

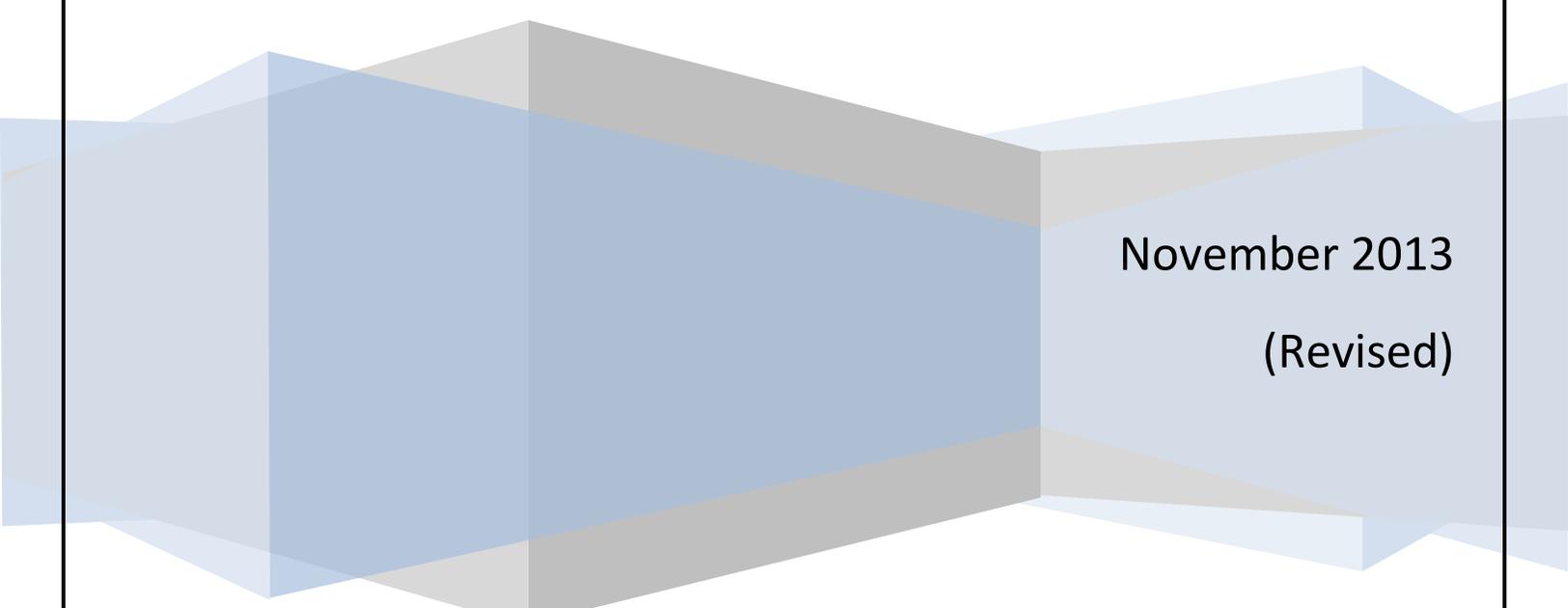
U.S. Small Business Administration

Office of Government Contracting and Business Development

Supplemental Workbook

Women Owned Small Business Program (WOSB)

A Primer for Contracting Officers



November 2013

(Revised)

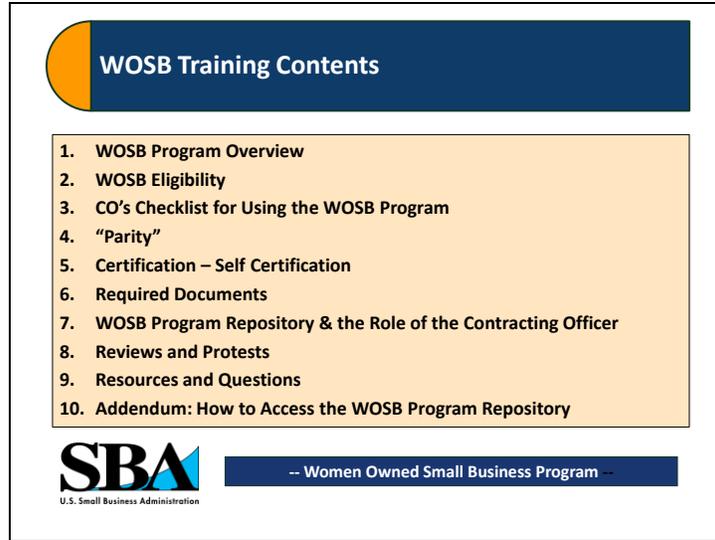
Slide 1



This is about increasing contract opportunities for women owned small businesses.

Welcome to SBA's training module about the Women Owned Small Business Program. It is a training program designed for contracting officers and others interested in the WOSB program.

NOTE: *This supplemental workbook tracks the slides and narrative contained in the online training program, Women Owned Small Business Program – A Primer for Contracting Officers. The online version of the training program, with audio can be accessed at: www.sba.gov/qcclassroom. For the convenience of users, all hyperlinks contained in the copied slides are included as links at the end of the workbook.*



The slide features a dark blue header with the text "WOSB Training Contents" in white. Below the header is a list of ten items on a light orange background. At the bottom left is the SBA logo, and at the bottom right is a dark blue box with the text "-- Women Owned Small Business Program --" in white.

WOSB Training Contents

1. WOSB Program Overview
2. WOSB Eligibility
3. CO's Checklist for Using the WOSB Program
4. "Parity"
5. Certification – Self Certification
6. Required Documents
7. WOSB Program Repository & the Role of the Contracting Officer
8. Reviews and Protests
9. Resources and Questions
10. Addendum: How to Access the WOSB Program Repository

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-- Women Owned Small Business Program --

This training program covers ten key topic areas and is designed to be a helpful resource for contracting officers. The course is indexed and structured so that any section of the course can be easily accessed at any time.

Notes

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

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The WOSB Advantage

-- Women Owned Small Business Program --

The Small Business Act now authorizes federal contracting officers to set aside certain contracting requirements for women-owned small businesses or economically disadvantaged women-owned small businesses. This provision of the law is known as the Women-Owned Small Business Federal Contract Program or simply, the WOSB program.

The new program creates contract opportunities for women entrepreneurs.

This training guide provides an overview of WOSB program requirements, including the role and responsibilities of contracting officers with respect to the program.

Notes

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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-- Women Owned Small Business Program --

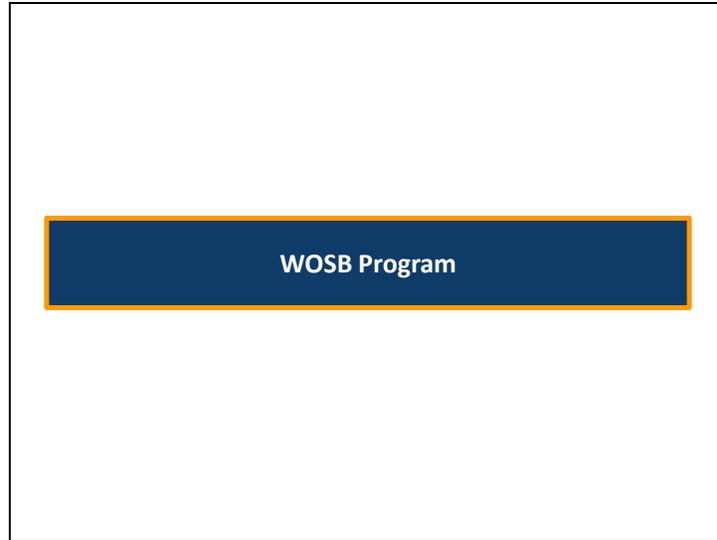
The program is designed to help more women owned small businesses win federal contracts. It is also intended to help federal agencies to meet contracting goals for women owned small businesses.

