



U.S. Small Business  
Administration



# **Women Owned Small Business (WOSB) Program**

**First Wednesday Virtual Learning Series 2020**

## Hosts

**Christopher Eischen, Procurement Center Representative  
SBA Office of Government Contracting, Area IV,  
Kansas City, MO**

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SBA Office of Government Contracting, Area IV,  
Omaha, NE**

# Welcome to “SBA Virtual Learning 2020”

1. Questions answered during the final 10 minutes.
2. Technical problems: Contact the moderator with a note or call AT&T Support Desk at 301-250-7202.
3. Page numbers stated for those working off hard copies of the program.
4. We cover the “**SBA Quick Reference**” as time allows.
5. For more SBA training visit the SBA Learning Center website <https://www.sba.gov/tools/sba-learning-center/search/training>

# Association of Procurement Technical Assistance Centers (APTAC)

Procurement Technical Assistance Centers are a vital resource partner.

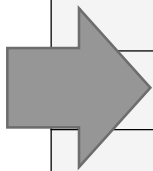
- APTAC posts past “First Wednesday” programming at this link: <http://www.aptac-us.org/for-contracting-officers-sba-webinar-library/>
- Contracting officer resources: “How PTACs partner with federal agencies”: <http://www.aptac-us.org/federal-partners/>
- Find your nearest Procurement Technical Assistance Center at <http://www.aptac-us.org>

# FIRST WEDNESDAY VIRTUAL LEARNING SERIES

## FY 2020 SCHEDULE

**1:00 to 2:00 PM Central Time**

<b>FY 2020</b>	<b>Date</b>	<b>Topic</b>
1	October 2, 2019	Size & Affiliation
2	November 6, 2019	Understanding the Non-Manufacturer Rule
3	December 4, 2019	Subcontracting Plans (pre-award)
4	January 8, 2020	Surveillance Reviews
5	February 5, 2020	Historically Underutilized Business Zone (HUBZone) Program
6	March 4, 2020	Certificate of Competency (COC)
7	April 1, 2020	Regulation Updates
8	May 6, 2020	Market Research & SBA Points of Contact
9	June 3, 2020	Women Owned Small Business (WOSB) Program
10	July 1, 2020	Procurement Center Representative (PCR) functions
11	August 5, 2020	All Small Mentor Protégé Program



The program schedule is for information only and is subject to change.

# One Continuous Learning Point

- Self-service: Using the PowerPoint that was sent with your invitation for this training event, fill in your name on the certificate slide and save. Download the certificate and print for your records. You submit your request for training credit IAW your agency policy, i.e. FAITAS.
- Phoning in only: If you listen in groups and you want all attendees to be included on the future mailing list, send email addresses of participants in an excel document to [sbalearning@sba.gov](mailto:sbalearning@sba.gov).

# “SBA 1st Wednesday Virtual Learning 2020”

This Certificate is awarded to

**Insert Your Name Here**

For completion of

## Women Owned Small Business (WOSB) Program

This training seminar may be credited towards “Continuous Learning Points” as described in OFPP Policy Letter 05-01. Recommendation of One CLP.



**Pamela J. Beavers**  
Director, Area IV  
SBA Office of Government Contracting  
U.S. Small Business  
Administration

06/03/2020



**WOSB READY** 8





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# Women-Owned Small Business (WOSB) Federal Contracting Program

**Presenter:**

**Alisa Sheard**, WOSB Team Lead

*Not intended for public distribution*

# Topics Covered

## Women-Owned Small Business Federal Contracting Program

- WOSB program overview
- Overview of upcoming changes
- Eligibility
- Pre-solicitation
- Pre-award
- Certify.SBA.gov



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# WOSB Program History

# Women-Owned Small Business (WOSB) Federal Contract Program



**Take advantage of annual  
prime contracting goals**

**Build capacity and grow**

**Access set-asides for WOSB  
and EDWOSB**



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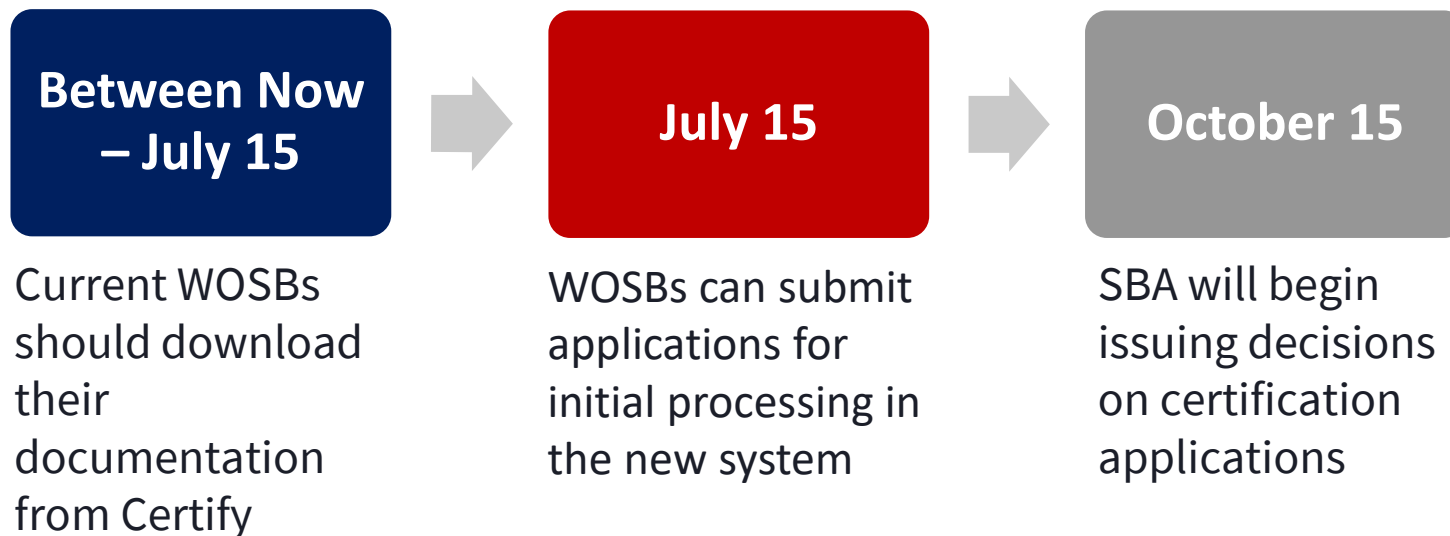
# Overview of Upcoming Changes

