

**U.S. Small Business Administration**

Office of Government Contracting & Business Development

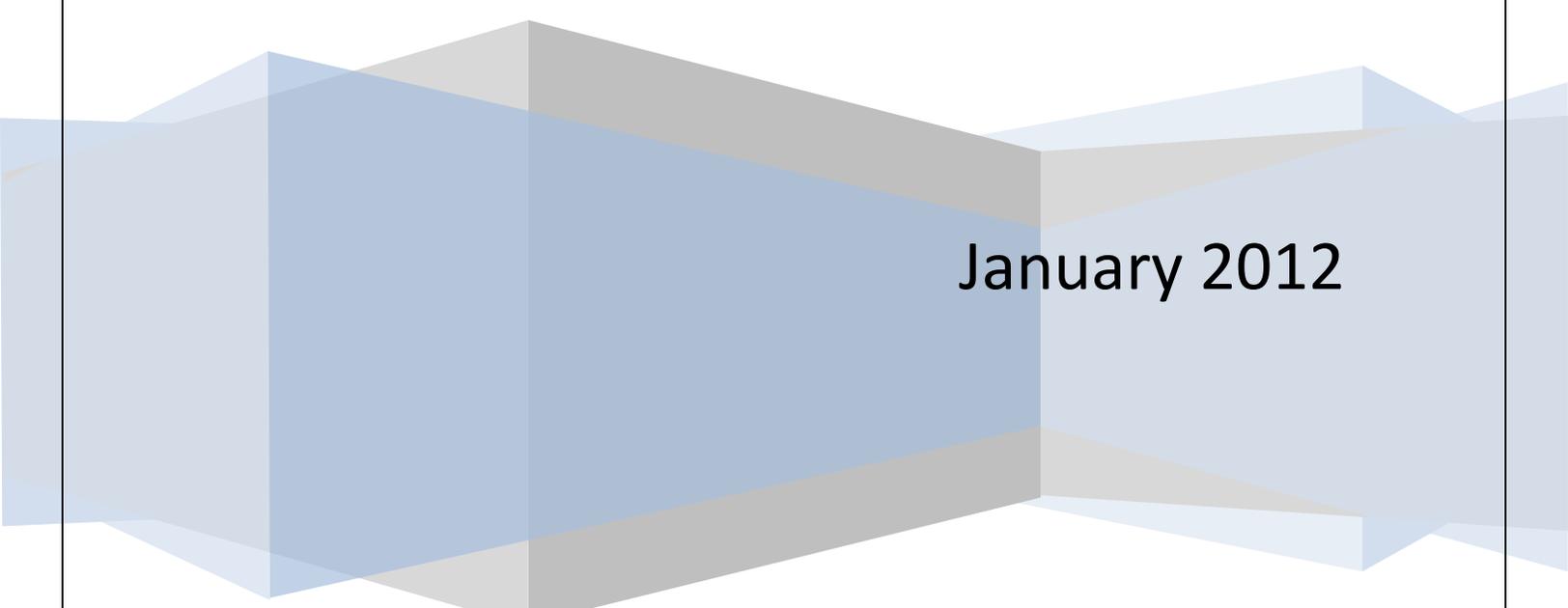
# **Government Contracting 101**

## **PART 1 – Small Business Contracting Programs**

**A Guide for Small Business**

Supplemental Workbook

January 2012



**Government Contracting 101**  
**PART 1 – Small Business Contracting Programs**



U.S. Small Business Administration

Office of Government Contracting & Business Development

November 2011

Guide for Small Business

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

Notes:

## Introduction

- This program is designed to help small businesses understand government contracting programs.
- It is about helping small firms learn about and take advantage of government contracting programs.
- There are three parts to this training program.
- 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.



Guide for Small Business

This training program is designed to help small businesses understand government contracting programs. It is about helping small firms learn about and take advantage of government contracting programs.

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.

Notes:

## 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) and HUBZone
4. Know about the WOSB program and the veteran owned small business programs (VOSB & SDVOSB)



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After reviewing this training program you should:

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

Notes:

## 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 \$600 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.

Notes:

## 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



Guide for Small Business

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 more than a half trillion dollars, it makes solid economic sense to help small firms get their fair share of federal contract dollars.

Notes:

## 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](#)



Guide for Small Business

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.