That is, in accordance with legislatively established government-wide contracting goals, federal agencies are suppose to award at least 5% of all prime contract dollars awarded each year to women-owned small businesses. This program helps agencies achieve the women’s contracting goal.

Prior to the implementation of this program, contracting officers did not have a specific authority to set-aside acquisitions for women owned small businesses or economically disadvantaged women owned small businesses. Without a specific set-aside, agencies were having difficulty meeting the women’s contracting goal.

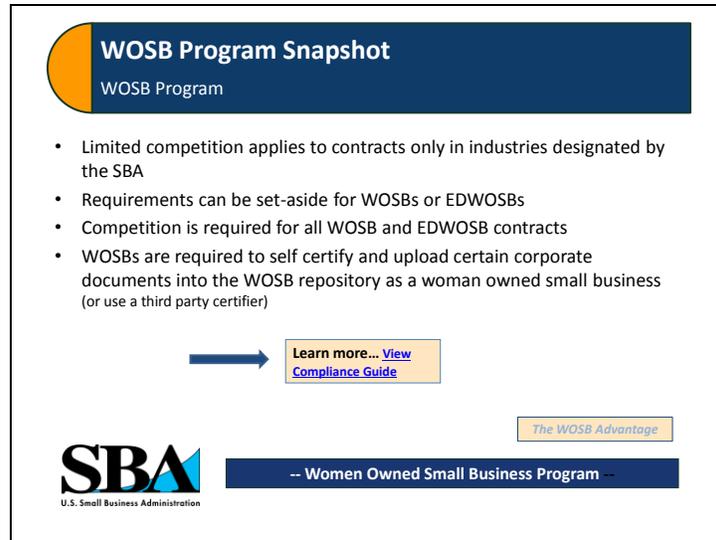
Accordingly, a key purpose of this program is to help agencies meet the 5 percent women’s contracting goal and ensure a level playing field on which women owned small businesses can compete for federal contracting opportunities.

Slide 5



The WOSB program.

Notes



WOSB Program Snapshot
WOSB Program

- Limited competition applies to contracts only in industries designated by the SBA
- Requirements can be set-aside for WOSBs or EDWOSBs
- Competition is required for all WOSB and EDWOSB contracts
- WOSBs are required to self certify and upload certain corporate documents into the WOSB repository as a woman owned small business (or use a third party certifier)

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

The WOSB Advantage

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-- Women Owned Small Business Program --

The WOSB program can open new doors for women entrepreneurs.

However, not all contract opportunities are eligible and there are limitations. The women-owned small business program is defined by several key tenets: the program applies only to contracts in designated industries; requirements can only be set-aside for WOSBs or EDWOSBs; competition is required for WOSB and EDWOSB contract awards; and, participating women-owned small businesses are required to self certify, or optionally use a third party certifier.

Each of these provisions is discussed in the following.

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
- Over 300 six-digit industry codes are eligible

View designated industries by applicable NAICS codes

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

The WOSB Advantage



-- Women Owned Small Business Program --

Only contract requirements in industries designated by the SBA as underrepresented or substantially underrepresented are eligible for set asides under the women’s program.

Use the hyperlink to view eligible industries by applicable NAICS codes. Remember, and this is important, only designated industries are eligible for the WOSB program. Some industries – those designated as substantially underrepresented -- are eligible for women owned small business set-asides and others -- designated as just underrepresented -- are eligible for economically disadvantaged women owned small business set-asides.

Notes

Set-asides – WOSB
WOSB Program

- A contracting officer may set-aside a requirement for women owned small business (WOSB) if:
 - The NAICS code assigned to the solicitation, invitation for bid, or quote is in an industry in which SBA has designated that WOSBs are substantially underrepresented
 - Rule of two applies
 - Contract can be awarded at a fair and reasonable price

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-- Women Owned Small Business Program --

A contracting officer may set-aside a requirement for women owned small businesses if:

- the NAICS code assigned to the solicitation, invitation for bid, or quote is in an industry in which SBA has designated that WOSBs are substantially underrepresented;
- the contracting officer has a reasonable expectation that two or more WOSBs will submit offers; and,
- in the estimation of the contracting officer, the contract can be awarded at a fair and reasonable price.

Set-asides – EDWOSB
WOSB Program

- A contracting officer may set-aside a requirement for economically disadvantaged women owned small businesses (EDWOSB) if:
 - The NAICS code assigned to the solicitation, invitation for bid, or quote is in an industry in which SBA has designated that WOSBs are underrepresented
 - Rule of two applies
 - Contract can be awarded at a fair and reasonable price

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The WOSB Advantage

-- Women Owned Small Business Program --

A contracting officer may set-aside a requirement for economically disadvantaged women owned small businesses if:

- the NAICS code assigned to the solicitation, invitation for bid, or quote is in an industry in which SBA has designated that WOSBs are underrepresented;
- the contracting officer has a reasonable expectation that two or more WOSBs will submit offers; and,
- in the estimation of the contracting officer, the contract can be awarded at a fair and reasonable price.

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 May 7, 2013, removed “caps” on contract amounts under the WOSB program

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-- Women Owned Small Business Program --

When the WOSB program was first established, there were restrictions on the dollar amounts for contracts eligible under the program. These limitations or “caps” on contract amounts were removed, effective May 7, 2013, as a result of amendments in the National Defense Authorization Act of 2013.

Notes

Competition is Required
WOSB Program

- Competition is required
- Sole source awards are not authorized



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The WOSB program requires competition. Sole source awards are not authorized.

Simply put, all contract awards under the WOSB program are required to be executed in a competitive manner.

WOSBs -- Required to Self Certify (or use third party certifier option) WOSB Program

- Self certification
- Third party certification (option)

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-- Women Owned Small Business Program --

Women business owners participating in the WOSB program are required to self certify – with documentation, or optionally use a third party certifier.

Contracting officers are required to verify that the apparent successful offeror -- participating in a WOSB set-aside, prior to the award of the contract -- has filed proper documentation in the WOSB repository. This is an important aspect of the WOSB program. Self certification and contractor officer review of documentation are both further explained later in the training program.

Notes

Important Clarification
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

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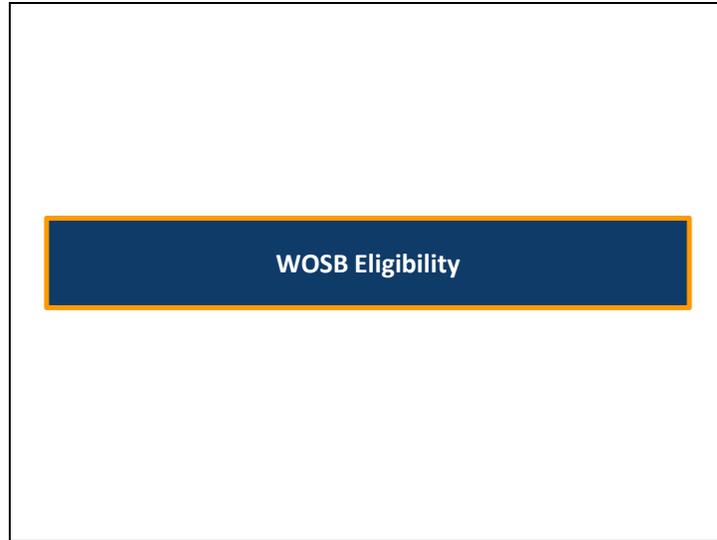
The WOSB Advantage
-- Women Owned Small Business Program --

The WOSB program is not an SBA certification program. That is, SBA does not certify companies into the WOSB program, like it does for the 8(a) Business Development or HUBZone programs.