# Upcoming Certification Changes

- The final rule was published in the Federal Register on May 11, 2020. This final rule fully details changes to the certification process. Please note it contains two separate effective dates: July 15 and October 15.
- Once the changes go into effect:
  - WOSBs may apply through the SBA's FREE online certification platform or go through an approved third-party entity at a cost. SBA will accept certification from current and active 8(a)s or CVE certified firms. WOSB can also apply for certification through an approved third-party certifier for a fee.
  - Women-owned small businesses that are not certified for SBA's WOSB Federal Contract Program may continue to identify as women-owned small businesses in SAM.gov, receive contract awards outside the Program, and these awards can count toward an agency's goal for awards to WOSBs.

# Timeline Changes

- SBA is updating the WOSB Program timeline
  - Due to information technology and staffing resources being reallocated to the Coronavirus pandemic response
- As a result, the following are key dates for SBA stakeholders and small business firms to keep in mind:



- **Note: Self-certification will remain available for firms via [certify.sba.gov](https://certify.sba.gov) until October 15.**

# WOSB Program Changes

- Self certification will continue until October 15. SBA will still accept TPC valid certificates will continue to demonstrate as evidence for self-certification.
- October 15th:
  - Program applicants will submit via the new platform
  - SBA has 90 days to process a complete application
  - WOSB Program Analyst will complete review of the application entirely within the new certification system.
  - SBA will issue a formal letter of approval or decline
  - A declined applicant may reapply after 90 days if it has corrected the initial defect. There is no formal appeal process for applications.
- SBA is working with SAM.gov to incorporate program participant's WOSB/EDWOSB certification onto a company's profile. COs will no longer need to request access to review a firm's documents.



# Third-Party Certifiers (TPC)

- After October 15, third party certificates will provide demonstration of evidence for the certification process.
- Between July 15 and October 15, all firms, including those with TPC certificates, should create a new account in the new platform and submit an application by uploading their TPC certificate to SBA for initial processing.
- Current SBA Approved TPCs:
  - [El Paso Hispanic Chamber of Commerce](#)
  - [National Women Business Owners Corporation](#)
  - [US Women's Chamber of Commerce](#)
  - [Women's Business Enterprise National Council](#)

## Other Program Changes

- Other Certifications:
  - Individuals certified by the U.S. Department of Veterans Affairs Center for Verification and Evaluation may submit their most recent certification along with documentation showing they are owned and controlled by one or more women to receive WOSB/EDWOSB certification.
  - Current 8(a) firms may submit their most recent annual review letter, or their program acceptance letter for firms in their first year. 8(a) certification satisfies the qualification for EDWOSB.
- Effective July 15, updated and aligned 8(a) and EDWOSB standards for economic disadvantage
  - Funds invested in an Individual Retirement Account (IRA) or other official retirement account will not be considered in determining the individual's net worth.

# WOSB Contracting Changes

- On October 15<sup>th</sup>, Contracting Officers will no longer have to verify a WOSB firm's documentation. Program participation will be displayed on the firm's SAM.gov profile.
- As outlined in the rule, SBA will expedite an application if a firm is considered an apparent awardee for a contract. Application review will be completed within 15 calendar days. More details on this process forthcoming.
- The current [WOSB Contract Administration Page](#) will be updated to help guide federal acquisition professionals.
- For solicitations posted prior to Oct 15<sup>th</sup>, firms fulfilling self-certification requirements are eligible.
- For solicitations posted on or after Oct 15<sup>th</sup>, firms must receive formal certification from SBA.

# Staying Up to Date on Changes



- For the most current information and resources about the WOSB and EDWOSB certification process, visit [sba.gov/wosbready](https://www.sba.gov/wosbready).
  - Firms can contact their local [SBA regional and district office](#), SBA resource partner, or a Procurement Technical Assistance Center (PTAC) with questions.
- SBA's WOSB website also has the latest [FAQ](#) and [certification options table](#) for more information.
- SBA will continue to inform firms within Certify.SBA.gov of relevant changes



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# Government Contracting

*WOSB and EDWOSB Eligibility*

# WOSB and EDWOSB

- **WOSB:** Women-Owned Small Business
- **EDWOSB:** Economically Disadvantaged Women-Owned Small Business; WOSBs whose owner and/or manager claims economic disadvantage

EDWOSB is a subset of WOSB. As such, if you qualify as an EDWOSB, you automatically qualify as a WOSB.



# What is remaining the same?

51% ownership requirements



# Economically Disadvantaged Requirements to Qualify



**Personal net worth (assets minus liabilities) less than \$750,000**

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**Three year average income is \$350,000 or less**

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**Fair market value of all assets is \$6 million or less**



## Unique Aspects of the WOSB Federal Contracting Program

Not all NAICS codes are authorized for use under the WOSB program. Check the SBA website at [www.sba.gov/wosb](http://www.sba.gov/wosb) for available NAICS codes.

