



U.S. Small Business
Administration

Selling to the Government
Ana Singh - Seattle SBA District Office

Government-wide Procurement Goals

Small Business (SB) - 23%

Small Disadvantaged Business (SDB) - 12% (15% by 2025)

Women-Owned Small Business - (WOSB)- 5%

HUBZone Small Business – 3%

Veteran-Owned Small Business (VOSB) - 3%

8(a) Business Development Program



Nine-year program created to help socially and economically disadvantaged entrepreneurs gain access to—and succeed in—the federal marketplace

Build capacity and grow through contracts

Access to business development support

Benefits

- Efficiently compete and receive set-aside and sole-source contracts
 - \$7M manufacturing and \$4.5M for all other acquisitions
- Receive one-on-one business development assistance for their nine-year term from dedicated Business Opportunity Specialists focused on helping firms grow and accomplish their business objectives
- Diversify revenue stream with Federal contracting dollar
- Pursue opportunity for mentorship from experienced and technically capable firms through the SBA Mentor-Protégé program
- Connect with procurement and compliance experts who understand regulations in the context of business growth, finance, and government contracting
- Pursue joint ventures with established businesses to increase capacity
- Qualify to receive federal surplus property on a priority basis
- Receive free training from SBA's 7(j) Management and Technical Assistance program



Eligibility Requirements

- Be a small business (as defined by <https://www.sba.gov/size-standards>)
- Not have previously participated in the 8(a) BD program
- Be at least 51 percent owned and controlled by U.S. citizens who are socially and economically disadvantaged
- Have a personal net worth of less than \$850K, adjusted gross income of \$400K or less, and assets totaling \$6.5 million or less
- Have all its principals demonstrate good character
- Demonstrate the potential for success such as having been in business for two years
- Have the owner manage day-to-day operations and also make long-term decisions

Designated Socially Disadvantaged Criteria

Designated Groups

- Black American
- Asian Pacific American
- Hispanic American
- Native American
- Subcontinent Asian American

Non-Designated Group Criteria

- Preponderance of evidence
- Race, ethnicity, gender, physical handicap, long-term environmental issues
- Chronic and substantial social disadvantaged
- Negative impact to business advancement

Am I Eligible?

Some firms may be eligible for the 8(a) BD Program, but they are not ready to contract with the federal government.

Businesses interested in applying for 8(a) certification can get a preliminary assessment of whether the 8(a) BD Program is right for them by using the “Am I Eligible” tool on the <https://certify.sba.gov/am-i-eligible>.

Monthly Call – Eligibility Assistance

Members of the 8(a) team answer questions on a monthly basis to help firms navigate the certification process, including program benefits and eligibility requirements for 8(a) certification.

When	Third Wednesday of each month - 2:00p.m. to 3:00p.m. (ET)
How	Call 202-765-1264 (Washington, DC) and enter phone conference ID#: 217 121 169

How to Apply

8(A) BUSINESS DEVELOPMENT PROGRAM ROAD MAP TO THE CERTIFICATION PROCESS

Eligible small businesses get

- ✓ Exclusive access to reserved federal contracting opportunities
- ✓ Training and technical assistance
- ✓ Business development services

The 8(a) BD Program certification process is more streamlined than ever!



STEP 1

Review the application guidance resources.

Visit the [Knowledge Base](#) at [certify.sba.gov](#) to access [checklist tools](#), training, and information that provides guidance prior to applying. Specifically, the [Application Tips for Success Guide](#) and [application webinar recording](#) are important resources to digest. These tools will help you ensure you've gathered all necessary documentation and information for the application.



STEP 2

Meet with your local SBA office or a Procurement Technical Assistance Center (PTAC).

Your [local SBA office](#) will connect you with someone who will help you determine if you're ready to apply and prepare. You can also reach out to your [local PTAC office](#) to meet with a counselor for one-on-one assistance with the application process.



STEP 3

Apply for 8(a) BD Program certification.

Once you've identified your primary [NAICS code\(s\)](#) and registered your business in the [System for Award Management \(SAM\)](#), you are ready to [apply for 8\(a\) certification!](#)

Use the [Certify Help Desk](#) to submit technical questions as they relate to your 8(a) application. Please include your company name and [DSBS UEI](#) number in your inquiry.



STEP 4

Stand by for notifications from SBA.

If your application is determined complete, SBA will notify you through [certify.sba.gov](#). You must log into Certify to view the message and follow any next steps.

Once certified, your profile in [SAM.gov](#) and the [DSBS](#) will show your 8(a) BD Program approval and exit dates. You will be notified in Certify and receive SBA's decision letter and your participation agreement. A local SBA Office will connect with you to schedule program orientation and provide next steps.

For more information about the certification process visit [certify.sba.gov](#).

