Tools

Resources & Tools	Resources & Tools
Women's Business Centers	Office of Women's Business Ownership
WOSB information (SBA Website)	Small Business Development Centers (SBDC)
SCORE	



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Women's Business Centers

Resources and Tools

The screenshot shows the SBA.gov website with the following content:

- Header:** SBA.GOV U.S. Small Business Administration. Search bar for Federal, State & Local. Navigation links: About SBA | Contact SBA | Community | Email Updates.
- Menu:** Starting & Managing a Business, Loans & Grants, Contracting, Counseling & Training (highlighted), SBA Direct, For Lenders.
- Breadcrumbs:** Home > Counseling & Training > Local Counseling & Training > Women's Business Centers.
- Left Sidebar:**
 - Counseling & Training**
 - Online Small Business Training
 - Local Counseling & Training
 - Find A Local SBA Office
 - Small Business Development Centers (SBDCs)
 - SCORE
 - Women's Business Centers**
 - Veterans Business Outreach Centers
 - U.S. Export Assistance Centers
 - Procurement Technical Assistance Centers (PTACs)
- Main Content:**
 - Women's Business Centers**
 - Women's Business Centers (WBCs) represent a national network of nearly 100 educational centers designed to assist women start and grow small businesses. WBCs operate with the mission to "level the playing field" for women entrepreneurs, who still face unique obstacles in the world of business.
 - Through the management and technical assistance provided by the WBCs, entrepreneurs (especially women who are economically or socially disadvantaged) are offered comprehensive training and counseling on a variety of topics in many languages to help them start and grow their own businesses.
 - Find the Women's Business Center nearest you or visit the SBA Office of Women's Business Ownership to learn more about their program and how they can help your business.
 - Related Articles:** Women's Business Resources, Women Owned Businesses
 - Was this article helpful? 656 votes. Like 1
- Right Sidebar:**
 - SBADirect**: The answers you need start here. Local Counseling & Training, Online Small Business Training, Finding a Mentor. Your Business ZIP Code [Go]
 - Join the Community!** (Yellow button)
 - Most Visited Articles In: Counseling & Training**
 - Online Courses for Starting Your Business
 - Online Courses for Managing Your Business
 - Government Contracting Classroom

[Office of Women's Business Ownership](#)

[Women's Business Centers](#)



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Contact Us...

Resources and Tools

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

WOSB Questions

1-800 U-ASK-SBA (1-800-827-5722)

WOSB@sba.gov



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