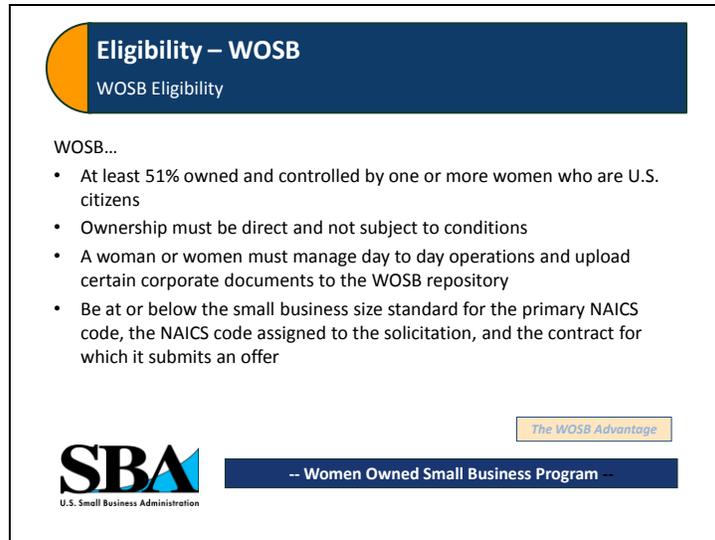
The WOSB program is a hybrid certification program. A business is required to self-certify – with documentation, or as an option, be certified by a third party certifier, approved by the SBA. This is an important clarification. SBA does not certify firms into the WOSB program, nor does it provide any formal notification regarding certification.

Notes

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WOSB program eligibility.



Eligibility – WOSB
WOSB Eligibility

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 upload certain corporate documents to the WOSB repository
- 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

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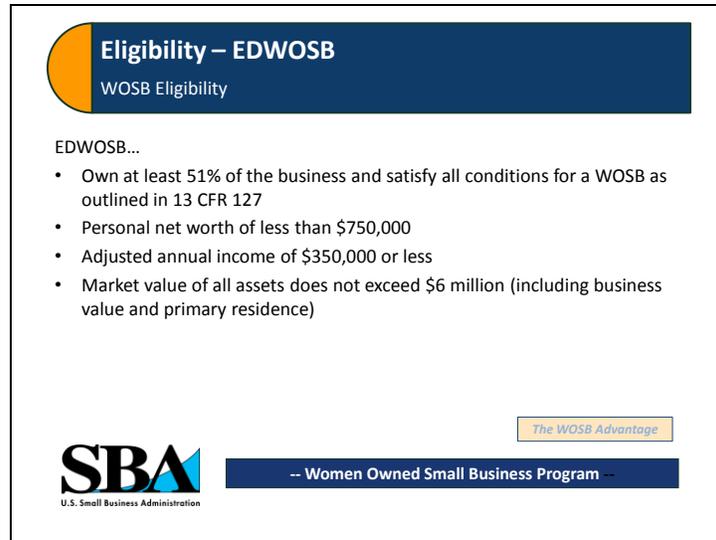
-- Women Owned Small Business Program --

Only women-owned small 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.

In addition, the business must 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.

Notes



Eligibility – EDWOSB
WOSB Eligibility

EDWOSB...

- Own at least 51% of the business and satisfy all conditions for a WOSB as outlined in 13 CFR 127
- 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)

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The WOSB Advantage

-- Women Owned Small Business Program --

An economically disadvantaged woman-owned small business must own at least 51% of the business and satisfy all conditions for a WOSB. In addition, a woman is economically disadvantaged if she has a personal net worth of less than \$750,000, her adjusted gross annual income – averaged over three years -- does not exceed \$350,000 and the fair market value of all of her assets does not exceed \$6 million.

Joint Ventures
WOSB Eligibility

- 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

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A WOSB or EDWOSB may submit an offer as a joint venture with another small business, if certain requirements are met.

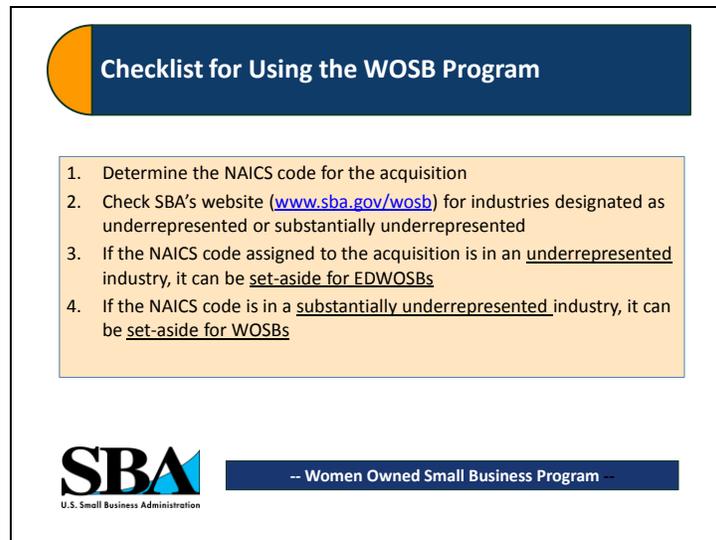
These requirements are:

- the combined annual receipts or number of employees for the joint venture must be applicable with the NAICS code assigned to the contract;
- the WOSB or EDWOSB must manage the joint venture and be responsible for the performance of the contract, and must receive at least 51% of the profits;
- the joint venture agreement must be in writing; and,
- finally, the joint venture must meet subcontracting limitations.

Slide 18



Contracting officer's checklist for using the WOSB program.



The slide features a dark blue header with an orange semi-circle on the left and the title "Checklist for Using the WOSB Program" in white. Below the header is a light orange box containing a four-step checklist. At the bottom left is the SBA logo, and at the bottom right is a dark blue bar with the text "-- Women Owned Small Business Program --" in white.

Checklist for Using the WOSB Program

1. Determine the NAICS code for the acquisition
2. Check SBA's website (www.sba.gov/wosb) for industries designated as underrepresented or substantially underrepresented
3. If the NAICS code assigned to the acquisition is in an underrepresented industry, it can be set-aside for EDWOSBs
4. If the NAICS code is in a substantially underrepresented industry, it can be set-aside for WOSBs

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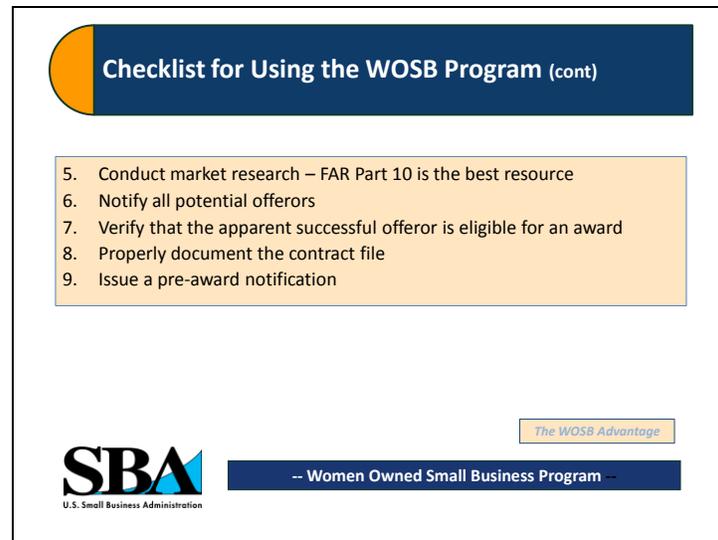
To help contracting officers determine if using the WOSB program is an appropriate choice – this is a quick list of guidelines, or checklist.