WOSBs must provide their eligibility documents to the WOSB Program Repository.

COs must verify whether offerors have provided all the required documents.

## WOSB and EDWOSB Question



May an EDWOSB submit an offer on a set-aside for WOSBs?

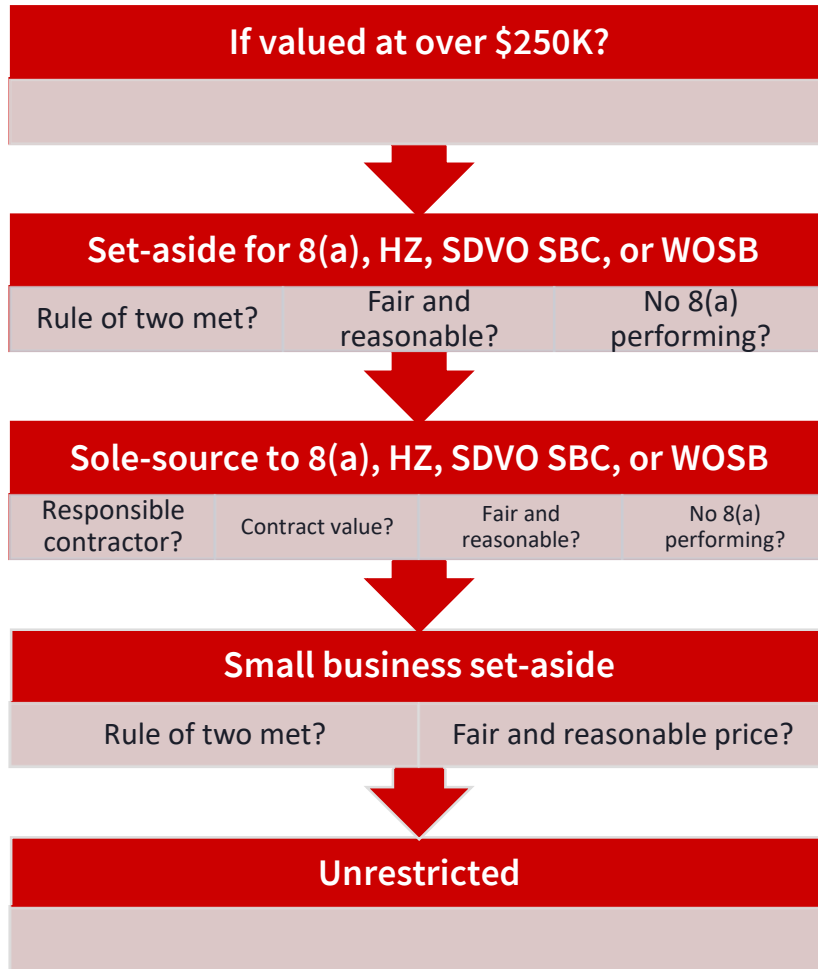


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# Government Contracting

*Pre-Solicitation*

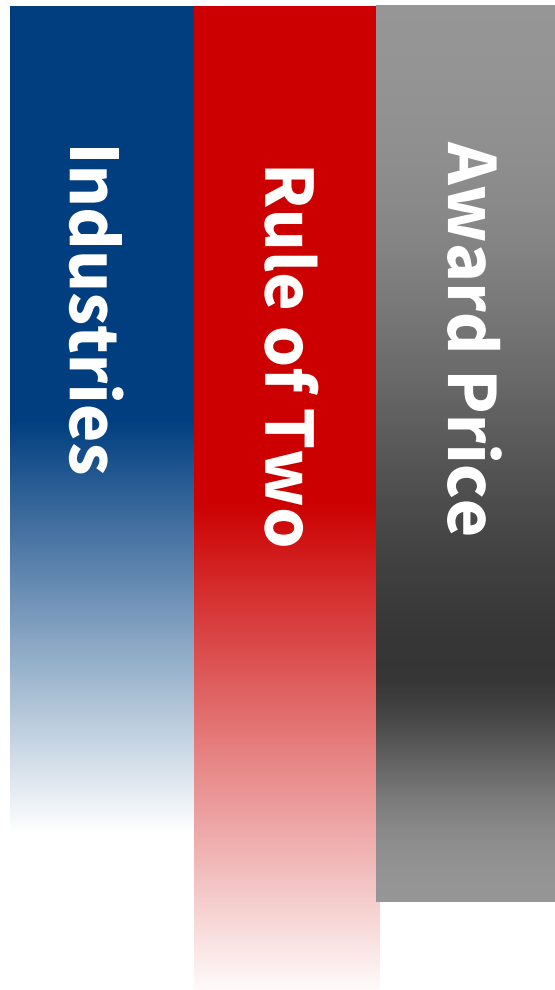
# Set-Aside Considerations



## Consider:

- Market research
- Historical data
- SB goal accomplishment

# WOSB and EDWOSB Set-Aside Contracts



## Industry

### WOSB

NAICS code assigned to contract is in an industry where WOSBs are **substantially underrepresented**

### EDWOSB

NAICS code assigned to contract is in an industry where WOSBs are **underrepresented**

## Rule of Two

Contracting officer has reasonable expectation that 2 or more WOSBs will submit an offer

## Award Price

Contract must be awarded at fair market price

## Important WOSB Considerations

### Recommend including in solicitation the following:

“ Pursuant to FAR 19.1503(b)(3), offerors must have all required WOSB eligibility documents in the WOSB Program Repository currently available at Certify.SBA.gov (Certify), at the time of their initial offer on the instant procurement. The list of required documents is provided in Certify.SBA.gov/prepare. Please note that offerors are no longer required to complete and upload SBA Form 2413, 2414 or 413 to Certify as these forms are completed online at Certify.