HUBZone Program



Eligibility Requirements

To qualify for the HUBZone program, your business must:

- Be a small business according to [SBA size standards](#)
- Be at least 51% owned and controlled by U.S. citizens, a Community Development Corporation, an agricultural cooperative, an Alaska Native corporation, a Native Hawaiian organization, or an Indian tribe
- Have its principal office [located in a HUBZone](#)
- Have at least 35% of its employees [living in a HUBZone](#)

You can find the full qualification criteria in [Title 13 Part 126 Subpart B of the Code of Federal Regulations](#) (CFR).

How to Apply?

- Make sure you have a [SAM.gov](https://sam.gov) account.
- Register for an [SBA Connect](#) account and request access to the HUBZone portal. [View the instructional video.](#)
- Apply for HUBZone certification in the HUBZone portal. Log in to [SBA Connect](#) and select “HUBZone” before completing the prompts.
- Check your email (including spam folder) for time-sensitive instructions to electronically verify your application within 2 business days.
- Submit all requested [supporting documentation](#) within three business days; your submission cannot be assigned for eligibility review until all required documents are submitted. Be prepared to respond to requests for additional information from the HUBZone team within 5 business days. Failure to do so may result in a decline or withdraw of your application.
- Check that your status was updated in DSBS and SAM. Within 48 hours of your approval, SBA will automatically update your status in DSBS and SAM.

NEW ELIGIBILITY WORKBOOK TOOL!

SBA is testing a new [eligibility workbook tool](#) designed to help applicants organize, calculate, and present information related to their principal office and employee residency. Filling out the workbook tool and uploading it as part of your application will help expedite SBA’s review of your HUBZone application.

Maintain HUBZone certification

You'll need to recertify for the HUBZone program once a year. There is no limit to the length of time a business can participate as long as it continues to qualify. A [program examination](#) will be required at least every three years.

HUBZone businesses must notify SBA if their business is involved in a merger or acquisition or if HUBZone residency drops below 20% while performing on a HUBZone contract.

SBA may visit HUBZone businesses unannounced and conduct program examinations to verify the accuracy of any certification made or information provided as part of the HUBZone application or recertification process. For more information about continuing eligibility, view the [Recertification Fact Sheet](#).

HUBZone Help

For support with government contracting and growing your business visit one of SBA's resource partners (SCORE, SBDCs, WBC, VBOC, and PTAC): <https://www.sba.gov/local-assistance>

For support with your HUBZone application:

- **Visit** the HUBZone website: sba.gov/hubzone
- **View** location eligibility: maps.certify.sba.gov/hubzone/maps
- **Email** our Help Desk with specific questions: hubzone@sba.gov
- **Call** our HUBZone staff via our weekly conference call
Every Thursday at 2pm ET: 202-765-1264; Access code: 63068189#
- **Access** [application FAQs and document requirement checklists](#) by organizational structure

WOSB and EDWOSB Certification



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



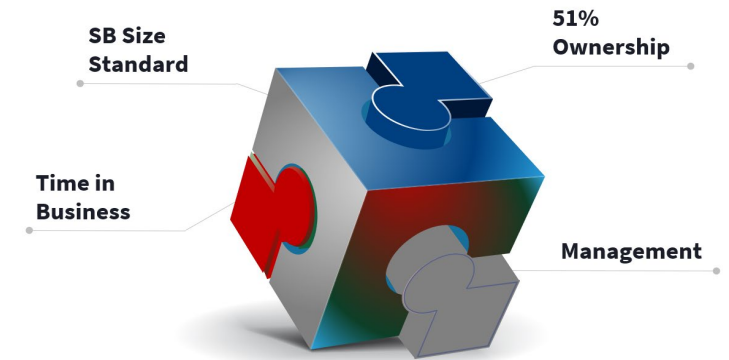
Access to training, management and technical
assistance programs, guaranteed loans and bonding
assistance.

Provides a level playing field for women business owners, the government limits competition for certain contracts to businesses that participate in the Women-Owned Small Business (WOSB) Federal Contract program.

These contracts are for goods and services in specific industries (identified via NAICS code) where WOSBs are underrepresented. Some contracts are restricted further to economically disadvantaged women-owned small businesses (EDWOSBs). SBA maintains [a list of those eligible industries and their NAICS codes](#).

Eligibility Requirements for WOSBs

- Meet small business size standard for primary NAICS
- At least 51% unconditionally and directly owned by one or more women who are U.S. citizens
- A woman must manage the daily business operations in the company.
- A woman must hold the highest officer position within the company.
- The woman holding the highest officer position must have managerial experience required to run the company.
- The woman holding the highest officer position must devote her full-time attention to the company during normal working hours
- The woman must make the long-term decisions for the business.
- No minimum amount of time for the business to be operational.