First, determine the NAICS code for the acquisition.

Then, check SBA's website for industries designated as underrepresented or substantially underrepresented.

If the NAICS code assigned to the acquisition is in an underrepresented industry, it can be set-aside for EDWOSBs.

If the NAICS code is in a substantially underrepresented industry, it can be set-aside for WOSBs. In both cases, WOSBs or EDWOSBs, the set-aside is predicated on market research.



Checklist for Using the WOSB Program (cont)

5. Conduct market research – FAR Part 10 is the best resource
6. Notify all potential offerors
7. Verify that the apparent successful offeror is eligible for an award
8. Properly document the contract file
9. Issue a pre-award notification

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The WOSB Advantage

-- Women Owned Small Business Program --

As with most pre-contract awards, market research is important. FAR Part 10 outlines how market research can be best conducted.

If you decide to do a WOSB or EDWOSB award, make certain that you notify potential offerors in the solicitation.

You must also verify that the apparent successful offeror is eligible for an award. To do this, you would check the WOSB program repository to make certain that all required documents – pertaining to WOSB certification – have been submitted.

In addition, you must properly document the file. This important step includes: outlining the market research you conducted, and validating that the NAICS code for the award is designated by the SBA as underrepresented if for a EDWOSB set-aside or substantially underrepresented if for a WOSB award.

And finally, according to FAR Part 15.503, you must provide pre-award notification to unsuccessful offerors.

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Parity and the WOSB program.

The Question of Parity
Parity

- Regarding parity, all small business programs are equal...
- SBA's current regulations provide contracting officers with discretion to utilize *either* the 8(a) BD, SDVO SBC, HUBZone or WOSB programs – before the traditional small business set-aside

  -- Women Owned Small Business Program --

Parity is the term that is used to describe which small business program can be used for an acquisition. All small business programs – with regards to parity – are equal.

SBA's current regulations provide contracting officers with the discretion to utilize either the 8(a) Business Development, service disabled veteran owned small business, HUBZone, or WOSB Programs, before the traditional small business set-aside -- depending on the acquisition history, dollar value of the contract, results of the market research, programmatic needs specific to the procuring agency, and the need to meet the agency's goals.



Acquisitions Exceeding \$3,000 (but less than \$150,000)
Parity

Procurements valued from \$3,000 to \$150,000

1. Consider WOSB/EDWOSB or 8(a) BD or SDVO SBC or HUBZone – before traditional small business set-aside
2. Full and open competition (not a small business set-aside)

Note: there are other preferences for FPI, JWOD organizations, GSA Schedules, etc. that are priorities before open market procurement options

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For small acquisition threshold purchases, acquisitions exceeding \$3,000, but less than \$150,000, the contracting officer must consider the 8(a) BD, service disabled veteran owned small business, HUBZone, or WOSB Programs, **before using the traditional small business set-aside program.**

For Acquisitions Over \$150,000
Parity

Procurements valued over \$150,000	
1.	Consider WOSB/EDWOSB or 8(a) BD or SDVO SBC or HUBZone
2.	Small business set-aside
3.	Full and open competition (not a small business set-aside)

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-- Women Owned Small Business Program --

For acquisitions over \$150,000, contracting officers must first consider the 8(a) BD, service disabled veteran owned small business, HUBZone, or WOSB Programs, before using the traditional small business set-aside program. If the first two options are not doable, the contracting officer can use a full and open competition approach, that is unrestricted for small businesses.

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WOSB certification.

Notes

Self Certification (or use an optional third party certifier)
Certification

- WOSBs or EDWOSBs can self certify and upload certain corporate documents to the WOSB repository or use an optional SBA approved third party certifier

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There are two ways a woman owned business can certify for the WOSB program --- self certification with supporting documentation uploaded to the WOSB repository or by using an optional third party certifier with documentation.



Self Certification
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 or EDWOSB status in SAM

To self certify, a woman-owned small business or economically disadvantaged woman-owned small business must complete several steps:

The self-certifying firm must first, register in the System for Award Management; access SBA’s General Login System (GLS); complete the WOSB/EDWOSB program certification form; submit documents to the WOSB program repository; submit other documents as requested; and finally, represent the firm’s WOSB or EDWOSB status in SAM.

Notes

Third Party Certification
Certification

- Third party certification is an optional approach
- WOSBs or EDWOSBs can use a third party certifier
- Must use a national certifying entity that is approved by the SBA

View approved third party certifiers...
www.sba.gov/wosb

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Third party certification is an optional approach. A WOSB or EDWOSB can use a third party certifier to achieve WOSB certification.

A third party certifier is a national certifying entity approved by the Small Business Administration to provide certifications of WOSBs or EDWOSBs. SBA maintains a list of approved third party certifiers on its Website.

At present, there are **four approved third party certifiers**.

Third Party Certification (Cont)
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 documents to the WOSB program repository
 - Submitting other documents as requested
 - Representing WOSB or EDWOSB status in SAM

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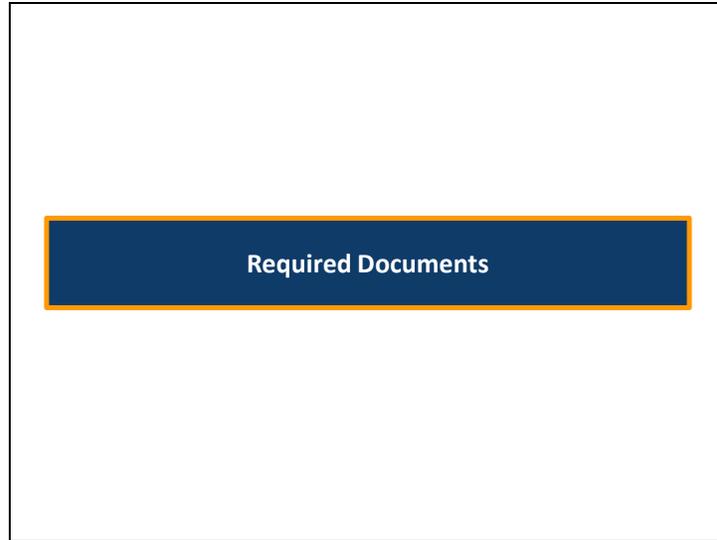
-- Women Owned Small Business Program --

If a WOSB or EDWOSB engages or receives a third party certification from an approved certifier, it is required to complete or facilitate several of the same steps as if the firm was self-certifying.

That is, the firm must still register in SAM; it must gain access to SBA’s General Login System; it must complete the WOSB or EDWOSB program certification form; it must obtain and provide a copy of the third party certification from the approved certifier; and it – not the third party certifier -- is required to upload all noted documents to the WOSB program repository. The firm must also have registered itself in SAM as a WOSB or EDWOSB.

