

The HUBZone Program

Maintaining the Certification

June 2015



U.S. Small Business Administration

-- HUBZone Program --

HUBZone Office responsibilities

- Determines which businesses are eligible
- Maintains a listing of qualified HUBZone firms to fulfill procurement opportunities
(http://dsbs.sba.gov/dsbs/search/dsp_searchhubzone.cfm)
- Adjudicates protests of eligibility regarding HUBZone contracts

Firm's responsibilities

- ❑ Develop and implement strategy to maintain compliance
- ❑ Assign someone in the firm responsible for:
 - Studying and understanding the HUBZone regulations (13 CFR Part 126)
 - Studying the information in the HUBZone website
 - Keeping up to date (HUBZone email News)
 - Maintaining records (Refer to supporting documents)
 - Periodically evaluate eligibility/compliance
 - Participating in HUBZone's Office Hours

IMPORTANT!!

85% of firms are denied certification or decertified from the Program because of not meeting either the 35% employee HUBZone residency or the principal office, or both.



U.S. Small Business Administration

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A peek into the future . . .

- Mentor – Protégé Program (MPP)
- 13 CFR Part 126 changes – expected to go for public comment (i.e., Federal Register) sometime in 2016 (undergoing SBA internal clearance)
- HUBZone federal contracting
 - Destination: HUB (i.e., raise awareness; institute local support)
 - Small Business Procurement Advisory Council (i.e., educate acquisition personnel; identify & resolve challenges)



-- HUBZone Program --

Quick access to HUBZone information –

Mini- website tour

The screenshot displays the SBA.gov website interface. At the top, there's a navigation bar with 'Starting & About SBA', 'Loans & Grants', 'Contracting', 'Learning Center', and 'Local Assistance'. The main content area is titled 'Contracting Support for Small Businesses > HUBZone Program'. It features a large image of hands writing on a document, with the text 'HUBZone Program' overlaid. Below this, there's a video player and a section for 'Recent Blogs About Contracting' with three articles: 'Is Your Small Business Ready to Sell to the Government?', 'New SBA Series Offers Focused HUBZone Training', and 'How to Prepare your Business to Graduate from the 8(a) Program'. A 'OUR NEW BLOGS SECTION' banner is also visible. The left sidebar contains a 'Contracting' menu with sub-items like 'Getting started', 'Contracting Support for Small Businesses', '8(a) Business Development Program', 'HUBZone Program', 'Maintaining the HUBZone Certification', 'Protest Case Highlights', 'Detecting Fraud, Waste, and Abuse', 'Frequently Asked Questions', 'Service-Disabled Veteran-Owned Businesses', 'Small Disadvantaged Businesses', 'Women-Owned Small Businesses', 'Certificates of Competency', 'Size Protections', 'Natural Resources Assistance Program', 'Commercial Market Representatives', 'Report Fraud', 'Bundling/Consolidation Hotline', 'Understanding the Federal Marketplace', and 'For Contracting Officials'. The right sidebar has a 'Ready to Learn More About Business?' section with a play button and a 'GET STARTED' button, and a 'HUBZone News - Recent Updates' section with three news items dated January 28, 2015, January 02, 2015, and November 29, 2014.

- Map – landing page
- Understanding
 - Mini-primers
 - Webinars
- Applying
 - Size standards Tool
 - 35% and principal office calculator
 - FAQ / Certification
 - Application Timeline
 - Application Guide
 - Supporting docs
- Maintaining
- Protests
- Detecting Fraud, Waste & Abuse
- FAQs

Quick access to HUBZone information, cont'd

[Contracting Officials website](#)

SBA
U.S. Small Business Administration

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Starting & Managing | Loans & Grants | Contracting | Learning Center | Local Assistance | About SBA

SBA.gov » Contracting » For Contracting Officials

Contracting

- Getting Started
- Contracting Support for Small Businesses
- Understanding the Federal Marketplace
- For Contracting Officials**
 - HubZone
 - Non-Manufacturer Rule
 - Report Fraud, Waste & Abuse
 - Protests
 - OSDBU Directors Council
 - Coaling
 - Federal Acquisition Regulations (FAR)
 - Certificates of Competency
 - Procurement Center Representatives
 - Government Contracting Field Staff Directory
 - Service Contract Inventory
 - SBA & Agencies Partnership Agreements
 - Coaling Program
 - Interagency Task Force on Federal Contracting Opportunities for Small Businesses

For Contracting Officials

Need government contracting documents and resources in a hurry? We've got you covered. Check out the categories below for fast and easy access to all of your top-requested items.

ARTICLE
HubZone
Find out how to apply the requirements of the HubZone Program to help certified HubZone small businesses receive their fair share of contracting opportunities.

TOPIC
Non-Manufacturer Rule
The Non-Manufacturer rule allows a small business to offer a product that it did not manufacture under a small business set-aside if SBA has offered a waiver.

