



EDUCATION AND ACCESS FOR WOMEN
IN FEDERAL CONTRACTS



Women Impacting Public Policy (WIPP)

- The Voice for Women in Business in our Nation's Capital.
- National nonpartisan public policy organization that advocates for and on behalf of women and minorities in business, strengthening their voice in the legislative process, creating economic opportunities and building bridges and alliances to other small business organizations.
- Representing over half a million Women Business Owners including over forty-eight business organizations.
- Thirty local Instant Impact teams across the country engaging with legislative officials and the business community to advocate for Women Business Owners.



Give Me 5

- National program from WIPP & American Express OPEN designed to educate women business owners on how to apply for and secure federal procurement opportunities.
- Give Me 5 works to increase the representation of Women Business Owners that win government contracts by providing resources and information to make it easier for them to register their businesses with the Central Contractor Registry (CCR). This is a requirement to gain eligibility to apply for federal contracts.
- Women Business Owners could gain more than \$5 billion in annual revenues if the 5% contracting goal set by Congress was reached.



Give Me 5 Training 130:

How to Self-Certify for the WOSB Federal Contract Program



Instructor



Angela Dingle, President Ex Nihilo Management, LLC

- Women Impacting Public Policy (WIPP) Diversity Committee Co-Chair
- Chair, Women's Presidents, Officers and Chief Executives (POCx) Group, The American Small Business Coalition
- Vice President of Marketing, Institute of Management Consultants, National Capital Region



Course Goals

- How to Determine Eligibility
- Updating your CCR and ORCA Profiles
- Submitting documents to the SBA's WOSB Program Repository
- Update on 3rd Party Certifications.



WOSB Federal Contract Program

Effective February 4, 2011

- Provides equal access to federal contracting opportunities for women-owned small businesses (WOSB) and economically disadvantaged women-owned small businesses (EDWOSB) in 83 NAICS code categories.
- Allows contracting officers to set aside specific federal contracts for certified WOSB and EDWOSB



Steps to Participate in the WOSB

Step 1. Determine Your Eligibility

Step 2. Register in or Update the Central Contractor Registration (CCR)

Step 3. Upload Supporting Documents to the WOSB Program Repository



Determining Your Eligibility

Woman-Owned Small Business is:

- A small business and
- Not less than 51% unconditionally and directly owned and controlled by one or more women who are United States citizens



Determining Your Eligibility

Unconditionally and Directly Owned/Controlled WOSB Means:

- Ownership must be direct
- Ownership cannot be subject to conditions
- Woman must manage the day-to-day operations
- Woman must make long term decisions
- Woman must be able to provide documents demonstrating she meets these requirements



Determining Your Eligibility

Economically Disadvantaged Means:

Woman must meet certain thresholds:

- Personal net worth (less than \$750,000)
- 3 Year Average AGI (not to exceed \$350,000)
- Fair market value of all of her assets (not to exceed \$6 million)



Central Contractor Registration



Federal Acquisition Regulation (FAR) Clause 4.11
requires “active registration” in the CCR prior to
award of a contract or agreement

FAR Clause 52.232-33 requires registration for
payment



Central Contractor Registration



Active Registration Means:

- All mandatory fields have been validated
- Record has been marked **Active Registration**
- Consent for Taxpayer Identification Number (TIN) validation to the government has been provided



Updating Your CCR Profile

You must click “[Validate/Save Data](#)” at the bottom of each registration page to activate the update.

Note that some requirements may have been implemented since your last visit.



Required Information

 Missing or Invalid Data

 Required Data

 View-Only Data (Edits not allowed)

General Information

- View only data is populated and cannot be changed in the CCR update
- You are required to annually validate Average Annual Receipts and Number of Employees for all affiliates
- Information Opt-Out



Required Information

 Missing or Invalid Data

 Required Data

 View-Only Data (Edits not allowed)

Corporate Information

You Must Check the Box!

- Woman Owned Small Business
- Economically Disadvantaged Woman Owned Small Business



Required Information

 Missing or Invalid Data

 Required Data

 View-Only Data (Edits not allowed)

Goods/Services

You can add or change NAICS Codes at any time. Nothing precludes you from bidding on a procurement that has a NAICS code that you have not listed in your record.



