

2016 Small Business Government Contracting Series

AN OVERVIEW OF GOVERNMENT SMALL BUSINESS CERTIFICATIONS

January 14, 2016



Providing expert technical assistance to FEDERAL, STATE and LOCAL GOVERNMENT Contractors And Subcontractors

A Procurement Technical
Assistance Center (PTAC)
Serving the Wisconsin Business
Community

WPI Offices located at:

Milwaukee County Research Park

10437 Innovation Drive, Suite 320

Milwaukee, WI 53226

414-270-3600 FAX: 414-270-3610

Juneau County Economic Development Corp.

122 Main St - Camp Douglas, WI 54618

608-427-2455 FAX: 608-427-2086

Western Dairyland EOC, Inc.

418 Wisconsin St. - Eau Claire WI 54703

608-427-2455 FAX: 608-427-2086

Fox Valley Technical College – DJ Bordini Center

5 Systems Drive - Appleton WI 54912

920-840-3771 FAX: 414-270-3610

Racine County Economic Development Corporation – Launch Box

141 Main Street, Suite 2, Racine, WI 53403

414-270-3600 FAX: 414-270-3610

Madison Enterprise Center

100 S. Baldwin St., Madison, WI 53703

608-444-0047 FAX: 414-270-3610

Food Enterprise & Economic Development (FEED)

1219 N. Sherman Ave., Madison, WI 53704

608-444-0047 FAX: 414-270-3610

Wausau Region Chamber of Commerce

200 Washington Street, Wausau, WI 54403

920-456-9990 FAX: 414-270-3610

www.wispro.org - info@wispro.org



EVENT CALENDAR FEDERAL GOVERNMENT STATE GOVERNMENT LOCAL GOVERNMENT

OTHER GOVERNMENT & GRANTS FAQS

CLICK HERE TO VIEW WPI'S CURRENT NEWSLETTER

UPCOMING EVENTS

OCTOBER 22 2015
INTERSECWI (INTERNET SECURITY) 2015 (PROTECT YOUR ORGANIZATION, YOURSELF, AND
YOUR FAMILY FROM CYBER RISKS AND
LIABILITIES NOW!)
CAMP DOUGLAS »

OCTOBER 28 2015

DOING BUSINESS WITH USDA FARM SERVICE AGENCY - LEARN FROM FSA DATCP & SBA OF AVAILABLE FINANCING AND PROGRAMS TO HELP YOUR FARM OR FOOD BUSINESS GROW -MONROE MONROE »

OCTOBER 29 2015 SMALL BUSINESS ACADEMY MILWAUKEE »

OCTOBER 29 2015

DOING BUSINESS WITH USDA FARM SERVICE AGENCY - LEARN FROM FSA DATCP & SBA OF AVAILABLE FINANCING AND PROGRAMS TO HELP YOUR FARM OR FOOD BUSINESS GROW -MILWAUKEE MILWAUKEE »

OCTOBER 29 2015 MARKETPLACE 2015 DAY ONE MILWAUKEE 20

CURRENT OPPORTUNITIES (10)

∋)

GET STARTED WITH THE BASICS

Questions & answers on how to get started.

SIGN-UP FOR OUR NEWSLETTER

Stay up-to-date with the latest WPI news.

HAVE A QUESTION? WE'RE HERE TO HELP.

One of our staff of experts is available to answer your questions.