Economically Disadvantaged Woman-Owned Small Business (EDWOSB) Eligibility Requirements



Personal net worth (assets minus liabilities) less than \$850,000



Three-year average income is \$450,000 or less



Fair market value of all assets is \$6.5 million or less

How to Apply?

Apply for certification at WOSB.Certify.sba.gov

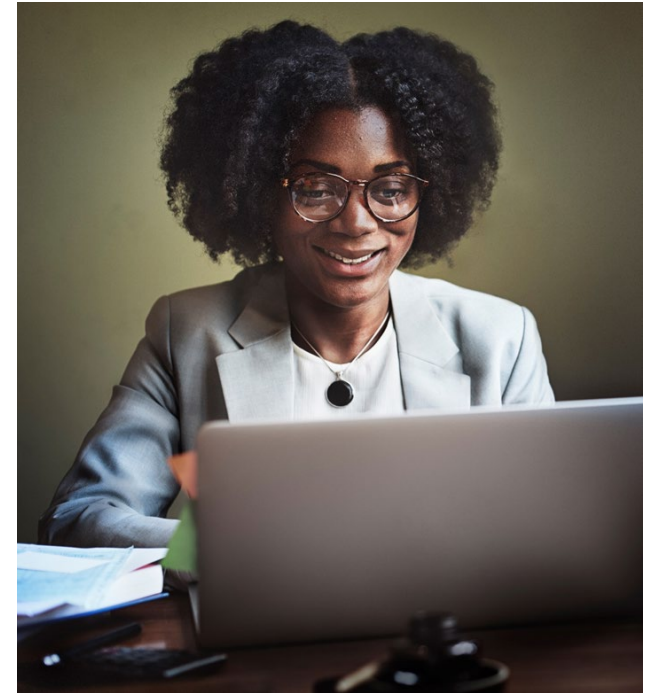
This certification site can also help firms:

- Understand the certification process
- Access checklists that provide guidance prior to applying
- Explore their company's eligibility
- Request information from SBA program experts
- Create an account and proceed with their application

Note: When you create an account, you will be automatically directed to a new screen to access login.gov. This is a secure platform for creating new account logins. Please be advised that SBA-approved third-party certification (TPC) does not automatically activate a firm's WOSB eligibility. If a firm chooses to go through an SBA-approved TPC, they must still visit WOSB.Certify.sba.gov and submit proof of US citizenship, along with their valid TPC-WOSB or EDWOSB certificate.

For more information on the application process, please review the information available on WOSB.Certify.sba.gov, including :

- [Prepare](#)
- [Is the Woman-Owned Small Business Program right for me?](#)



WOSB/EDWOSB Help

<https://www.sba.gov/offices/headquarters/ogc>

Women-Owned Small Business program
409 Third St. SW, Eighth floor
Washington, DC 20416

Email: wosb@sba.gov

For additional information about the WOSB Program and our application process, visit the [WOSB.certify.sba.gov Knowledge Base](https://www.sba.gov/knowledge-base).

For any other assistance, please [contact SBA](#).

Veteran Small Business Certification



Qualify for set-aside opportunities

Build capacity and grow

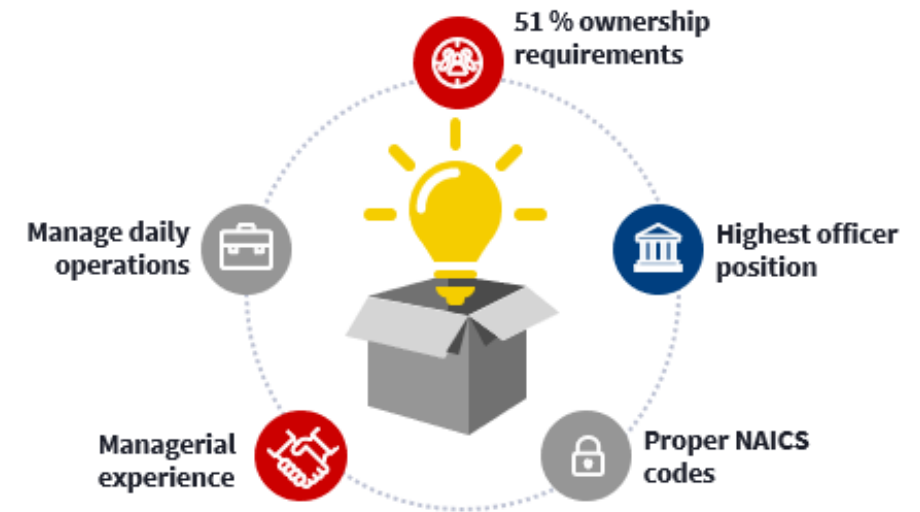
Establish joint ventures

Certification with SBA allows service-disabled veteran-owned small businesses (SDVOSBs) to compete for federal sole-source and set-aside contracts across the federal government. Certified veteran-owned small businesses (VOSBs) have additional opportunities to pursue sole-source and set-aside contracts at the U.S. Department of Veterans Affairs (VA) under the VA's Vets First program.