ORCA

Online Representations and Certifications Application



Mandated by **FAR Clause 52.204-8**
Replaces the paper-based Representations
and Certifications process



ORCA

Online Representations and Certifications Application



Things You Need

- An “Active” CCR Registration
- MPIN from your CCR Registration
- Your DUNS Number



ORCA

Online Representations and Certifications Application



Submitting an Update

You must click “Save and Continue Questionnaire” on each page, then click “Save and Continue to Certification” on page 5. After clicking the boxes for all Read Only questions on the Certification page, click “Submit Certification” to activate the update.



ORCA

Online Representations and Certifications Application



WOSB Representations

**Far Clause 52.219-1: Small Business Program
Representations**

**FAR Clause 52.204-5: Woman Owned Business
(Other than Small Business)**

**FAR Clause 52.212-3: Offerors Representations and
Certifications – Commercial Items**



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



WOSB Repository

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
- SBA Form 413 – Personal Financial Statement (EDWOSBs only)



Login to GLS

Skip Navigation Accessibility Options

SBA General Login System [Help](#) Ready

February 08, 2011 V:3.8

- [Forgot User ID?](#)
- [Forgot Password?](#)
- [Instructions for GLS](#)
- [Request SBA User ID](#)
- [Contact SBA Security](#)

SBA Account Login

User ID:

Password:

[Text Only](#)

Last modified: 04/19/2010 12:00:00 AM

[> FirstGov](#) [> E-Gov](#) [> Regulations.gov](#) [> White House](#)
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

SBA Processing: 0.121 seconds
Session timeout in 60 minutes.

Request Access

Skip Navigation Accessibility Options

SBA General Login System **Exit Help** **Profile Access Choose Function Change Password** **Ready**

Welcome Brad Silver. Location **Not Selected Yet.**

- MicroLoan Program Electronic Reporting System (MPERS)
- PRO-NET / DSBS
- Partner Information Management System (PIMS)
- Subcontracting Network (Sub-Net)
- Surety Bond Guarantee Systems (SBG/PSB)
- Technology Network (TECH-Net)
- Women-Owned Small Business Program Repository (WOSBPR)
- Business Owner (Upload Documents) ([Show/Hide](#))

Business

Last modified: 04/19/2010 12:00:00 AM [> FirstGov](#) [> E-Gov](#) [> Regulations.gov](#) [> White House](#) SBA Processing: 1.01 seconds
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA Session timeout in 58 minutes.

Accessing the WOSB Application

The screenshot shows a web browser window displaying the 'General Login System' interface. The page has a blue header with the 'TEST' logo on the left and navigation links like 'Skip Navigation' and 'Accessibility Options' on the right. Below the header, there are several buttons: 'Exit', 'Help', 'Profile', 'Access', 'Choose Function', and 'Change Password'. The main content area is titled 'Welcome WOSB Business. Location Not Selected Yet.' and 'General Login System - Choose Function'. It lists 'Currently Available Applications' including 'DSBS Privileged Searcher', 'TECH-NET', and 'Women-Owned Small Business Program Repository (WOSBPR)'. It also asks 'Do you wish to Update Profile?'. Below that, it lists 'Currently Unavailable Applications' including 'SBA's Online Phone Directory <Down>'. The footer contains copyright information, a breadcrumb trail, and session details.

Skip Navigation Accessibility Options

TEST General Login System

Exit Help

Profile Access Choose Function Change Password

Ready

Welcome WOSB Business. Location Not Selected Yet.

General Login System - Choose Function

Currently Available Applications

- [DSBS Privileged Searcher](#)
- [TECH-NET](#)
- [Women-Owned Small Business Program Repository \(WOSBPR\)](#)

Do you wish to [Update Profile?](#)

Currently Unavailable Applications

The following are currently unavailable due to your login, IP address, location or office, or was down for maintenance at the time you logged in:

- SBA's Online Phone Directory [<Down>](#)

Last modified: 06/05/2009 12:00:00 AM

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SBA Processing: 0.207 seconds
Session timeout in 39 minutes.

Done Local intranet 100%

Uploading Documents

TEST WOSBPR

Skip Navigation Accessibility Options

Search Exit Help

Home Business View Solicitation View Upload Categorize Authorize

Women-Owned Small Business Program Repository (WOSBPR)