Once a firm self certifies and uploads required documentation to the WOSB repository or uses a third party certifier and uploads required documentation to the repository, it will not receive any formal notification from the SBA.

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Required documentation.

Notes



Required Documents -- Self Certification
Required Documents

- WOSB /EDWOSB Program Certification form
- Copies of birth certificates, naturalization papers, or unexpired passports for owners who are women
- Copy of the joint venture agreement, if applicable
- Personal financial statement(s) for EDWOSBs
- **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

To self certify in the WOSB program, a firm is required to upload a number of supporting documents to the WOSB Program Repository. This is an important step in the certification process and an aspect of the program where contracting officers play a critical role.

By statute, documents verifying a WOSB's or EDWOSB's eligibility must be sent to the contracting officer. Rather than have documents sent directly to contracting officers, SBA has created a document warehouse, the WOSB program repository. Documents in the repository can only be accessed by the respective WOSB, SBA and the contracting officer – only if and when the WOSB firm authorizes the contracting officer to view the documents.

For firms that self certify, the contracting officer should look for the following required documents:

- The WOSB or EDWOSB Program Certification form;
- Copies of birth certificates, naturalization papers, or unexpired passports for owners who are women;
- A copy of the joint venture agreement, if applicable;
- **For limited liability companies:**
 - Articles of organization and any amendments; any operating agreements, 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 fictitious name -- or doing business as – certificate.

Required Documents – *Third Party Certification*

Required Documents

- **Third Party Certification**
- WOSB /EDWOSB Program Certification form
- 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

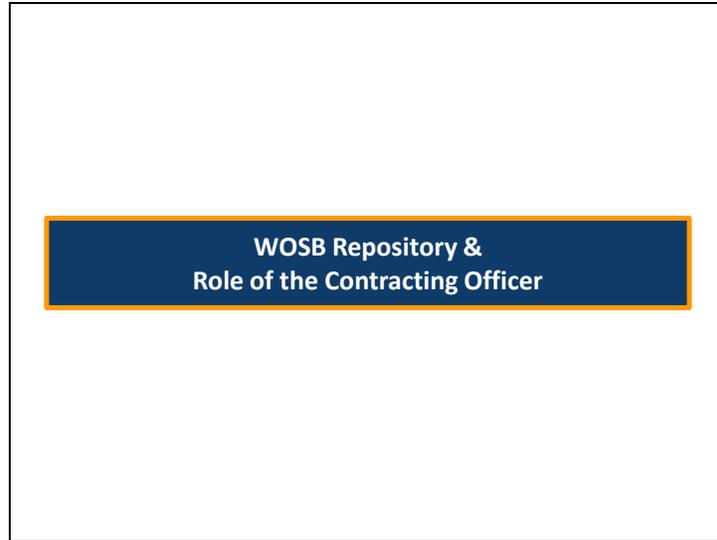


-- Women Owned Small Business Program --

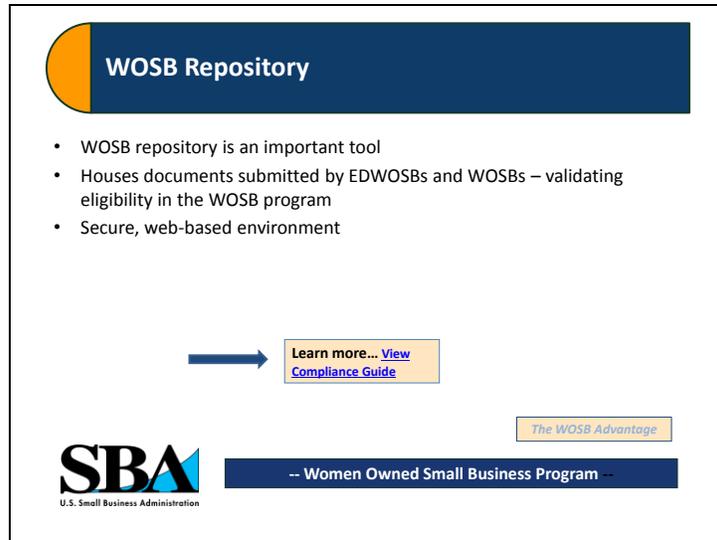
If a firm uses an approved third party certifier, much of the same documentation is required to be uploaded to the WOSB Program Repository – including a personal financial statement for each woman claiming economic disadvantage. However, a key difference is that the firm would also be required to provide and upload a copy of the third party certification.

Notes

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The WOSB repository and the role of the contracting officer.



WOSB Repository

- WOSB repository is an important tool
- Houses documents submitted by EDWOSBs and WOSBs – validating eligibility in the WOSB program
- Secure, web-based environment

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Again, the WOSB program repository is an important tool that plays a critical role in the WOSB certification process. It is a document repository maintained by SBA to house documents submitted by EDWOSBs and WOSBs – supporting the firm’s eligibility in the WOSB program.

The repository is a secure, web-based environment that is accessible to individual WOSBs and EDWOSBs, applicable contracting officers and the SBA.

Notes

Role of the Contracting Officer – WOSB Program
Repository

- Contracting officers are required to access the WOSB repository
- Apparent successful offerors provide contracting officers access to their documentation in the repository
- Contracting officers review required WOSB documentation

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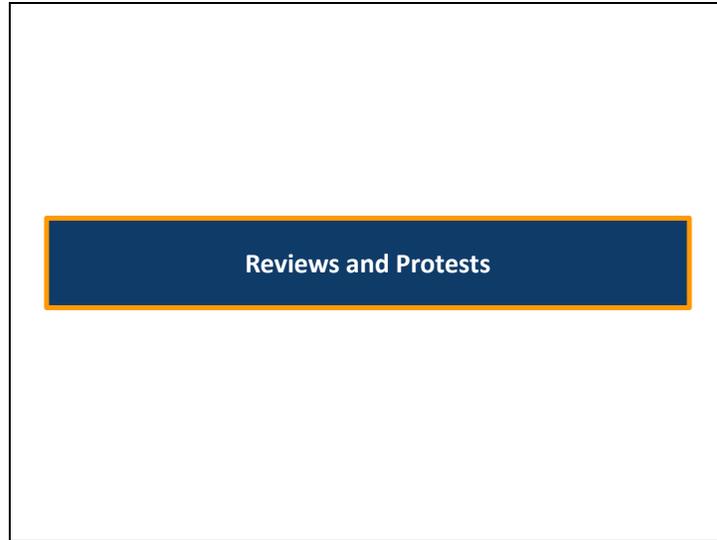
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Contracting officers, prior to the award of a contract under the WOSB program, are required to access the repository to review the documentation submitted by the apparent successful offeror. The apparent successful offeror is required to provide the contracting officer access to its documentation in the WOSB repository.