If the apparent successful offeror does not have all documents in Certify.SBA.gov, it will be referred to the U.S. Small Business Administration (SBA) for a WOSB status protest. Offerors that need assistance in submitting the documents through Certify are advised to contact the SBA Office of Government Contracting at [wosb@sba.gov](mailto:wosb@sba.gov).”

# WOSB and EDWOSB Sole-Source Contracts

**1**



## **Eligible NAICS Code**

WOSB and EDWOSB eligible NAICS code

**2**



## **Fair and Reasonable Price**

Awarded at a fair and reasonable price

**3**



## **Contract Value**

\$6.5M for manufacturing or \$4M for all others

**4**

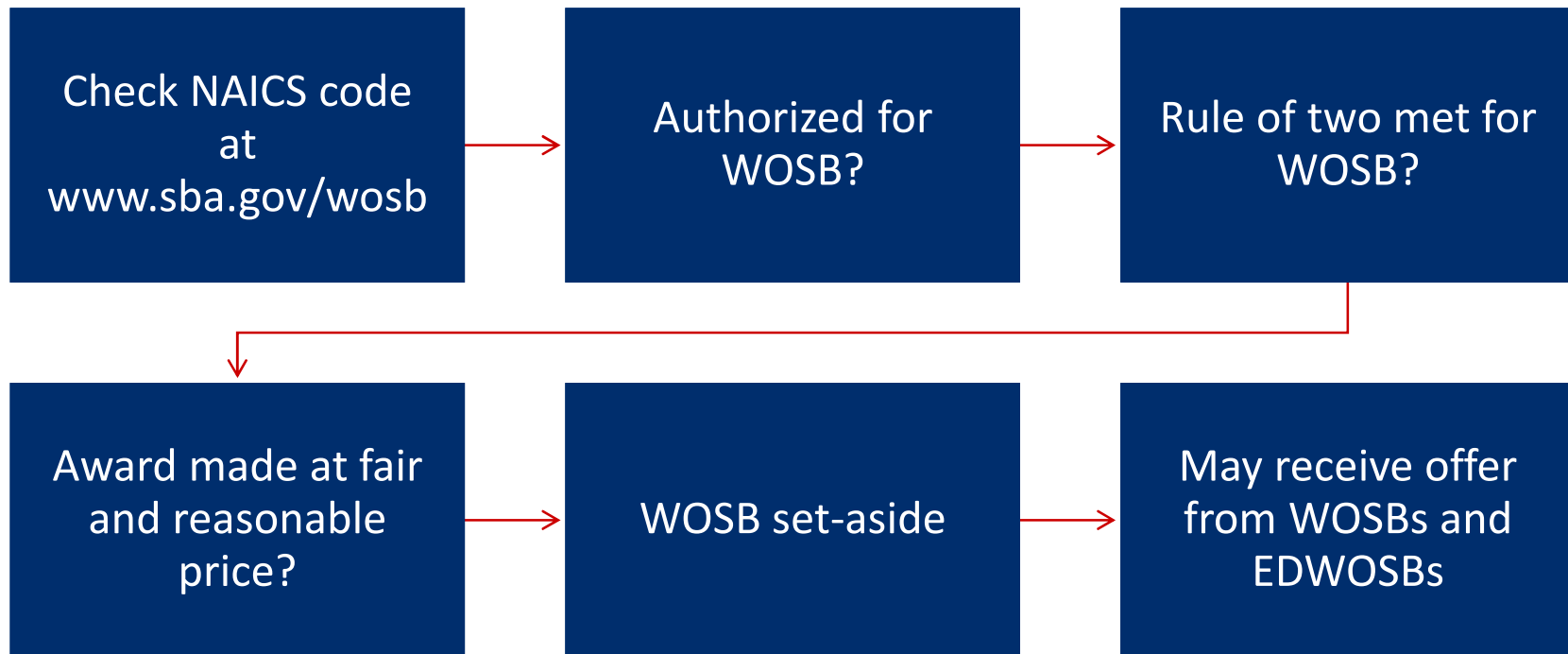


## **Sole Source**

Only (1) WOSB/EDWOSB that can perform

# WOSB Set-Aside

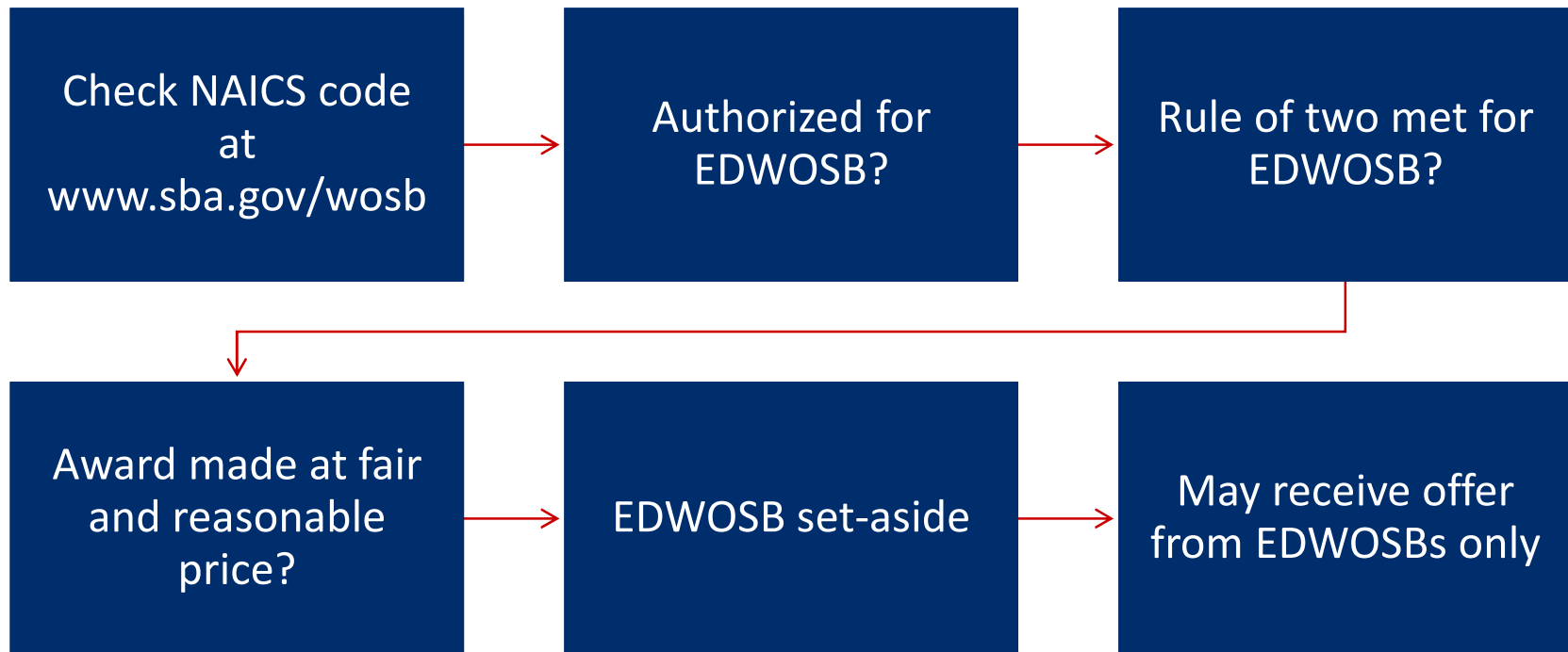
## Decision Making Process





# EDWOSB Set-Aside

## Decision Making Process



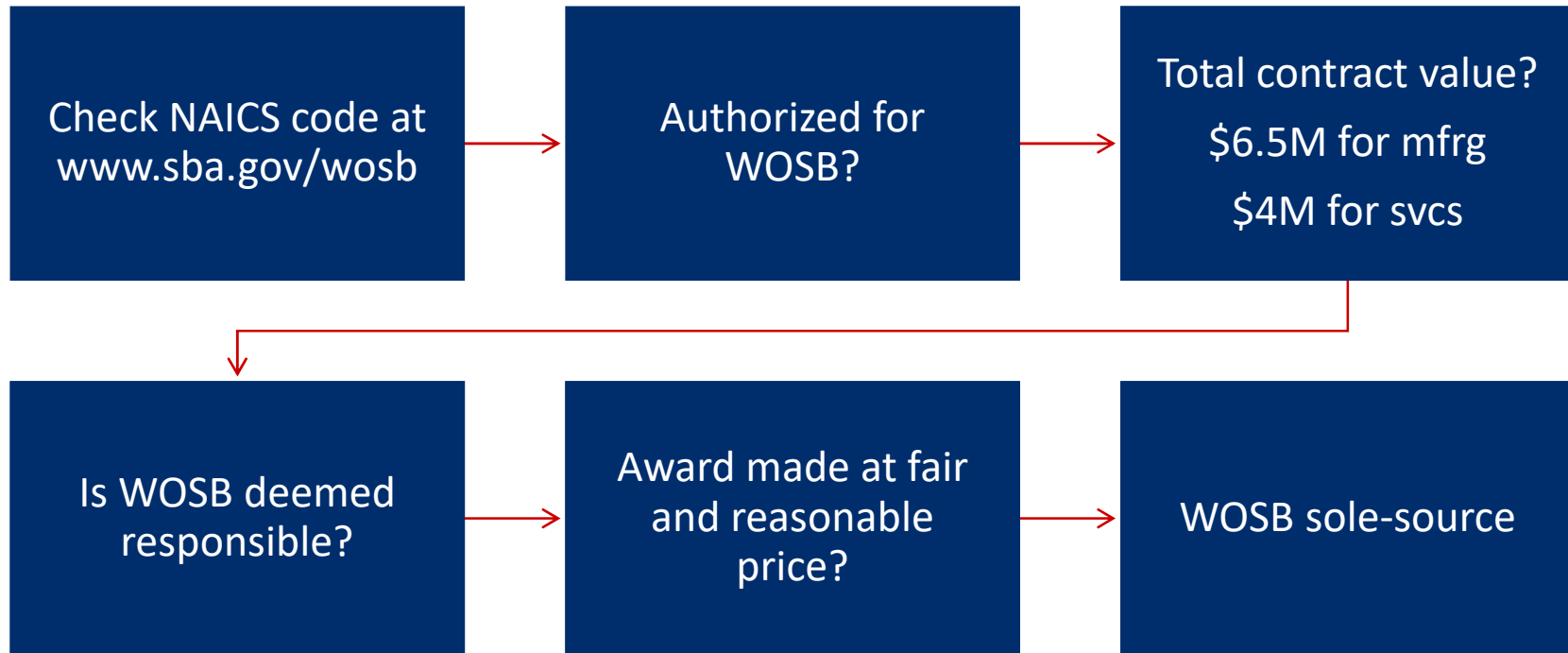
## WOSB and EDWOSB Question



If the NAICS code is authorized for WOSB, can the CO set the procurement aside for EDWOSB?

# WOSB Sole-Source

## Decision Making Process



WOSB program is NOT a business development program. As such, there is no statutory authority to make a direct award. Agencies are required to prepare and approve J&A. FAR 6.302-5(c)(2).

# EDWOSB Sole-Source

## Decision Making Process



WOSB program is NOT a business development program. As such, there is no statutory authority to make a direct award. Agencies are required to prepare and approve J&A. FAR 6.302-5(c)(2).

## Sole-Source Under WOSB Program

### FAR 6.302-5(b)(7)

- Establishes sole-source authority under the WOSB program.

### FAR 6.302-5(c)(2)

- Provides contracts awarded using this authority shall be supported by written J&As.

# Set-Aside or Sole-Source Examples



I have a requirement calling for the contractor to provide sign language interpretation services. I am planning to utilize the GSA Schedule for this requirement. NAICS Code 541930–Translation and Interpretation Services–is assigned to the solicitation. Market research results indicates that the rule of two can be met for WOSB set-asides. I have advertised it as an WOSB set-aside. Can I do a WOSB set-aside?

5419	Other Professional, Scientific, and Technical Services	
541910	Marketing Research and Public Opinion Polling	WOSB
541921	Photography Studios, Portrait	WOSB
541922	Commercial Photography	WOSB
541930	Translation and Interpretation Services	WOSB
541940	Veterinary Services	WOSB
541990	All Other Professional, Scientific, and Technical Services	WOSB

# Set-Aside or Sole-Source Examples



Our agency has a solicitation calling for the contractor to provide staffing services. NAICS Code 561320–Temporary Help Services–was assigned to the procurement. Market research results indicate that the rule of two will be met for WOSB and SDVO SBC set-asides. Can I do a set-aside for WOSB?

5611	561110	Office Administrative Services	EDWOSB
5612	561210	Facilities Support Services	WOSB
5614	561410	Document Preparation Services	EDWOSB
	561421	Telephone Answering Services	EDWOSB
	561422	Telemarketing Bureaus and Other Contact Centers	EDWOSB
	561431	Private Mail Centers	EDWOSB

# Set-Aside or Sole-Source Examples



I have an RFQ to purchase computer network equipment. NAICS Code 541519–Other Computer Related Services–is assigned to the procurement. Market research results indicate that the rule of two can be met for EDWOSB and WOSB set-asides. Which one do I select?

	541490	Other Specialized Design Services	EDWOSB
5415	541511	Custom Computer Programming Services	WOSB
	541512	Computer Systems Design Services	WOSB
	541513	Computer Facilities Management Services	WOSB
	541519	Other Computer Related Services	WOSB
5416	541611	Administrative Management and General Management Consulting Services	WOSB
	541612	Human Resources Consulting Services	WOSB



# Eligibility Requirements for Joint Ventures

A WOSB/EDWOSB may submit an offer as a **joint venture** with another small business if the following requirements are met

- Size: each concern is small under applicable size standard unless an SBA-approved MP JV;
- EDWOSB/WOSB must manage the joint venture;
- EDWOSB/WOSB employee must be project manager responsible for contract performance;
- EDWOSB/WOSB must own 51% of the JV;
- EDWOSB/WOSB must receive JV profits commensurate with work performed (at least 40%);
- Must have a special bank account in JV's name;
- Itemize all major equipment and facilities furnished by each party;
- Specify the responsibilities of the parties;
- Obligate all parties to ensure performance on the contract;
- Original records must be retained by the EDWOSB/WOSB managing venturer; and
- Quarterly financial statements and final profit and loss statement must be submitted to SBA.

**Note:** JV agreement must be submitted to CO.

SBA does **not** approve JV agreement but will process any status protests!



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# Government Contracting

*Pre-Award*

# Important Pre-Award Considerations

- Check SAM to make sure that the apparent successful offeror represented itself as a WOSB (or EDWOSB) eligible under the WOSB program.
- If a set-aside has only one acceptable offer from WOSB (including EDWOSB), CO may make award. FAR 19.1505(d).
- **It is CO's responsibility to check whether apparent successful offeror filed all the required docs to the WOSB Program Repository. FAR 19.1505(e) & 19.1503(b).**

# SAM Representation FAR 52.219-1

**Q:** If a business represented as a WOSB in SAM, is it eligible for award under the WOSB program?

**A:** No, not necessarily. There are three types of WOSBs—(c)(3) a WOSB, (c)(4) a WOSB eligible under the WOSB program, and (c)(5) an EDWOSB eligible under the WOSB program.

- (c)(4) and (c)(5) must provide eligibility documents to the WOSB Program Repository but (c)(3) does not.

CONTROL SERVICES				
561720	JANITORIAL SERVICES		\$18,000,000.00	Y
561730	LANDSCAPING SERVICES		\$7,500,000.00	N

[VIEW MORE](#)

(1)\*\* The offeror represents as part of its offer that it  is,  is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, that it  is  is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3)\*\* [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents as part of its offer that it  is  is not, a women-owned small business concern. (See Below)

(4)\*\* Women-owned small business (WOSB) concern eligible under the WOSB Program. [Complete only if the offeror represented itself as a women-owned small business concern in paragraph (c)(3) of this provision.] The offeror represents as part of its offer that-

(i) It  is  is not, a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It  is  is not, a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(4)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture:] Each WOSB concern participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(5)\*\* Economically disadvantaged women-owned small business (EDWOSB) concern. [Complete only if the offeror represented itself as a women-owned small business concern eligible under the WOSB Program in (c)(4) of this provision.] The offeror represents as part of its offer that-

(i) It  is  is not, an EDWOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It  is  is not, a joint venture that complies with the requirements of 13 CFR part 127, and the

## Complying with FAR 19.1505(e)

- **WOSB Program Repository** is currently housed at [certify.sba.gov](https://certify.sba.gov).
- Do not look for completed SBA Forms 2413 (WOSB), 2414 (EDWOSB) or 413 (Personal Financial Statement). The forms are completed online at [certify.sba.gov](https://certify.sba.gov). Businesses are required to add supporting documents to specific questions when prompted.
- When CO's request for access is granted, he/she would see a completed WOSB or EDWOSB certification questionnaire and associated documents on one page.
- If any questions on eligibility arise, file a status protest with SBA. **COs may not disqualify apparent successful offeror solely on the ground that it failed to submit all the required documents.**

# Document Verification for MACs, GWACs, and IDIQs



I have a requirement calling for the contractor to provide sign language interpretation services. I have decided to compete among GSA Schedule contract holders as a WOSB set-aside. I posted the RFQ on e-Buy, received and evaluated seven quotes and selected the apparent offeror.

Do I need to verify whether the apparent successful offeror has submitted all the required documents to Certify.SBA.gov?

# Qualifying as a WOSB or an EDWOSB

## Self Certification

with Supporting Docs

- Register in SAM
- Compile and provide documents to WOSB Program Repository
- Represent status as WOSB or EDWOSB in SAM

## Third-Party Certification

with Supporting Docs

- Register in SAM
- Obtain certification from SBA-approved third-party certifier (TPC)
- Provide TPC certification to WOSB Program Repository
- Represent status as WOSB or EDWOSB in SAM

## 8(a) Certification

with Supporting Docs

- Register in SAM
- Obtain 8(a) certification from SBA
- Provide 8(a) certification to WOSB Program Repository
- Represent status as WOSB or EDWOSB in SAM

# Self-Certified–Documents (WOSB)

Corporation	LLC	Partnership	Sole Proprietorship
Birth certificate, naturalization paper, or unexpired passport of women who own and control the firm			
WOSB Certification Questionnaire (Certify equivalent of SBA Form 2413)			
Articles of incorporation	Articles of organization	Partnership agreement	DBA name certificate
By-laws	Operating agreement		
Stock certificates			
Stock ledger			
Voting agreements, if any			
DBA name certificate, if applicable			



# Self-Certified–Documents (EDWOSB)

Corporation	LLC	Partnership	Sole Proprietorship
Birth certificate, naturalization paper, or unexpired passport of women who own and control the firm			
EDWOSB Certification Questionnaire (Certify equivalent of SBA Form 2414)			
Personal financial statement (Completed online–equivalent to SBA Form 413)			
Articles of incorporation	Articles of organization	Partnership agreement	DBA name certificate
By-laws	Operating agreement		
Stock certificates			
Stock ledger			
Voting agreements, if any			
DBA name certificate, if applicable			

# Third-Party Certified–Documents

Corporation	LLC	Partnership	Sole Proprietorship
WOSB or EDWOSB Certification Questionnaire (Certify equivalent of SBA Form 2413 or 2414)			
Current TPC Certification			

SBA accepts WOSB or EDWOSB certifications only from the following four entities:

- El Paso Hispanic Chamber of Commerce
- National Women Business Owners Corporation
- U.S. Women’s Chamber of Commerce
- Women’s Business Enterprise National Council: WOSB only

**No USDOT DBE or State certifications are accepted.**

## 8(a) Certified–Documents

Corporation	LLC	Partnership	Sole Proprietorship
EDWOSB Certification Questionnaire (Certify equivalent of SBA Form 2414)			
Initial 8(a) Approval Letter			
Most Recent Annual Review Letter from SBA			

Certifications of eligibility in the 8(a) BD Program also satisfy eligibility requirements for the WOSB program.

# Examinations and Protests

SBA is committed to ensuring only eligible WOSBs benefit from the WOSB Federal Contracting program. The following tools ensure compliance with program requirements:

## Eligibility Examinations

- SBA may investigate the accuracy of any certification or representation made
- SBA will conduct regular reviews of firms who have self-certified and obtained third party certification
- A review will involve evaluation of documents uploaded through Certify.SBA.gov and SBA may request additional documents

## Protests

- SBA may investigate the accuracy of any certification or representation made as it relates to a specific WOSB/EDWOSB contract
- Only an interested party, SBA, or a contracting officer may submit a protest
- A protest must be submitted to the contracting officer within certain timeframes
- Can only protest the ownership, control, and economic disadvantage requirements
- Size protests are handled under 13 C.F.R. part 121
- SBA reviews each protest and makes a final decision, which may be appealed to the Office of Hearings and Appeals

Any WOSB/EDWOSB found to be ineligible **must remove** designation in SAM; CO **shall not award** the contract



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**[Certify.SBA.gov](https://certify.sba.gov)**

## Changes to Remember



- The current self-certification process will remain available for firms until October 15, 2020, in [certify.sba.gov](https://certify.sba.gov) & COs will still have to verify a WOSB firm's documentation.
- On October 15, 2020 Contracting Officers will no longer have to verify a WOSB firm's documentation. Program participation will be displayed on the firm's SAM.gov profile

# Certify.SBA.gov-Home Page

An official website of the United States government. [Here's how you know.](#)

certify.SBA.gov

Login

Home Prepare Am I eligible? Help **COVID-19 Guidance**



**Welcome to certify.SBA.gov**

The U.S. Small Business Administration (SBA) is moving to modernize our user interface and improve our management experience. Manage your 8(a) program and eligibility documentation for the Women Owned Small Business and Mentor-Protégé programs online from our easy-to-use platform **today!**

**Am I Eligible?**

**Have Program-Specific Questions?**

**Login**

Or

**Get started**

[Federal government employees: Login or create an account](#)

**Log in or registration for government employees.**

# Steps to Request Access to Documents

1. Click on [Request Access](#) link on the left navigation bar.

**certify.SBA.gov**  
Requests Help Logout

My requests  
**Request access**

## Request access to view records

Use this form to request access to a small business's WOSB or EDWOSB eligibility documentation. Once complete, the form will send an email to the small business that asks them to log in to [certify.sba.gov](https://certify.sba.gov) and approve or reject your request for access. You must provide the following information to request access:

- DUNS number
- Solicitation number
- Solicitation NAICS
- Procurement type

Start by searching for a small business by DUNS number to verify eligibility within SBA's [certify.sba.gov](https://certify.sba.gov) system.

### Search for a business

DUNS number



# Steps to Request Access to Documents

2. Search for a WOSB firm by entering a DUNS number in the text box and click the *Search* button.

**certify.SBA.gov**  
Requests Help Logout

My requests  
**Request access**

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Use this form to request access to a small business's WOSB or EDWOSB eligibility documentation. Once complete, the form will send an email to the small business that asks them to log in to [certify.sba.gov](https://certify.sba.gov) and approve or reject your request for access. You must provide the following information to request access:

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- Solicitation NAICS
- Procurement type

Start by searching for a small business by DUNS number to verify eligibility within SBA's [certify.sba.gov](https://certify.sba.gov) system.

### Search for a business

DUNS number  **Search**

**If contractor has not completed registration, you will see the message “the vendor has not completed registrations.”**



# Steps to Request Access to Documents

3. Complete the request form by entering the *Solicitation number* and *NAICS* fields, and select the *Type of procurement* box

- a. Read the authorization text
- b. Click the *I accept* box
- c. Click the *Request Access* button

### Complete your request

Please enter the Solicitation number, Solicitation NAICS, and procurement type below.

Solicitation number

Solicitation NAICS

Type of procurement:

WOSB set-aside  
 EDWOSB set-aside  
 WOSB sole source  
 EDWOSB sole source

I Montana Nguni certify that I am a Federal Contracting Officer or Specialist and am authorized by Small Business Administration to validate Women-Owned Small Business (WOSB) eligibility in order to award contracts to women-owned small businesses. I understand that the data that I am requesting contains Personal Identifiable Information (PII) and must be protected in accordance with [OMB Memorandum M-07-16 Safeguarding Against and Responding to the Breach of Personally Identifiable Information](#).

I accept

**Request Access**

# Steps to Request Access to Documents

- 4. Log in to certify.SBA.gov
- 5. Click the *My Requests* link on the left navigation bar.

If contractor has not completed registration, the View column will be blank.

**My requests**  
Request access

### My requests

Review vendor certifications

Solicitation #	DUNS #	Vendor	Status	Request expires	Access expires ▲	View
765345243	275276652	Entity 37 Legal Business Name	Accepted	08/05/2016	10/27/2016	WOSB, EDWOSB
2345678	245652494	Entity 70 Legal Business Name	Accepted	08/05/2016	10/27/2016	WOSB, EDWOSB
3456765	245652494	Entity 70 Legal Business Name	Accepted	08/08/2016	10/30/2016	WOSB, EDWOSB
6545432	245652494	Entity 70 Legal Business Name	Requested	08/09/2016		

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Your experience is important to us. Please email us at [certify@sba.gov](mailto:certify@sba.gov) with comments or suggestions.

# Steps to Request Access to Documents

6. In the View column, select which certification you would like to see using the [WOSB](#) or [EDWOSB](#) links.

**My requests**

Request access

**Review vendor certifications**

[Search](#)

Solicitation #	DUNS #	Vendor	Status	Request expires	Access expires ▲	View
765345243	275276652	Entity 37 Legal Business Name	Accepted	08/05/2016	10/27/2016	<a href="#">WOSB</a> , <a href="#">EDWOSB</a>
2345678	245652494	Entity 70 Legal Business Name	Accepted	08/05/2016	10/27/2016	<a href="#">WOSB</a> , <a href="#">EDWOSB</a>
3456765	245652494	Entity 70 Legal Business Name	Accepted	08/08/2016	10/30/2016	<a href="#">WOSB</a> , <a href="#">EDWOSB</a>
6545432	245652494	Entity 70 Legal Business Name	Requested	08/09/2016		

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Your experience is important to us. Please email us at [certify@sba.gov](mailto:certify@sba.gov) with comments or suggestions.

# Steps to Request Access to Documents

- 7. Review the self-certification summary.
- 8. To view the supporting documents, click on the *file name* link.

### LLC

Do the Articles of Organization, Operating Agreements and any amendments show that at least 51% of each class of member interest is unconditionally and directly owned by the qualifying individual(s)?

Response: Yes

#### Attachments:



File Name	Document Type	Upload Date
<a href="#">SOS2012_2016.pdf</a>	Amendments to the Articles of Organization	04/04/2016
<a href="#">SOSAofOAlta.pdf</a>	Articles of incorporation	04/04/2016

Do the Articles of Organization and any amendments or Operating Agreement and any amendments show that the qualifying individual(s) serve as management members, with control over all decisions of the limited liability company?

Response: Yes

#### Attachments:

File Name	Document Type	Upload Date
<a href="#">Alta PA2.07_30_13 Signed.pdf</a>	Miscellaneous	04/04/2016

# Contact Us

Visit the SBA's website for more information.

- Businesses: [www.sba.gov/wosbready](http://www.sba.gov/wosbready)
- COs: <https://www.sba.gov/partners/contracting-officials/contracting-program-administration/wosb-program-administration>
- For questions on the WOSB program, email [wosb@sba.gov](mailto:wosb@sba.gov).
- For technical questions on Certify.SBA.gov, please email [help@certify.sba.gov](mailto:help@certify.sba.gov).



# THANK YOU!

## Questions and Answers