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GET STARTED

SIGN UP

GET HELP

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LOCAL GOVERNMENT OTHER GOVERNMENT & GRANTS FAQS

GET STARTED WITH THE BASICS

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GET STARTED

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GET HELP

SERVICES OFFERED BY WPI

- FREE Bid Matching Services
- Individual Counseling and Assistance
- . Locating Local, State and Federal Opportunities
- · Government Market Strategy Development
- . Training in use of Government websites and tools
- · Assistance with System for Award Management (SAM) Registration
- · Assisting in Market Research Process
- Development of Market Profile
- . Small Business Subcontracting Plans-Development, Outreach and Reporting
- · Small Group Training
- Outreach and training with Local, State and Federal agencies
- . Assist with Pre and Post Award Functions
- · Assistance with Agency Specific Contracting Requirements
- Assistance with Contracting Regulations and Requirements, including FAR, DFAR, CFR
- Assistance with GSA Schedule Preparation and Administration
- Assistance with Local, State and Federal Certifications, including:
 - Service Disabled & Veteran Owned Small Business, HUBZone, Woman Owned Small Business, 8(a)
 Business Development Program
 - State
 - Local
 - DBE
- . Bid Review and Submission Assistance
- · Proposal and Assistance, Review and Submission Assistance
- Capabilities Statement and Related Government Marketing Material Development
- . Assistance in Locating and Developing Teaming Partners and Subcontractors
- Updated Government Market Information

Wisconsin Procurement Institute 10437 Innovation Dr., Suite 320 Milwaukee, WI 53226 Telephone 414-270-3600 FAX 414-270-3610

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Executive Director - Aina Vilumsons

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What you will Learn Today

What are Certifications

Available Federal Certifications

Available State Certifications

Other Certifications Available



What are Certifications?

• Federal, state, and local governments purchase billions of dollars worth of products and services. Many government agencies require a percentage of the procurements to be set aside for small businesses and small business subsets.

 Certification process allows potential contractors to be identified as small businesses and/or part of the small business subsets



Why Do I Need a Certification?

 Government realizes small businesses cannot always compete head to head with large businesses.

 The number of potential competitors goes down when the government sets a requirement aside for small businesses or a small business subset. This increases your chances to obtain the contract award.



CERTIFICATION PROGRAMS

SBA CERTIFICATIONS OTHER CERTIFICATIONS



SBA CERTIFICATIONS

- 8(a) Business Development Program
 - Mentor/Protégé
 - Joint Venture

13 CFR § 124

HUB Zone Program

13 CFR § 126



8(a) Business Development Program SBA Certification

- Assists eligible socially and economically disadvantaged small businesses
- Provides business development and contract assistance
- SBA certification required
- All 8(a) firms are SDBs, but not all SDBs are 8(a) certified



8(a) Business Development Program Program Benefits -- SBA Certification

- Certified firms can receive sole-source contracts
 - up to \$4 million for goods and services
 - up to \$6.5 million for manufacturing
- Joint ventures and teaming
- Mentor-Protégé Program



8(a) Business Development Program Program Eligibility -- SBA Certification

- Meet small business size standards
- In business for more than two years
- Unconditionally owned and controlled at least 51% by one or more socially AND economically disadvantaged individuals who are US citizens



Mentor/Protégé Program

 The purpose of the Mentor/Protégé program is to enhance the capabilities of 8(a) BD participants and to improve their ability to successfully compete for federal government contracts.



Mentor/Protégé Program Program Benefits

- •Mentors may provide the following forms of assistance to Protégés:
- Technical and management assistance
- •Financial assistance, including equity investments and/or loans
- Subcontracting support
- Assistance in performing prime contracts through joint venture arrangements



Joint Venture Definition

Definition:

An agreement between an eligible 8(a) participant and one or more other business concerns to establish a new legal entity solely for the purpose of performing a specific 8(a) contract. The contract is then awarded to the Joint Venture entity rather than to one or more of the participants.



Joint Venture When Permitted

- 8(a) firm lacks capacity to perform the contract independently
- Joint Venture agreement is fair and equitable
- Joint Venture will be of substantial benefit to the 8(a) firm
- 8(a) firm brings something of value to the Joint Venture other than the 8(a) certification



Joint Ventures Areas of Capacity

- Adequate bonding
- Adequate financing
- Technical expertise
- Experience in similar requirements
- Access to specialized/required equipment
- Access to appropriate facilities
- Appropriate management
- Appropriate labor



Joint Venture

Size Requirements

- Size Counts:
 - Small business set-asides and 8(a) procurements
- Joint Venture must meet applicable size standard of the solicitation
- A large business cannot be a JV participant on a Small Business or 8(a) procurement
 - Exception: 8(a) Mentor/Protégé Program