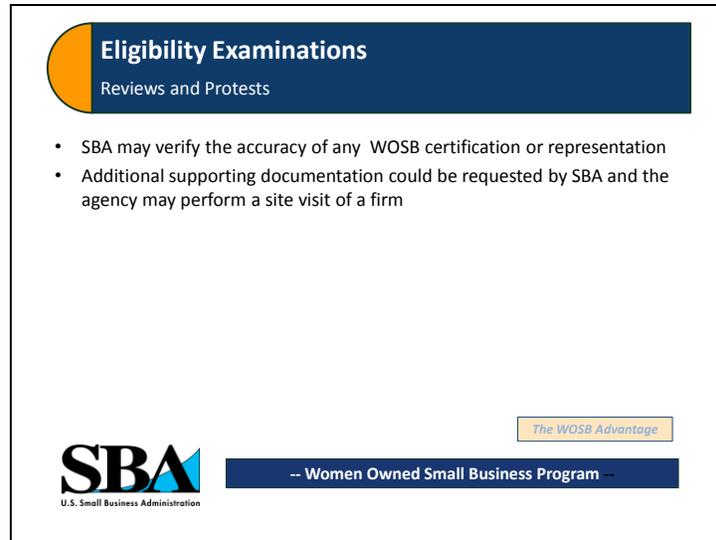
This is an important role of the contracting officer. The WOSB required documents identified in the prior section are to be reviewed – prior to an award under the WOSB program – by the contracting officer.

Slide 36



Reviews and protests.

Notes



Eligibility Examinations
Reviews and Protests

- SBA may verify the accuracy of any WOSB certification or representation
- Additional supporting documentation could be requested by SBA and the agency may perform a site visit of a firm

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The WOSB Advantage

-- Women Owned Small Business Program --

SBA is committed to ensuring that only eligible WOSBs benefit from the WOSB program. That said, it will use eligibility examinations as a tool to ensure compliance. It will also use the protest mechanism as a way to ensure compliance.

SBA may conduct reviews of firms who have self certified or who have used third party certifiers to participate in the WOSB program. An eligibility review will include an evaluation by SBA of the documents uploaded by a firm into the WOSB repository. The agency may also request additional supporting documents and it may perform a site visit of the firm.

Protests
Reviews and Protests

- SBA may investigate the accuracy of any WOSB certification or representation
- Only an interested party, SBA or the contracting officer can submit a protest

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

SBA
U.S. Small Business Administration

The WOSB Advantage

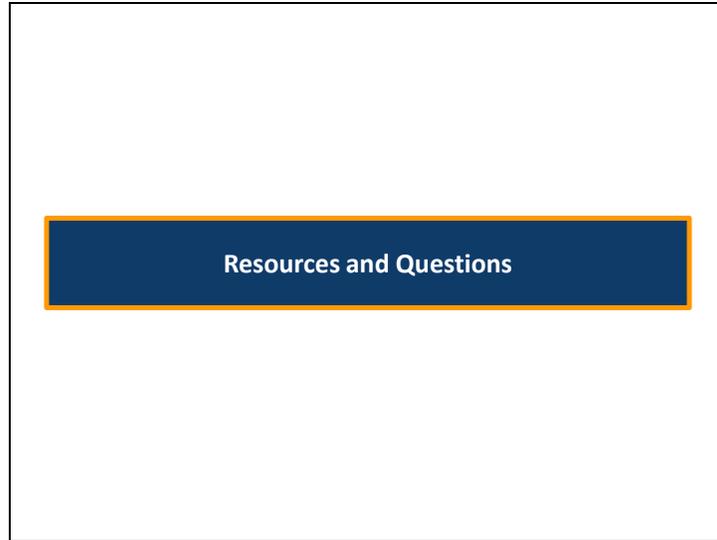
-- Women Owned Small Business Program --

SBA may investigate the accuracy of any certification or representation made as it relates to a specific WOSB or EDWOSB set-aside.

Only an interested party, SBA or the contracting officer may submit a protest – regarding a WOSB or EDWOSB award. A protest must be submitted to the contracting officer within a certain timeframe and can only protest the ownership, control and economic disadvantage requirements surrounding a specific WOSB or EDWOSB.

SBA reviews each protest and makes a final decision, which may be appealed to the Office of Hearings and Appeal.

Slide 39



Resources and tools.

Notes

Resources & Tools

Resources and Questions

Resources & Tools	Resources & Tools
Contracting Officer's WOSB Compliance Guide	13 CFR – Part 127
WOSB Certification Form WOSB EDWOSB	GLS Registration
Approved Third Party Certifiers	Procurement Technical Assistance Centers (PTAC)
WOSB Applicable NAICS codes	SBA Size Standards
WOSB information (SBA Website)	Small Business Development Centers (SBDC)



-- Women Owned Small Business Program --

There are numerous resources and tools to help contracting officers better understand and use the WOSB program.

Resources & Tools

Resources and Questions

Resources & Tools	Resources & Tools
Women's Business Centers	SBA District Offices
SCORE	

  -- Women Owned Small Business Program --

Use these resources and tools to assist you.

Notes



Contact Us....

- 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

SBA
U.S. Small Business Administration

The WOSB Advantage

-- Women Owned Small Business Program --

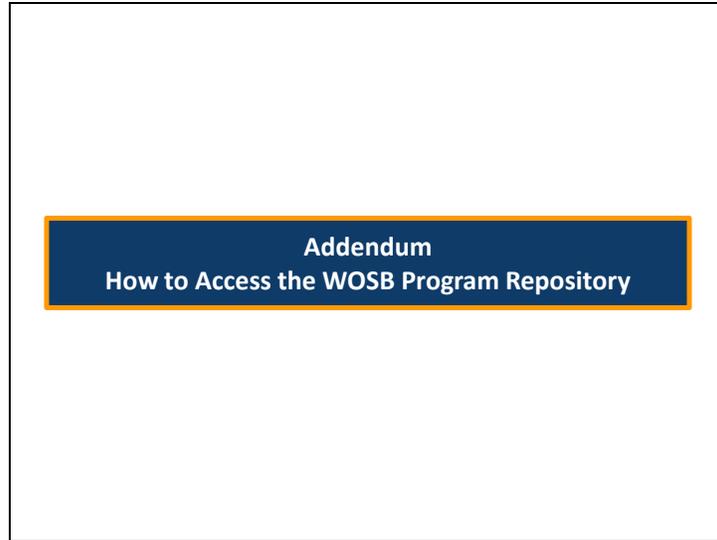
Thank you for taking the time to learn about the WOSB program. Much information has been discussed and we hope it is helpful. Most importantly, we hope you use the WOSB program.

Please contact us with any questions you may have about the program.

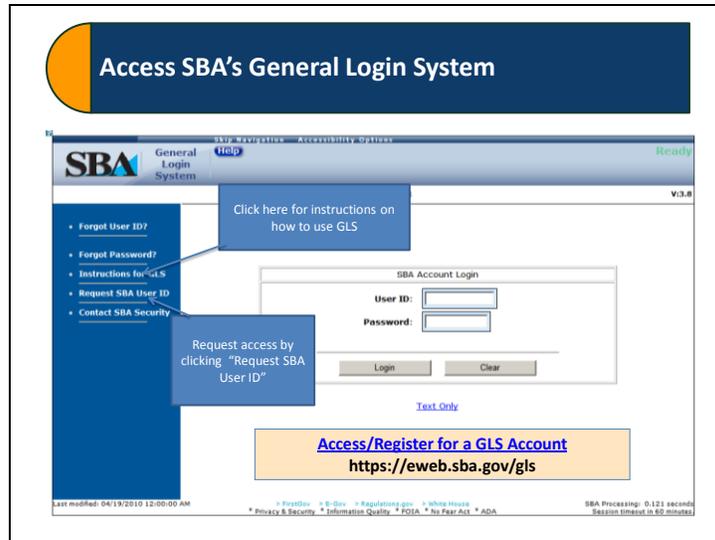
Also, included in the following slides as an addendum, is a step-by-step description of how to access and use the WOSB repository.

