

SBA Contacting Officer's Guidelines for Using the WOSB and EDWOSB Programs

The following are the current SBA guidelines
for using the WOSB/EDWOSB Acquisition Programs:

Contracting officers may set aside a requirement for
WOSBs if:

- The NAICS code is in an industry in which SBA has designated that WOSBs are substantially underrepresented.
- The competitive procurement has at least two (2) WOSB firms that are capable of satisfying the agency's requirements.
- The procurement authority is interested in a limited competition for support services without restrictions to the size of the contract.
- The contracting officer believes the contract can be awarded at a fair and reasonable price.

Contracting officers may set aside a requirement for
EDWOSBs if:

- The NAICS code is in an industry in which SBA has designated that WOSBs are underrepresented.
- The competitive procurement has at least two (2) EDWOSB firms that are capable of satisfying the agency's requirements.
- The procurement authority is interested in a limited competition for support services without restrictions to the size of the contract.
- In the estimation of the contracting officer, the contract can be awarded at a fair and reasonable price.



**Current IT Security Federal Contracts
Using NAICS Code 518210
(WOSB Substantially Underrepresented):**

**Federal Bureau of Investigations (FBI)
Security Engineering Analysis and Assessment
(Contract #: DJFA0G002006)**

**ESOC Services
(Contract #: DJFA7G706495)**

**National Aeronautics and
Space Administration (NASA)**

**Information Technology RDO in Support of SCIE
(Contract #:
ARC00200003CA61812DDTTS5999D00437)**

**Project Management and Systems Engineering
(Contract #: MSFC0200202BH34339D)**

**Biomedical Labs Independent Audit
(Contract #: NNJ07HB19P)**



• Innovative Minds • On Point • One Group

Tel: 703-636-2033
Fax: 866-761-7457
bd@mindpointgroup.com
www.mindpointgroup.com
<http://blog.mindpointgroup.com>

DUNS #: 829296669
Cage Code #: 5DMTO

SBA Contacting Officer's Guidelines for Using the WOSB and EDWOSB Programs (cont.)



What Agencies Need to Do? Where Do They Start?

- Determine the NAICS code for acquisition.
- Check SBA's website (or see Appendix A to this guide) for industries it has designated as underrepresented or substantially underrepresented.
- If the NAICS code assigned to the acquisition is in an underrepresented industry, then the acquisition can be set aside for EDWOSBs, depending on the market research. If it is in a substantially underrepresented industry, it can be set aside for WOSBs, depending on the market research.
- Get the government estimate for the acquisition. The WOSB Program identifies eighty-three four-digit North American Industry Classification Systems (NAICS) codes where WOSBs are underrepresented or substantially underrepresented. Contracting officers may set aside contracts in these industries if the contract can be awarded at a fair and reasonable price and the contracting officer has a reasonable expectation that two or more WOSBs or EDWOSBs will submit offers for the contract. .
- Conduct your market research. FAR part 10 outlines how market research can be conducted. Generally, agencies use past (but recent) acquisition history and searches on the Dynamic Small Business Search (DSBS) engine to determine whether small businesses are available for an acquisition. In conducting market research, it is important that the search not be too limiting (e.g., use of a NAICS and key word). It's best to start the search broadly (e.g. NAICS code search) and then narrow it down if necessary.
- Review the market research to determine whether the acquisition can be set aside (and in some cases sole sourced) to WOSBs or EDWOSBs, HUBZone small businesses, Service Disabled Veteran Owned Small Businesses or 8(a) Business Development Participants. For example, are there at least two WOSBs that you believe will submit an offer and that award can be made at fair market price?
- If you decide to set aside for WOSBs or EDWOSBs, you must notify all potential offerors in the solicitation (e.g., cover letter notification and pertinent FAR clauses).

For more information download the SBA Contract Officers' Compliance Guide using the below URL:

http://www.sba.gov/sites/default/files/files/Contracting%20Officers%20WOSB%20Compliance%20Guide_Jan2011.pdf

MindPoint Group, LLC
Small Business Administration (SBA)
Women Owned Small Business (WOSB)
Economic Disadvantage Woman Owned Small Business (EDWOSB)
Compatibility Overview

WOSB & EDWOSB Requirements

MindPoint Group Certified Qualifications

Be a small business that is **at least 51% percent** unconditionally and directly owned and controlled by **one or more women** who are United States citizens.



MPG's President, Patti Chanthaphone and VP of Corporate Operations Mariam Es-Haq own and control 56% of company.

Have a **woman manage the day-to-day operations, make long-term decisions** for the business, hold the **highest officer position** in the business and work at the business full-time during normal working hours.



MPG's President Patti Chanthaphone manages the day-to-day operations during normal working hours.

To participate in the Program, a WOSB or EDWOSB must meet the eligibility requirements and **either (1) self-certify their business OR (2) be certified by an SBA-approved Third-Party Certifier.**



MPG is currently SBA self-certified as both WOSB and EDWOSB.

All WOSBs and EDWOSBs must register their status in the **Central Contractor Registration (CCR)** and the **Online Representations and Certifications Application (ORCA)**, as well as upload required documents to the WOSB Program Repository.



MPG's President, Patti Chanthaphone and VP of Corporate Operations Mariam Es-Haq own and control 56% of company.

Contracting officers may set aside a requirement for WOSBs if: The NAICS code is in an industry in which SBA has designated that WOSBs are substantially underrepresented.



The following MPG NAICS codes are listed as SBA substantially underrepresented:
517190 and 512180

Contracting officers may set aside a requirement for EDWOSB if: The NAICS code is in an industry in which SBA has designated that EDWOSBs are underrepresented.



The following MPG NAICS codes are listed as SBA underrepresented:
541519, 541611, 541618, 541690, and 541990



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Tel: 703-636-2033
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DUNS #: 829296669
Cage Code #: 5DMT0