Notes:

# PRIME CONTRACT ASSISTANCE

## 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



Guide for Small Business

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.

Notes:

## Government Wide Contracting Goals

### Prime Contract Assistance

#### Small Business

- Goal 23%

#### Women

- Goal 5%

#### Small Disadvantaged Businesses

- Goal 5%

#### Service Disabled Veteran Owned Small Businesses

- Goal 3%

#### HUBZone

- Goal 3%



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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.

Notes:

## 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 19.5



Guide for Small Business

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

Fundamentally, government purchases 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.

Notes:

## 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



Guide for Small Business

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.

Notes:

## Rule of Two

### Set-asides – Prime Contract Assistance

- 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 19.502-2



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.

Notes:

## Non-manufacture Rule

### Set-asides – Prime Contract Assistance

- 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 19.001; FAR 19.1



Guide for Small Business

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.

Notes:

## Subcontracting Limitations

### Set-asides – Prime Contract Assistance

- 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 19.508-e; FAR 19.811-3e



Guide for Small Business

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.

Notes:

## 8(a) Business Development Program

### Set-asides – Prime Contract Assistance

- 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 19.8; FAR 19.203**



Guide for Small Business

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.

Notes:

## HUBZone Program

### Set-asides – Prime Contract Assistance

- 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 19.13



Guide for Small Business

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.

Notes:

## Women Owned Small Business Program

### Set-asides – Prime Contract Assistance

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

FAR 19.15



Guide for Small Business

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

This change creates significant opportunities for women entrepreneurs and will help agencies to meet government-wide contracting goals.

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

Notes:

## Service Disabled Veteran Owned SB Program

### Set-asides – Prime Contract Assistance

- 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

**FAR 19.14**



Guide for Small Business

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.

Notes:

## 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

FAR 19.1

Learn more...

[Table of Small Business Size Standards](#)



Guide for Small Business

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.

Notes:

## 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 19.6



Guide for Small Business

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.

Notes:

# SUBCONTRACTING ASSISTANCE

## Find Subcontracting Opportunities

### Subcontracting Assistance

- Subcontracting can be a 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](#)



Guide for Small Business

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.

Notes:

## Subcontracting Assistance Program

- 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 19.7



Guide for Small Business

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.

Notes:

## Subcontracting Plans

### Subcontracting Assistance

- Subcontracting Plans are for contracts over:
  - \$ 1.5 Million for construction
  - \$ .65 Million (\$650,000) for all others
- Types of Subcontracting plans:
  - Individual subcontracting plan
  - Master subcontracting plan
  - Commercial subcontracting plan

**FAR 19.701**



Guide for Small Business

Subcontracting plans are required for contracts over \$1.5 million for construction and \$650 thousand 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.

Notes:

## 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.

Although subcontracting goals are established government-wide, subcontracting requirements for individual contracts are negotiated between the respective government agency and the prime contractor

Notes:

## SBA CERTIFICATIONS

## SBA Certifications

- 8(a) Business Development Program
- HUBZone Program



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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.

Notes:

## 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

FAR 19.8

Learn more...

[8\(a\) Business Development Program](#)



Guide for Small Business

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.

Notes:

## 8(a) Business Development Program

### Program Benefits -- SBA Certifications

- 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 19.8



Guide for Small Business

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.

Notes:

## 8(a) Business Development Program

### Program Eligibility -- SBA Certifications

- 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 19.8



Guide for Small Business

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.

Notes:

## HUBZone Program

### SBA Certifications

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

**FAR 19.13**

Learn more...

[HUB Zone Program](#)



Guide for Small Business

The HUBZone Program is designed to stimulate economic development and create jobs in urban and rural communities by providing federal contracting preferences to small businesses. These preferences are available to small firms who qualify because they are located in an area designated by the SBA as a historically underutilized business zone.

Through the award of sole source and set-aside contracts, the HUBZone program provides market access and growth for qualified businesses.

Notes:

## HUBZone Program

### Program Benefits - SBA Certifications

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

**FAR 19.13**

Learn more...

[HUB Zone Program](#)



Guide for Small Business

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 clarity.

Notes:

## HUBZone Program

### Program Eligibility - SBA Certifications

- 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



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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.