Thank you.

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Addendum. How to access the WOSB program repository.



The first thing you need to do is access SBA's General Login System, more commonly known as GLS. A hyperlink to the GLS login page is included here for your convenience.

Register for a GLS Account

SBA General Login System [Help](#) [Skip Navigation](#) [Accessibility Options](#)

[Create your own user ID](#)

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: UNITED STATES

Zip+4 Code: **Must click Zip look up to autofill State**

Street 1:

Last modified: 11/09/2010 12:00:00 AM

[Privacy & Security](#) [Information Quality](#) [FOIA](#) [No Fear Act](#) [ADA](#)

SBA Processing: 0.858 second
Session timeout in 59 minutes

If you do not already have a GLS account, you must register for an account. Fill in all of the blue highlighted fields.

Register for a GLS Account (cont)

SBAGeneral Login System

Phone Number: (Country) (Area Code) (Phone Number) (Extension)
(US is 1) (999-9999)

E-Mail Address:
Re-enter E-Mail:

Federal Agency Information

Are you a Federal Employee?: NO Yes

Select Agency:

Select Job Title:

Select your Agency, make sure "Contracting Officer" is selected and then click "Submit"

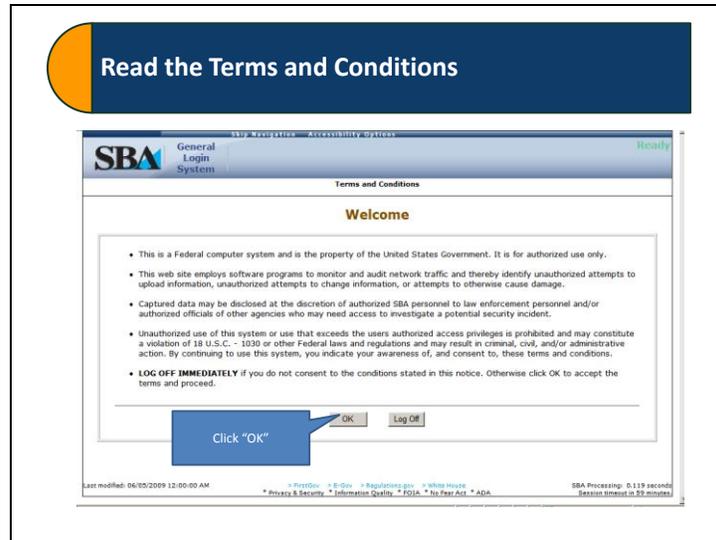
An e-mail will be sent to you with a temporary password so you can login. After you enter the temporary password, you will be prompted to create a new permanent password.

Make certain that you complete all of the fields and that you identify your job as, "contracting officer."

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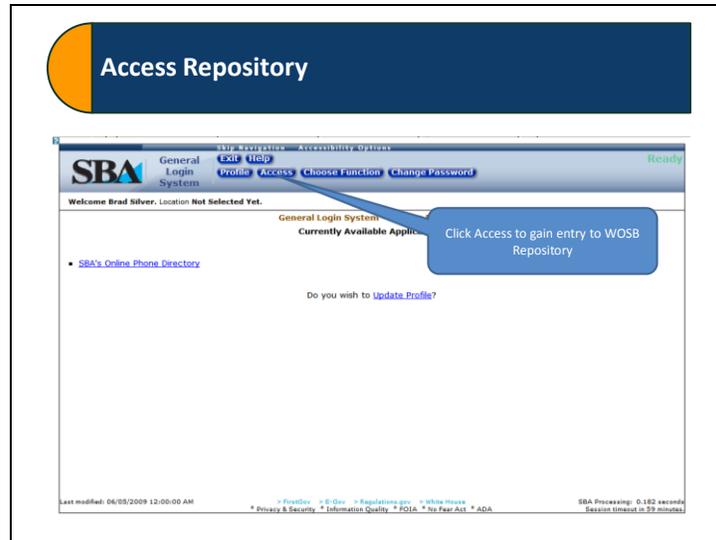


Once you have a user ID and password, log into GLS.

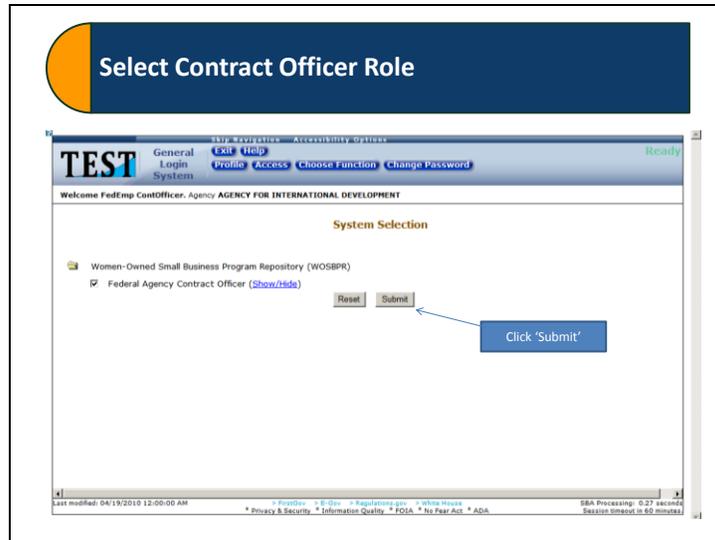


Read the Terms and Conditions and click OK.

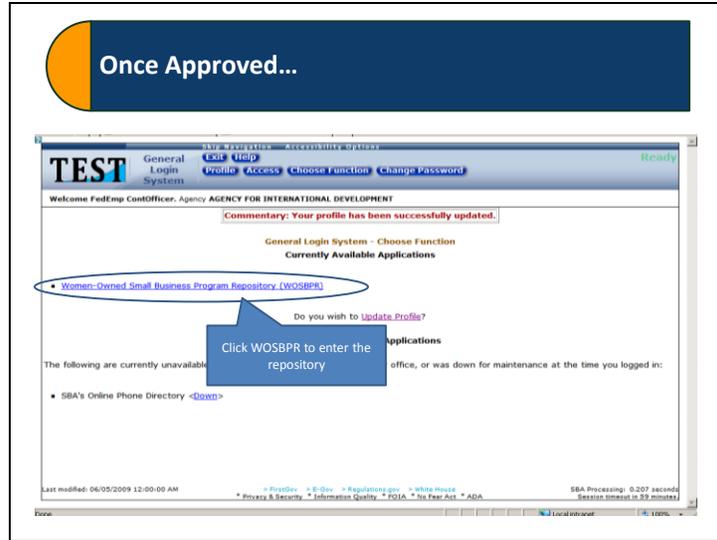
Slide 49



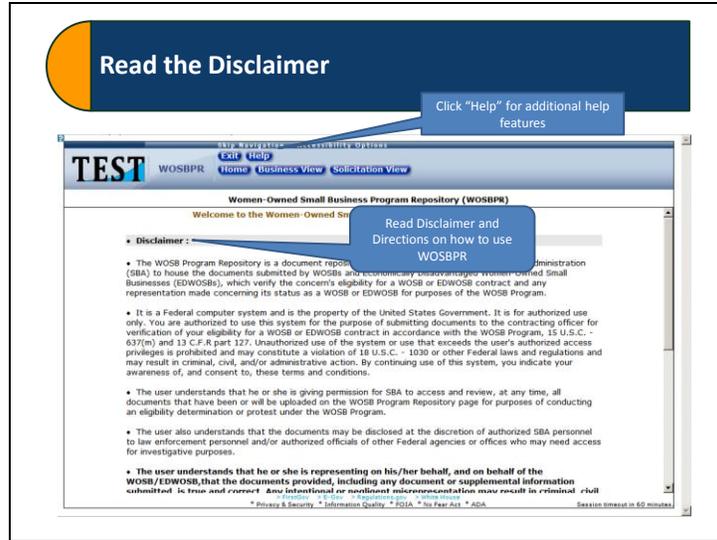
Once in GLS, Click on the Access Button to gain entry to the Women Owned Small Business (WOSB) Repository.