ARTICLE
Report Fraud, Waste & Abuse
Learn how you may report fraud, waste, mismanagement or misconduct involving SBA programs or employees.

ARTICLE
Protests
When a contract is awarded, a losing bidder may allege that a competing company misrepresented itself in a way that caused the contract to be awarded unfairly.

TOPIC
OSDBU Directors Council
The Federal Office of Small and Disadvantaged Business Utilization (OSDBU) is an organization of federal small business program officials and is a great resource for contracting officers.

ARTICLE
Coaling
Did you know that formal goals are in place to ensure that small businesses get their fair share of work with the federal government? Learn more about the process.

ARTICLE
Federal Acquisition Regulations (FAR)
These resources will help you become familiar with the regulations that apply to most federal contractors.

ARTICLE
Certificates of Competency
The Certificate of Competency (COC) program allows a small business to appeal a contracting officer's determination that it is unable to fulfill the requirements of a specific government contract.

ARTICLE
Procurement Center Representatives
Learn more about procurement center representatives (PCRs) and how they help small businesses obtain federal contracts.

Recent Blogs About Contracting:

Is Your Small Business Ready to Sell to the Government?

New SBA Series Offers Focused HUBZone Training

How to Prepare your Business to Graduate from the 8(a) Program

How and Why to Determine if Your Business is "Small"

MORE ▶

OUR NEW BLOGS SECTION
Offers expertise to help your small business start up, succeed and grow.

Ready to Learn More About Business?

Find self-paced courses, videos and expert chats in the SBA Learning Center.

GET STARTED ▶

Get Local Assistance Right in Your Area

Counseling, mentoring and...

For Contracting Officials

HUBZone

- Non Manufacturer Rule
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For Contracting Officials

ARTICLE

HUBZone

As a contracting officer, it is important for you to understand how to apply the requirements of the HUBZone Program to help certified HUBZone small businesses receive their fair share of contracting opportunities.

To review the basics of the program's requirements, visit the HUBZone website. Use this link to identify HUBZone certified firms as part of your market research. Search HUBZone Small Business Concerns at DSBS. You can read more about the HUBZone certified small business list in this FAQ section.

On this page:

- Types of HUBZone Contracts
- Protests
- HUBZone Regulations
- Contact Information
- FAQ

Types of HUBZone Contracts

As the contracting officer, you will be responsible for determining what type of HUBZone contracting opportunity to conduct.

- A **competitive HUBZone set aside** contract can be awarded if the contracting officer has a reasonable expectation that at least two responsible HUBZone small businesses will submit offers and that the resulting contract can be awarded at a fair market price.
- A **sole source HUBZone contract** can be awarded if the contracting officer does not have a reasonable expectation that two or more qualified HUBZone small businesses will submit offers, determines that the qualified HUBZone small business is responsible, and determines that the contract can be awarded at a fair price. The government estimate cannot exceed \$5.5 million for manufacturing requirements or \$3.5 million for all other requirements.
- A **full and open competition** contract can be awarded with a price evaluation preference. The offer of the HUBZone small business will be considered lower than the offer of a non-HUBZone/non-small business-providing that the offer of the HUBZone small business is not more than 10 percent higher.

Protests

As a contracting officer, you have specific responsibilities during a protest. Learn about what happens during a HUBZone status protest here.

HUBZone Regulations

You can reference the HUBZone regulations in the Title 13 CFR, and FAR Subpart 19.1.

Contact Us

If you need individualized assistance, please email hubzone@sba.gov

Frequently Asked Questions

How can I find HUBZone contractors for the services or products we need?

Several market research tools are available to find certified HUBZone small businesses.

How to Prepare your Business to Graduate from the 8(a) Program

How and Why to Determine if Your Business is "Small"

MORE ▶

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READ MORE ▶

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GET STARTED ▶

HUBZone News - Recent Updates

JANUARY 26, 2015
Announcing the HUBZone protest website

JANUARY 02, 2015
New HUBZone Designations effective Jan. 1

NOVEMBER 29, 2014
Today is Small Business Saturday | Webinar: The Power of Direct Mail | Real Sales Forecasts Have Curves

GET EMAIL UPDATES ▶

Resources and Tools

Resources & Tools	Resources & Tools
<u>HUBZone Website</u>	<u>Applying for Certification</u>
<u>35% and PO calculator tool</u>	<u>Maintaining Certification</u>
<u>HUBZone maps / designations</u>	<u>SBA Learning Center</u>
<u>Supporting Documentation</u>	<u>SBA Local Assistance</u>
<u>HUBZone Regulations</u> <u>13 CFR – Part 126</u>	<u>SBA Size Standards</u>



-- HUBZone Program --

Contact Us....

- HUBZone Program
 - Office Hours: Tuesdays and Thursdays from 2:00 to 3:00 p.m. EST. Access information: <http://www.sba.gov/hubzone>
 - Helpdesk: HUBZone@sba.gov



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