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HUBZone Program SBA Certification

- Historically Underutilized Business Zone
- Contracting preference program designed to stimulate economic development and create jobs
- SBA certification required



HUBZone Program

Program Benefits

- 3% government-wide goal for contracts to be awarded to HUBZone certified firms
- Competitive and sole source contracts
- 10% price evaluation preference



HUBZone Program

Program Eligibility

- Meet small business size standards
- Owned and controlled by at least 51% of US citizens, or a Community
 Development Corporation, an agricultural cooperative, or an Indian tribe
- Principal office must be in a designated HUBZone
- At least 35% of the firm's employees must live in a HUBZone

Learn more...

HUBZone Map



Women and Veterans Programs

 Woman Owned Small Business Program (WOSB & EDWOSB)

FAR 19.15

 Veteran Owned Small Business Programs (VOSB & SDVOSB)

FAR 19.14



Women Owned Small Business Program (WOSB & EDWOSB)

- 5% Government-wide contracting goal
- 5% Government-wide subcontracting goal
- Newly implemented WOSB Program
 - Contract set asides and sole source authorized

FAR 19.15



Women Owned Small Business Eligibility

Self certification

- WOSB or EDWOSB can self certify (changes coming soon)
- Registration in SAM is required
- Contracting officer may/will request additional documentation
- All documents will be maintained in WOSB Program Repository
 - Review: http://www.sba.gov/wosb

Third Party Certification

- May be certified by an authorized Third Party Certifier
- Existing 8(a) program certification may be eligible



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Women Owned Small Business Eligibility

WOSB

- 51% owned & controlled by one or more women who are US citizens
- Ownership must be direct and not subject to limitations
- Woman or women must manage day to day operations

EDWOSB

- Satisfy all conditions of WOSB
- Personal net worth of less than \$750,000
- Adjusted annual income of \$350,000or less
- Market value of all assets does not exceed \$6 million



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Veterans Programs (SDVOSB & VOSB)

- Veterans Entrepreneurship and Small Business Development Act defined VOSB & SDVOSB
- Established 3% government-wide prime and subcontracting goals for service disabled veteran owned small businesses
- Self-certification program
- Contract set aside and sole source

Learn More...

Veterans Business Outreach Centers

Veteran Information Pages



Service Disabled Veteran Owned Small Business Eligibility

- The Service Disabled Veteran (SDV) must have a service-connected disability that has been determined by the Department of Veterans Affairs or Department of Defense
- The SDV must unconditionally own 51% of the SDVOSBC
- The SDVO must control the management and daily operations of the SDVOSBC
- The SDV must hold the highest officer position in the SDVOSBC



Resources and Tools

- Federal Acquisition Regulations
 - https://www.acquisition.gov/far
- Acquisition Central
 - https://www.acquisition.gov/
- FAR Part 19 Small Business Programs
 - http://www.acquisition.gov/far
- Code of Federal Regulations (13CFR)
 - http://www.gpoaccess.gov/cfr/index.html
- Federal Business Opportunities
 - http://www.fbo.gov
- SBA-Government Contracting
 - http://www.sba.gov/aboutsba/sbaprograms/gc/index.html



SBA – Wisconsin District Office

For more information on SBA's programs and services

Please contact:

Shane Mahaffy, Lead Business Opportunity Specialist

Telephone: 414-297-1455

Email: Shane.Mahaffy@sba.gov

Or visit our office web site at www.sba.gov/wi



SBA - Wisconsin Offices

Wisconsin District Office

310 West Wisconsin Ave.

Suite 580W

Milwaukee, WI

Phone: 414-297-3941

Wisconsin District Office

740 Regent Street

Suite 100

Madison, WI

Phone: 608-441-5261



Veterans First Contracting Program

Public Law (P.L.) 109-461, Veterans Benefits, Health Care, and Information Technology Act of 2006 provides VA with unique authority for contracting with Service—Disabled Veteran—Owned Small Business (SDVOSB) and Veteran—Owned Small Business (VOSB). In order to qualify for participation in the VA Veterans First Contracting Program, eligible business owners must first be verified through the Center for Verification and Evaluation (CVE). Firms are eligible for two years from their last verified date.