Eligibility Requirements

To apply for certification with SBA as a VOSB or SDVOSB, a firm must meet the following requirements:

- Be considered a small business, as defined by the size standard corresponding to any NAICS code listed in the business's SAM profile.
- Have no less than 51% of the business owned and controlled by one or more veterans.
- For certification as a SDVOSB, have no less than 51% of the business owned and controlled by one or more veterans rated as service-disabled by the VA.
- For those veterans who are permanently and totally disabled and unable to manage the daily business operations of their business, their business may still qualify if their spouse or appointed, permanent caregiver is assisting in that management.



How to Apply?

To establish an SBA account and apply for certification, visit <http://veterans.certify.sba.gov>

Through the application portal, you can:

- Access checklists and pre-application guides
- Check your firm's eligibility
- Request information
- Create an account, login and proceed with an application
- Search for a certified VOSB or SDVOSB

Certification transfer from the VA and one-year extension

- Firms previously verified by the VA Center for Verification and Evaluation (CVE) as of January 1, 2023, were automatically granted certification by SBA for the remainder of the firm's eligibility period, along with a one-time, one-year extension.
- New applicants certified by SBA after January 1, 2023, will receive the standard three-year certification period.

Grace period for self-certified firms

- The NDAA 2021 grants a one-year grace period for self-certified SDVOSBs until January 1, 2024. During the grace period, self-certified businesses have one year to file an application for SDVOSB certification and may continue to rely on their self-certification to compete for non-VA SDVOSB set-aside contracts.
- Self-certified SDVOSBs that apply before January 1, 2024, will maintain their eligibility through the expiration of the grace period until SBA issues a final eligibility decision.
- VOSBs and SDVOSBs seeking sole-source and set-aside opportunities with the VA must be certified – there is no grace period.

Resources Available

Contact SBA VetCert Support

Phone [800-862-8088](tel:800-862-8088)

Online Support [FAQ](#)

Hours 8 a.m - 6 p.m. ET

Veterans Business Outreach Center (VBOC) program

The Veterans Business Outreach Center (VBOC) program offers resources to veterans who are interested in starting or growing a small business.

Pacific Northwest Region

- **Business Impact NW**
 - Coverage: **Washington, Idaho, Oregon**
 - Address: 12720 Gateway Dr. A, Suite 207, Tukwila, WA 98168
 - Website: <https://businessimpactnw.org/vboc/>
 - Telephone: 206-324-4330
 - Email: vboc@businessimpactnw.org
- **Alaska Veterans Business Outreach Center**
 - Coverage: **Alaska**
 - Address: 911 W 8th Ave., Anchorage, AK 99501
 - Website: <https://businessimpactnw.org/vboc/>
 - Telephone: 206-324-4330
 - Email: vboc@businessimpactnw.org

PTAC/Native PTAC

- PTAC/Native PTAC - <https://www.aptac-us.org/>
 - PTAC's assist with government contracting from A-Z.
 - No cost, confidential, one-on-one technical assistance in all aspects of selling to federal, state, and local governments. They can assist in creating a capability statement.

WASHINGTON

American Indian Chamber Education Fund PTAC

CA, AZ, UT, NV, WA, OR, ID - BIA REGION (PACIFIC / WESTERN/NORTHWEST)

American Indian PTAC

American Indian Chamber Education Fund PTAC Subcenter - Washington Office

713 Jadwin Avenue
Suite 9
Richland, WA 99352

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Resources Available

- Contact your [local SBA office](#)
- Visit the SBA [website](#)
- Visit the [Certify Help Desk](#)
- Go to certify.sba.gov and visit the **Certify Knowledge Base** for all tools, FAQs, and program information for 8(a), Mentor-Protégé, WOSB, and HUBZone.
- [PTAC Directory of Buyers](#) – List of Federal, State, and Local Contracting Contacts in Pacific Northwest
- [USASPENDING.GOV](#) – Public Record of all Federal Contracts
- [Alliance Northwest](#) – March 16th, 2023 – Pacific Northwest Largest Government Contracting Event
- [Keep up with SBA by receiving emails on our programs and upcoming events](#)
- [SBA Subnet](#) – Small Business Subcontracting Opportunities
- [GSA Subcontracting Directory](#)
- [DoD Prime Contracting Directory](#)
- [MBE/DBE Certification – \(WAOMWBE\)](#)
- [SBA Surety Bond Guarantee Program](#) – The Small Business Administration (SBA) guarantees bid, performance, and payment surety bonds issued by certain surety companies

QUESTIONS?



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