



# The Women-Owned Small Business Federal Contract Program

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# A Brief History of the WOSB Program

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- ★ In 2000, Public Law 106-554 established a women's procurement program to assist the government in meeting its 5% women-owned small business (WOSB) contracting goal.
- ★ In 2007, first proposed WOSB program which included WOSBs in only 4 industry categories and required agencies to find past discrimination toward women-owned businesses.
- ★ March 2010, the SBA released a second revised proposed program expanding the eligible NAICS codes to 83 industries.
- ★ October 2010, the SBA released the final program, *which began implementation on February 4<sup>th</sup>, 2011.*



# How the WOSB Program Works

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The **WOSB Federal Contract Program** allows contracting officers to restrict competition to WOSBs if:

1. The anticipated award price of the contract does not exceed **\$6.5 million** in the case of manufacturing contracts and **\$4 million** in the case of all other contracts.
2. The contracting officer believes the contract can be awarded at a fair and reasonable price.



# How the WOSB Program Works

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3. The contracting officer has a reasonable expectation that two or more WOSBs will submit offers on a contract.
4. The WOSB fits into 83 qualifying Industry Groups, representing over 300 six-digit industry NAICS Code categories.

*Note: Contracts can be set-aside for WOSBs, but cannot be sole sourced.*



# How the WOSB Program Works

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The 83 qualifying categories are based on four digit NAICS codes.  
Totals 373 industries if extended to six digit NAICS codes.

- ★ 38 industries are determined “Substantially Underrepresented”
  - If the industry is “substantially underrepresented,” all women-owned small businesses (WOSBs) can participate.
  
- ★ 45 industries are determined “Underrepresented”
  - If the industry was classified as “underrepresented,” the business must certify as an “economically disadvantaged” women-owned small business. (EDWOSB)



# WOSB Program Eligibility

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- ★ Must be a small business; SBA size standards apply.
- ★ Must be a women-owned and controlled firm: 51% or more owned by one or more women
  - Ownership must be direct
  - Woman must manage the day-to-day operations
  - Woman must make long term decisions
- ★ Must certify as WOSB or EDWOSB.



# WOSB Program Eligibility

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To qualify as EDWOSB, the owner must meet certain thresholds:

- ★ Personal net worth (less than \$750,000)
  - ★ Excludes: business ownership, primary residence, and retirement
- ★ 3 Year Average Adjusted Gross Yearly Income (not to exceed \$350,000)
- ★ Fair market value of all of her assets (not to exceed \$6 million)
  - ★ Excludes retirement



# WOSB Certification

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- ★ Woman-owned businesses may either self-certify or certify through third parties approved by SBA. SBA will accept your 8(a) if you are a WOSB.
- ★ If a WOSB chooses to obtain third-party certification, they must obtain certification from SBA-approved third-party certifiers. At this time, SBA has not approved any third party certifiers.
- ★ Steps for self-certification are posted on [www.sba.gov/wosb](http://www.sba.gov/wosb). Third-party certifiers will also be listed here when they are approved.



# WOSB Self-Certification

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## The SBA's 5 Steps to participate in the WOSB program:

- ★ Read the WOSB Federal Contract program regulations in the [Federal Register](#) and the WOSB [Compliance Guide](#).
- ★ Register in [Central Contractor Registration](#) (CCR) as WOSB or EDWOSB.
- ★ Register and Log onto SBA's [General Login System](#) (GLS).
- ★ Go to the WOSB program repository (through GLS) and upload categorize all required documents.
- ★ Represent your status in [Online Representations and Certifications Application](#) (ORCA).

Source: [www.sba.gov/wosb](http://www.sba.gov/wosb)



# WOSB Self-Certification

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## The WOSB Program Repository

- ★ Document Repository Maintained by SBA
- ★ Houses WOSB/EDWOSB Supporting Documentation and Third Party Certifications
- ★ A Secure, Web-Based Environment
- ★ Accessible to WOSBs, EDWOSBs, the SBA and the Contracting Officer Community
- ★ Allows Contracting Officer to Access Documents Prior to Contract Award



# The WOSB Program Repository

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## Things You Need:

- ★ Proof of US Citizenship
- ★ Articles of Incorporation, Articles of Organization and Amendments
- ★ Operating Agreement, By-Laws, Stock Certificates, Stock Ledger and Voting Agreements
- ★ Partnership Agreement and Amendments
- ★ WOSB Program Certification
- ★ BA Form 413 – Personal Financial Statement (EDWOSBs only)



# Specific Contracting Questions

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**How will a contracting officer know I'm eligible for a WOSB/EDWOSB contract?**

**The CO will check:**

- ★ CCR to ensure you have checked the box for WOSB or EDWOSB
- ★ ORCA to ensure there is a representation the business is WOSB/EDWOSB
- ★ Documents in the repository to make sure they are all present for eligibility verification



# How Do I Learn More?

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- ★ The SBA's website has a page devoted to updates and resources for the WOSB program at: [www.sba.gov/wosb](http://www.sba.gov/wosb).
- ★ **Give Me 5**, a program created in partnership between WIPP and American Express OPEN, provides business education tools and ongoing webinars for women-owned small businesses in federal contracting. Visit [www.GiveMe5.com](http://www.GiveMe5.com) for more details.
- ★ To hear Angela Dingle's webinar: **Give Me 5 130: How to Self-Certify for the WOSB Federal Contract Program**, [Click here\(Recording\)](#), and [Click Here\(Presentation\)](#)