Veterans First Contracting Program

- The Department of Veterans Affairs as well as the FAA require SDVOSBS and VOSBS to go through the VA Formal CVE verification process in order to participate in the Veterans First Contracting Program with the VA or to participate in SDVOSB set asides with the FAA
- All other Federal agencies accept Self Representation in the System for Award Management (SAM)
- NOTE: There is no set aside program for VOSBS Government-wide ONLY with the VA
 - 3% Goal for SDVOSBS government-wide
 - 12% Goal for VOSBS with the VA
 - 10% Goal for SDVOSBS with the VA



Eligibility

- Business owned by a Veteran or Service-Disabled Veteran
 - 51% direct and unconditional ownership by one or more Veteran(s)
- Control of the business
 - Long-term decisions, daily business operations, management controlled by Veteran(s)
 - Ultimate control of the business entity (partnership, LLC, corporation) by Veteran(s)
 - Veteran must have:
 - Management experience to run the concern
 - Ultimate managerial, supervisory control of technical experts, license holders
 - Veteran need NOT have technical expertise or license



Verification Benefits

- Opportunities for eligible firms to participate in Veteran-Owned Service-Disabled (VOSB) and SDVOSB set-asides and sole source procurements.
- Subcontracts with VA's large prime contractors in acquisitions
- Participate in VA's SDVOSB Mentor-Protégé Program.
- VA is one of the largest Federal Government procurement organizations – over \$3 Billion to Veteran-Owned Small Businesses

The "recognized" logo (symbols) for Vet "owned and controlled"

Application Process

Meet with a VA Verified Counselor. WPI has trained VA Verified Counselors on staff to help with:

- Obtaining a DUNS number and registering in SAM
- Reviewing the required documentation with you
- Reviewing a sample application with you
- Assisting businesses in registering in the Vendor Information Pages (VIP) on the CVE website and uploading the documentation



OVERVIEW STATE, LOCAL AND PRIVATE CERTIFICATIONS

January 14, 2016

Kate Hill



Experienced Responsive Effective Heartland Information Research, Inc.

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CERTIFICATION SUMMARY

Organization Type	Certification	Agency	Website
Federal Government	8(a)HUBZoneWOSB/EDWOSBVOSB/SDVOSB	Small Business Administration Small Business Administration Small Business Administration Department of Veterans Affairs	www.sba.gov/content/8a-business-development www.sba.gov/hubzone www.sba.gov/content/contracting-opportunities-women-owned-small-businesses www.va.gov/osdbu/veteran/verification.asp
State Government	DBE (UCP)MBEWBEDVB	WI Department of Transportation, Milwaukee County, Dane County and City of Madison WI Department of Administration	dot.wi.gov/business/engrserv/dbe-main.htm county.milwaukee.gov/cbdp/CertificationServices.htm www.danepurchasing.com/contract_compliance.aspx www.cityofmadison.com/dcr/ www.doa.state.wi.us/Divisions/Enterprise-Operations/Supplier-Diversity-Program
County/Municipal Government, School District, College/University System	 Target Business Program SBE ESB, MBE, WBE, DBE, Target Business ACDBE 	 City of Madison City of Milwaukee Dane County Milwaukee County 	<pre>city.milwaukee.gov/OSBD#.U0rvglko9jr www.danepurchasing.com/contract_compliance.aspx</pre> County.milwaukee.gov/cbdp/certificationservices.htm
Large Corporations	Company Internal Supplier Diversity Initiative	 North Central Minority Supplier Development Council Women's Business Enterprise National Council (WBENC) 	http://www.northcentralmsdc.net/MbeCertification/Certification www.wbenc.org/certification/

STATE CERTIFICATIONS

Disadvantaged Business Enterprise (DBE) aka Unified Certification Program (UCP)

CERTIFICATION BENEFITS:

- Support Services are available to certified firms free of charge including technical, marketing and financial assistance.
- WisDOT offers two programs designed to assist DBEs making connections with Prime contractors: Mentor Connection (6-month) and Mentor Protégé (3-year).
- Mega project goal setting for DBE participation.
- UCP is a cooperative of 24 different Wisconsin cities, counties, airport and transit authorities that benefit from USDOT funding.

ELIGIBILITY REQUIREMENTS:

- a. Disadvantaged Status Belong to an ethnic minority group: Native American, Black, Hispanic, Asian Indian, Asian Pacific or women.
- b. Ownership Be at least 51% owned, controlled, and actively managed by a socially and economically disadvantaged person(s).
- c. Small Business Status Must be a small business as defined by SBA size standard. It must not have annual average gross receipts over \$19 million in the three previous years or \$40 million for airport concessionaires.
- d. Independence The business must not link to another firm that compromises the applicant's independence and the disadvantaged owner's equity.
- e. Personal Net Worth May not exceed \$1.32 million (excluding primary residence and ownership in the business).

APPLICATION PROCESS:

• Contact one of the four certifying members - Wisconsin Department of Transportation, Milwaukee County – Community Business Development Partners, Dane County Purchasing Division- Contract Compliance or City of Madison Department of Civil Rights – Target Business Enterprise Program

Minority-Owned Business Enterprise (MBE)

CERTIFICATION BENEFITS:

- 5% bid preference on state purchases.
- All certified firms can receive technical and marketing assistance, including participation in Marketplace, a statewide business marketing conference.
- Certified firms are also eligible to be listed in the State of Wisconsin's Directory of Minority, Woman, and Disabled Veteran-Owned Businesses which is circulated to corporate buyers throughout the state purchasing agents.

ELIGIBILITY REQUIREMENTS:

- a. Belong to an ethnic minority group: Native American, Black, Hispanic, Asian Indian, Asian Pacific, Aleut, Eskimo, or Native Hawaiian. (The Department does not recognize women as minorities or base eligibility on the gender of an applicant.)
- b. Proof of ethnicity and citizenship
- c. Be at least 51% owned, controlled, and actively managed by minority group members.
- d. Serve a "useful business function" and have customers other than the State of Wisconsin.
- e. Must be at least one (1) year old under current ownership.

APPLICATION PROCESS:

- Review the Pre-Certification Self-Assessment to determine eligibility http://doa.wi.gov/Documents/DEO/Supplier%20Diversity/Pre-Certification%20Assessment.pdf
- Proceed to https://wisdp.wi.gov/ for online application
- 30-days to submit all supporting documents after registration
- Follow annual update process
- Recertification takes place every three years

Woman-Owned Business Enterprise (WBE)

CERTIFICATION BENEFITS:

- All certified firms can receive technical and marketing assistance, including participation in Marketplace, a statewide business marketing conference.
- Certified firms are also eligible to be listed in the State of Wisconsin's Directory of Minority, Woman, and Disabled Veteran-Owned Businesses which is circulated to corporate buyers throughout the state purchasing agents.

ELIGIBILITY REQUIREMENTS:

- a. Be at least 51% owned, controlled, and actively managed by women group members.
- b. Proof of gender and citizenship for each owner
- c. Is currently performing a "useful business function" in the State of Wisconsin.
- d. Must be at least one (1) year old under current ownership.
- e. Provide a \$150.00 application fee made payable to the Department of Administration.

APPLICATION PROCESS:

- Review the Pre-Certification Self-Assessment to determine eligibility http://doa.wi.gov/Documents/DEO/Supplier%20Diversity/Pre-Certification%20Assessment.pdf
- Proceed to https://wisdp.wi.gov/ for online application
- 30-days to submit all supporting documents after registration
- Follow annual update process
- Recertification takes place every three years

Disabled Veteran-Owned Business Enterprise (DVB)

CERTIFICATION BENEFITS:

- 5% bid preference on state purchases.
- All certified firms can receive technical and marketing assistance, including participation in Marketplace, a statewide business marketing conference.
- Certified firms are also eligible to be listed in the State of Wisconsin's Directory of Minority, Woman, and Disabled Veteran-Owned Businesses which is circulated to corporate buyers throughout the state purchasing agents.

ELIGIBILITY REQUIREMENTS:

- a. Be at least 51% owned, controlled, and actively managed by disabled veteran group members.
- b. At least 51% majority owner(s) possess U.S. Department of Defense Form DD214 (Certificate of Release or Discharge from Active Duty) to prove service in the Armed Forces.
- c. Disabled Veteran document from the Department of Veteran Affairs or discharge paper from the branch of armed service, stating service connected disability rating under 38 USC 1114 or 1134 of at least 20%.
- d. At least 51% majority owner(s) are residents of Wisconsin and the business has its principal place of business in Wisconsin.
- e. Is currently performing a "useful business function" in the State of Wisconsin.
- f. Must be at least one (1) year old under current ownership.
- g. Provide a \$150.00 application fee made payable to the Department of Administration.

APPLICATION PROCESS:

- Review the Pre-Certification Self-Assessment to determine eligibility http://doa.wi.gov/Documents/DEO/Supplier%20Diversity/Pre-Certification%20Assessment.pdf
- Proceed to https://wisdp.wi.gov/ for online application
- 30-days to submit all supporting documents after registration
- Follow annual update process
- Recertification takes place every three years

COUNTY / MUNICIPAL GOVERNMENT CERTIFICATIONS

COUNTY / MUNICIPALITY CERTIFICATIONS

Organization Type	Certification	Agency	Website
County	ACDBEDBE	Milwaukee County	County.milwaukee.gov/cbdp/certificationservices.htm
	 ESB MBE WBE DBE Section 3 Target Business 	Dane County	www.danepurchasing.com/contract_compliance.aspx
Municipality	• SBE	City of Milwaukee	city.milwaukee.gov/OSBD#.U0rvglko9jr
	 Target Business Certification Program 	City of Madison	https://www.cityofmadison.com/dcr/documents/TargetedBusCertPgm.p df
Other Entities	• HUB	Milwaukee Public School	http://www.milwaukee.k12.wi.us/portal/server.pt/comm/departments/338
	• SWMBE	Milwaukee Metropolitan Sewage District	http://www.mmsd.com/procurement/SWMBE.aspx
	• DBE	Milwaukee County Transit System	http://www.ridemcts.com/Doing-Business-With-MCTS/dbe-support

PRIVATE CERTIFICATIONS

PRIVATE CERTIFICATION

Organization Type	Certification	Agency	Website
Large Corporations	Company Internal Supplier Diversity Initiative	 North Central Minority Supplier Development Council— Fee \$300 - \$750 based on revenue size 	http://www.northcentralmsdc.net/MbeCertification/Certification
		 Women's Business Enterprise National Council (WBENC) – Fee \$350 - \$950 based on revenue size 	www.wbenc.org/certification/

QUESTIONS?

Resources

Small Business Administration: https://www.sba.gov/

VetBiz: http://www.vetbiz.gov/

Wisconsin Procurement Institute: Phone: 414-270-3600

www.wispro.org



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Upcoming WPI Events

- Acquisition Hour Live Webinar Series
- Increase your Customer Base by Working with the Government and Prime Contractors January 28, 2016 Whitewater, WI
- SAME Small Business Expo March 9 10, 2016 Northbrook, IL
- Government Contracting Opportunities for Small Business March 24, 2016 Ladysmith, WI
- 4th Annual US Department of Veterans Affairs Business Conference May 12, 2016 Brown Deer, WI
- 10th Annual Volk Field Small Business Conference June 15-16, 2016 Camp Douglas, WI



For Assistance or Additional Information - Contact

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