Welcome to the Women-Owned Small Business (WOSB) Program Repository

- Disclaimer :**
 - The WOSB Program Repository is a document repository maintained by the U.S. Small Business Administration (SBA) to house the documents submitted by WOSBs and Economically Disadvantaged Women-Owned Small Businesses (EDWOSBs), which verify the concern's eligibility for a WOSB or EDWOSB contract and any representation made concerning its status as a WOSB or EDWOSB for purposes of the WOSB Program.
 - It is a Federal computer system and is the property of the United States Government. It is for authorized use only. You are authorized to use this system for the purpose of submitting documents to the contracting officer for verification of your eligibility for a WOSB or EDWOSB contract in accordance with the WOSB Program, 15 U.S.C. - 637(m) and 13 C.F.R part 127. Unauthorized use of the system or use that exceeds the user's authorized access privileges is prohibited and may constitute a violation of 18 U.S.C. - 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing use of this system, you indicate your awareness of, and consent to, these terms and conditions.
 - The user understands that he or she is giving permission for SBA to access and review, at any time, all documents that have been or will be uploaded on the WOSB Program Repository page for purposes of conducting an eligibility determination or protest under the WOSB Program.
 - The user also understands that the documents may be disclosed at the discretion of authorized SBA personnel to law enforcement personnel and/or authorized officials of other Federal agencies or offices who may need access for investigative purposes.
 - The user understands that he or she is representing on his/her behalf, and on behalf of the WOSB/EDWOSB, that the documents provided, including any document or supplemental information submitted is true and correct. Any intentional or negligent misrepresentation may result in criminal civil**
[> FirstGov](#) [> E-Gov](#) [> Regulations.gov](#) [> White House](#)

* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

Session timeout in 60 minutes.

Uploading Documents

Skip Navigation Accessibility Options

TEST WOSBPR [Search](#) [Exit](#) [Help](#)
[Home](#) [Business View](#) [Solicitation View](#) [Upload](#) [Categorize](#) [Authorize](#)

Business, WOSB || Duns : 666660004 || OPTI MANUFACTURING CORP. || ROAD 992 KM 1.5 LUQUILLO IND. PARK P.O.BOX

Upload Documents

[Tips for Uploading Documents](#)

Select file(s) for upload (individual files limited to 10.0 MB)

File Name	File Siz	Document Type	Progress

[Add file\(s\)..](#) [Remove selected file\(s\)](#) [Clear All file\(s\)](#)

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Session timeout in 58 minutes.

Uploading Documents

[Skip Navigation](#) [Accessibility Options](#)



WOSBPR

[Search](#) [Exit](#) [Help](#)

[Home](#) [Business View](#) [Solicitation View](#) [Upload](#) [Categorize](#) [Authorize](#)

Doe01, John01 || Duns : 416051014 || FREEMAN CLEANING SERVICES || 2045 ACWRON DR RED BLUFF, CA 96080-4001

Click on "Upload file(s)" to upload.

Select file(s) for upload (individual files limited to 10.0 MB)

File Name	File Size	Document Type	Progress
Test Upload test.pdf	49.3 KB	<div style="border: 1px solid gray; padding: 2px;">Select One 8(a) Certification All assumed/fictitious name certificates Articles of incorporation Articles of incorporation amendments</div>	

[Add file\(s\)...](#) [Remove selected file\(s\)](#) [Clear All file\(s\)](#)

(Files:0/1) (Bytes:0.0 KB of 49.3 KB)

[Upload file\(s\)](#)

Review Your Submission

?

[Skip Navigation](#) [Accessibility Options](#)



WOSBPR

[Search](#) [Exit](#) [Help](#)

[Home](#) [Business View](#) [Solicitation View](#) [Upload](#) [Categorize](#) [Authorize](#)

Business, WOSB || Duns : 666660004 || OPTI MANUFACTURING CORP. || ROAD 992 KM 1.5 LUQUILLO IND. PARK P.O.BOX

Business View (File Status Summary)

[Displays the summary of a previously-uploaded file status]

Start Date: End Date:

Business	Valid File Uploaded	Incorrect File Type	Corrupt File	File Exceeds Size Limit	Upload
OPTI MANUFACTURING CORP. [Duns : 666660004]	19	4	1	0	Upload

Note: Click on the Business Name link to display the uploaded file list

Third Party Certifications

At this time, SBA has not approved any third party certifiers.

A list of approved third-party certifiers will be posted at www.sba.gov/wosb after they have been approved.



Review

- Must be registered in CCR
- ORCA must be updated
- Must upload supporting documentation in the WOSP Program Repository



Questions?

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Women Impacting Public Policy (WIPP)

- Procurement, Energy & Healthcare Committees
- Local Instant Impact Teams
- Weekly Policy Updates Relating to Your Business



Questions? Contact WIPP Staff
Program Coordinator: Michael Fravel
mfravel@wipp.org • (415) 434-4314