Select the Federal Agency Contract Officer role for the WOSB Repository.



After SBA approves your access, the WOSB repository will be listed as one of your currently available applications.



Once you are in the WOSB Repository, read the disclaimer.

How to View a Firms Uploaded Documents

The screenshot shows a web application interface for 'ContOfficer, FedEmp II Agency: AGENCY FOR INTERNATIONAL DEVELOPMENT'. The page title is 'Business View (File Status Summary)'. A table displays the following data:

Business	Valid File Uploaded	Incorrect File Type	Corrupt File	File Exceeds Size Limit
OFTI MANUFACTURING CORP. [Duns : 66660004]	90	22	12	0
SUPPORT SERVICES OF AMERICA INC [Duns : 000]	16	5	4	0

Callout boxes provide instructions: 'Click on Business View to see a list of firms that have granted you access' points to the 'Business View' link in the navigation bar. 'Click on a business name to see their uploaded documents' points to the business names in the table. A 'NOTE' box states: 'NOTE - if you have not yet been authorized by any firms, you will not see anything on this page'.

To view a firm’s uploaded documents, click on Business View to see a list of firms who have granted you access. Then, click on a firm’s business name to see its uploaded documents.

How to View a Firms Uploaded Documents

The screenshot shows a web interface for 'ContOfficer, FedEmp || Agency: AGENCY FOR INTERNATIONAL DEVELOPMENT'. It features a search result table with columns: Document, Document Type, Sourced Zip, and Uploaded Date. A 'File Download' dialog box is open, asking 'Do you want to open or save this file?' with fields for Name (Admin1.pdf), Type (Adobe Acrobat Document), and From (enr.sba.gov). A callout bubble points to the document list with the text 'Click on any document to download and view'.

Document	Document Type	Sourced Zip	Uploaded Date
Admin1.pdf	Stock ledger	WOSB_Admin_Good.zip	Nov-11-2010 [9:38:49]
Admin2.pdf		Admin_Good.zip	Nov-11-2010 [9:38:49]
Admin3.pdf		st_Files.zip	Dec-03-2010 [14:41:56]
Admin3.pdf		Admin_Good.zip	Nov-11-2010 [9:38:49]
Admin3.pdf		st_Files.zip	Dec-03-2010 [14:41:57]
Admin6.pdf			Nov-11-2010 [9:38:49]
Admin6.pdf		Admin_Bad.zip	Nov-11-2010 [9:38:50]
Admin6.pdf		st_Files.zip	Dec-03-2010 [14:41:57]
Admin7.pdf		Admin_Bad.zip	Nov-11-2010 [9:38:49]

You can then click on any document to download and view.

How to Use the Solicitation View

The screenshot shows a web interface for the WOSBPR system. At the top, there is a navigation bar with links for 'Exit' and 'Help'. Below this, the page title is 'TEST WOSBPR Home Business View Solicitation View'. The main content area displays the text 'ContOfficer, FedEmp || Agency: AGENCY FOR INTERNATIONAL DEVELOPMENT' and 'Solicitation View (Authorized Document)'. A callout box points to the 'Solicitation View' link in the navigation bar, containing the text: 'You may also view firms by searching solicitations. Click "Solicitation View" to see solicitations.' Below the callout, a list of solicitation numbers is shown:

- [Solicitation Number: 1111111](#)
- [Solicitation Number: 11112255](#)
- [Solicitation Number: 122456789](#)
- [Solicitation Number: ABC-123-DoB&M](#)
- [Solicitation Number: ABC-234-REQ](#)
- [Solicitation Number: ABC-234-REQ](#)
- [Solicitation Number: SOL-123-088](#)
- [Solicitation Number: TRFW-55634-REQ](#)

At the bottom of the page, there is a footer with links for 'Privacy & Security', 'Information Quality', 'FOIA', 'Site Feedback', and 'ADA', along with a 'Session timeout in 60 minutes' warning.

You may also view firms by searching solicitations. Click on Solicitation View to see the solicitations.

How to Use the Solicitation View

TEST WOSBPR Home Business View Solicitation View

ContOfficer, FedEmp | Agency: AGENCY FOR INTERNATIONAL DEVELOPMENT

Solicitation View (Authorized Document List)
[Displays a list of solicitation(s) with the authorized access]

- Solicitation Number: 1111111

Business: OPTI MANUFACTURING CORP.
[DUNS: 06660004]
ROAD 992 KM 1.5 LUQUILLO IND. PARK LUQUILLO, PR 60611

Viewing Authorization Expires On: Jun-04-2011

Document	Document Type
Admin1.pdf	Stock ledger
Admin2.pdf	Stock ledger
Admin2.pdf	Naturalization papers
Admin3.pdf	Stock ledger
Admin3.pdf	Amendments to the Articles of Organization

****Note that that a Contracting Officer will only be able to view documents of firms that have authorized them access. If you do not see a firm that you need to review, contact them and ask them to grant you access.**

Once you click on a solicitation, you will see a list of firms who have authorized you access to their documents. It is important to note,

End.

Hyperlinks Contained in the Workbook

WOSB Compliance Guide

http://www.sba.gov/sites/default/files/files/WOSB%20Compliance%20Guide_April2011.pdf

SBA – WOSB Information Webpage – www.sba.gov/wosb

WOSB Certification Form – WOSB <http://www.sba.gov/content/women-owned-small-business-wosb-program-certification>

WOSB Certification Form – EDWOSB <http://www.sba.gov/content/women-owned-small-business-wosb-program-certification-edwosbs>

WOSB Applicable NAICS codes www.sba.gov/wosb

WOSB FAQs <http://www.sba.gov/sites/default/files/files/WOSB%20FAQ%20Apr2011.pdf>

GLS Registration https://eweb.sba.gov/gls/dsp_addcustomer.cfm?imappsystypnm=8ASDB

13CFR – Part 127 http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=5ec37e86d24337acf755a802cd30133f&tpl=/ecfrbrowse/Title13/13cfr127_main_02.tpl

Procurement Technical Assistance Centers http://www.aptac-us.org/new/Govt_Contracting/find.php

Personal Financial Statement http://www.sba.gov/sites/default/files/tools_sbf_finasst413.pdf

SBA Size Standards <http://www.sba.gov/content/am-i-small-business-concern>

Women’s Business Centers <http://www.sba.gov/content/womens-business-centers>

SCORE <http://www.score.org/chapters-map>

WOSB Information www.sba.gov/wosb

Office of Women’s Business Ownership <http://www.sba.gov/about-offices-content/1/2895>

Small Business Development Centers <http://www.asbdc-us.org/>

SBA District Offices <http://www.sba.gov/about-offices-list/2>