Notes:

## WOMEN & VETERANS PROGRAMS

## Women & Veterans Programs

- Women Owned Small Business Program (WOSB)
- Veteran Owned Small Business Programs (VOSB & SDVOSB)



Guide for Small Business

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

Notes:

## Women Owned Small Business Program

### Women & Veterans Programs

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

**FAR 19.15**



Guide for Small Business

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 and are limited by dollar thresholds – which will be discussed. The new program is defined as the Women Owned Small Business Contract Program or simply WOSB.

Notes:

## New WOSB Program

### Women & Veterans Programs

- Only designated industries (use link below to find eligible NAICS)
- Limitations on contract amounts
  - \$4 million for service contracts
  - \$6.5 million for manufacturing contracts
- Only WOSBs or EDWOSBs are eligible
- Competition is required for all WOSB contracts
- WOSBs must be certified (or self-certified, with documentation)

Learn more...

[WOSB Program](#)



Guide for Small Business

The new WOSB program opens many 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; the maximum dollar amount of contracts is limited; 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.

Notes:

## Eligibility - New WOSB Program

### Women & 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.

Notes:

## Certification - New WOSB Program

### Women & Veterans Programs

- Self certification
  - WOSB or EDWOSB can self certify
  - Registration in CCR & ORCA is 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
- Existing DBE or 8(a) program certification may be eligible



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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 Central Contractor Registration - the CCR – and the Online Representations and Certifications Application - ORCA - 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.

It is important to note, SBA may also accept existing certifications -- concerning the status as a woman-owned small business or as an economically disadvantaged woman-owned small business -- from the Department of Transportation's Disadvantaged Business Enterprise Program or from its own 8(a) Business Development Program. Certification is not automatic.

## Veterans Programs (VOSB & SDVOSB)

- Veterans Entrepreneurship and Small Business Development Act defined VOSB & SDVOSB
- Established 3% government-wide prime and subcontracting goals for service disabled veteran owned small businesses
- Self-certification program

Learn More...

[Veterans Business Outreach Centers](#)

[Veteran Information Pages](#)



Guide for Small Business

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.

Veteran owned businesses are self-certified. However, the Department of Veterans Affairs verifies ownership and control of VOSBs and service disabled VOSBs, as part of the Vendor Information Pages or VIP database.

Notes:

## Service Disabled Veteran Owned Small Business

- SDVOSB Program
  - Contract set-asides are authorized
- Sole source or competition is required for all SDVOSB contracts
- SDVOSB – self certified



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As mentioned earlier in this training program, a contracting officer can 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. Service disabled veteran owned small businesses are required to self-certify.

Notes:

## VA - Veterans First Contracting Program

- Only VO and SDVOSB are eligible
- Sole source or competition
- Must be certified by the VA
- VO and SDVOSB must be certified in (<http://www.vetbiz.gov>) and listed in the VIP database (<http://www.vip.vetbiz.gov>)



Guide for Small Business

The Veterans First Contracting Program applies only to purchases made by the Department of Veterans Affairs and only veteran owned small businesses and service disabled veteran owned small businesses are eligible.

Veteran owned small firms wanting to participate in the program must be certified by the Department of Veterans Affairs and listed in the VA's Vendor Information Pages or VIP database.

Notes:

## RESOURCES & TOOLS

## Resources & 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>



Guide for Small Business

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

Notes:

## Resources & Tools

- Online Representations & Certification Application (ORCA)
  - <https://orca.bpn.gov>
- Learn more about (including application procedures):
  - [8\(a\) Business Development Program](#)
  - [WOSB Program](#)
  - [HUB Zone Program](#)
- Find your local:
  - [SBA district office](#)
  - [Procurement Technical Assistance Center \(PTAC\)](#)
  - [SCORE chapter](#)
  - [Small Business Development Center](#)
  - [Women's Business Center](#)



Guide for Small Business

Learn from these resources and use them as tools.

Notes:

## Conclusion

- Thank you for participating in Part 1, of the Government Contracting 101 training program
- Review Parts 2 and 3
  - How the government buys
  - How to sell to the federal government

Thank you...



Guide for Small Business

Thank you for participating in Part 1, of the GC 101 training program. Much information was covered and we hope it was helpful.

Please review parts 2 and 3, which provide clarity and training around how the government buys and how to sell your goods and services to the federal government.

Thank you.

Notes: