Women-Owned Small Business Federal Contracting Program (WOSB Federal Contracting Program)
Selling to the Federal Government

- FY 2022 – over $10.7 Billion* in federal contracts awarded to firms located in Washington state
- Over $2 Billion* went to small businesses located in Washington state

Top five federal agencies buying in Washington State (from small businesses)
- Department of Defense (DOD)
- Department of Agriculture (USDA)
- Department of Veterans Affairs (VA)
- Department of Energy (DOE)
- Department of the Interior (DOI)

- Opportunities as a subcontractor to prime contractors

*Figures from USA Spending
Set-Asides for Certification Programs and Socioeconomic Categories

Targeted set-asides and acquisition goals:

- Women-Owned Small Businesses (5%)
- Small Disadvantaged Businesses (including 8(a) certified) (13%)
- HUBZone Businesses (3%)
- Service-Disabled Veteran-Owned Small Businesses (3%)

Set-asides are reserved for small businesses between $10,000 (Micro-purchase Threshold) to $250,000 (Simplified Acquisition Threshold).
WOSB Federal Contracting Program

Take advantage of annual prime contracting goals

Build capacity and grow

Access set-asides for WOSBs and EDWOSBs
Women-Owned Small Business (WOSB) Certification Eligibility
Is the WOSB Certification Appropriate for You?

- Managerial experience
- Highest officer position
- Proper NAICS codes
- 51% ownership requirements
- Management of daily operations
- No minimum time in business
Economically Disadvantaged Requirements to Qualify

- Personal net worth (assets minus liabilities) less than $850,000
- Three-year average income is $400,000 or less
- Fair market value of all assets is $6.5 million or less
Application Process
WOSB Application Process

**Submission of Application**
- Firm registers in SAM.gov
- Firm registers in beta.certify.sba.gov and claims business
- Firm completes application on beta.certify.sba.gov and uploads appropriate documents for EDWOSB or WOSB

**Screening**
- SBA receives submission & conducts a “check” of all documents
  - If valid, proceeds to next step, notifies firm of a complete application.
  - If invalid document(s), screener issues a deficiency letter returning the application or submits request for information (RFI).

**Analyst Review**
- Reviews eligibility, ownership, and control – 90-day process begins
  - Reviews financials for EDWOSB
  - May conduct request for information (RFI)
  - Submits a final recommendation

**Director Decision**
- Makes final decision to approve or deny
  - Issues signed and dated letter to firm
  - Letter marks official date of entry into WOSB program

*WOSB READY*
Issuing Decisions on Certification

- **Application Submitted** – Dashboard will update
- **SBA will notify you of a complete, sufficient application package within 15 days.***
- **SBA will make determination within 90 calendar days after a receipt of a complete application, when applicable.**

*An SBA representative may reach out if additional information or documentation is required.*
On the **homepage**, you can:

- ✓ Updated checklists that provide guidance prior to applying
- ✓ Verify eligibility
- ✓ Find answers to questions regarding your firm’s ability to participate in a program
- ✓ Request information from SBA by submitting the Help form
- ✓ Create an account and proceed with your application
- ✓ Access the [beta.certify.sba.gov](http://beta.certify.sba.gov) **knowledge base** including training videos, user guides, and more
Prepare tab - Updated checklists that provide guidance prior to applying

Prepare to apply for the Woman Owned Small Business (WOSB) Program

These checklists identify the documents that applicants will be required to submit in the application process. The betaCertify application process is easier when applicants gather these documents before starting the application. Within the checklists outlined below the required documents have been organized by the "cards" that will be filled out for the certification application.

**Women-Owned Small Business (WOSB) Preparation Checklist**

**Economically Disadvantaged Women-Owned Small Business (EDWOSB) Preparation Checklist**

**Women-Owned Small Business (WOSB) Checklist**

Qualifying individual(s) include one or more women claiming 51% ownership

- Active registration in the System for Award Management for the firm, available at [SAM.gov](https://sam.gov)
  (Note: The firm’s DUNS number and EIN, and MPIN must exactly match SAM registration)
  
  **Note:** [SAM.gov registrations should be for the purposes of “All Awards” and not limited to “Loans and Grants”](https://sam.gov)

[SBA Basic Eligibility Card](https://sba.gov)
Access the beta.certify.sba.gov knowledge base including training videos, user guides, and more.
WOSB Application Tips & Tricks

1. Ensure you are creating your beta.certify account with the woman owner’s login.gov account

2. Ensure the woman owner is listed as the Government POC in SAM

3. **DO NOT** submit multiple help tickets to the help desk

4. **DO** review the document checklist and resume guidance prior to submitting your application
Contracting
WOSB Local* Prime Contracting—FY 22**

- **Prime Contract Dollars in Washington State:** $303 million
- **Number of awardees:** 387 WOSB prime contractors in Washington State
- **Top Industries:**
  - Remediation Services (NAICS 562910)
  - Commercial and Institutional Building Construction (NAICS sector 236220)
- **Top 5 agencies:**

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<th>AGENCY</th>
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*Data based on prime contractors located within Washington State
**figures from USAspending.gov
Proactive Self-Marketing

- Identify federal **buyers** and get to know them.
- Identify the agency contracting **procedures** and those who make buying decisions.
- Focus on areas in your **niche** and prioritize.
- Make **contacts** through small business events and network your business.
Getting the Most Out of the WOSB Federal Contracting Program

Ability to qualify for set-aside or sole-source contract awards—increasing prime and subcontracting opportunities

Opportunity to build capacity and grow by establishing joint ventures and participating in the All Small Mentor-Protégé Program

Access to training, management, and technical assistance programs, as well as guaranteed loans and bonding assistance
Helpful Websites

• Women-Owned Small Business Federal Contract program (sba.gov)

• eCFR :: 13 CFR Part 127 Subpart B -- Eligibility Requirements To Qualify as an EDWOSB or WOSB

• SAM.gov
  • Entity Registration Checklist

• WOSB.Certify.sba.gov
  • WOSB.Certify Knowledge Base
  • WOSB Applicant User Guide
  • Application Checklist
  • Application Video Tutorials
  • FAQs for WOSBs/EDWOSBs (sba.gov)
Resources

There are several resources available to help answer questions about the WOSB Federal Contracting Program.

- **Women’s Business Centers**
  - [Seattle](#)
  - [Lacey](#)
  - [Spokane](#)

- **Procurement Technical Assistance Centers (new name: APEX Accelerator)**

- **Small Business Development Centers**

- **SCORE**

- **WOSB Program Office**
  - [wosb@sba.gov](mailto:wosb@sba.gov)
Questions?

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How are we doing?
Please take a minute to let us know
www.sba.gov/feedback