



Women-Owned Small Business (WOSB) Federal Contract Program

**U.S. Small Business Administration
Office of Women's Business Ownership
October 2014**

Topics for discussion

- Overview of the WOSB Federal Contract Program
- Eligibility requirements
- Self-Certification/Third Party Certifiers
- Steps to participate in the Program
- Steps to compete for WOSB federal contracts
- Reviews & Protests
- Resources and Q&A
- Addendum: How to Access the WOSB Federal Contract Program Repository

Overview of the Women-Owned Small Business Federal Contract Program

Program overview

The Women-Owned Small Business (WOSB) Federal Contract Program promotes competition for certain federal contracts for eligible:

- Women-owned small businesses (WOSBs) or
- Economically disadvantaged women-owned small businesses (EDWOSBs)

The rule for this program became effective in the Federal Acquisition Regulations (FAR) on April 1, 2011

Impact of the program

- Makes it easier for women-owned companies to compete for and win federal contracts
- Provides agencies a tool to achieve the WOSB contracting goal (the Federal government must award 5% of its prime contracting dollars to WOSBs)
- Ultimately, the program helps WOSBs grow

Requirements for WOSB and EDWOSB Contract Competitions

Contracting officers may have WOSB- or EDWOSB-only contract competitions if the contract meets the following requirements:

	WOSB	EDWOSB
Industries	<ul style="list-style-type: none"> • NAICS code assigned to contract solicitation is in an industry in which WOSBs are substantially underrepresented (157 6-digit NAICS designated) 	<ul style="list-style-type: none"> • NAICS code assigned to contract solicitation is in an industry in which WOSBs are underrepresented (217 6-digit NAICS designated)
Rule of two	<ul style="list-style-type: none"> • Contracting officer has reasonable expectation that 2 or more WOSBs will submit an offer * <i>Note: All EDWOSBs are WOSBs</i> 	<ul style="list-style-type: none"> • Contracting officer has reasonable expectation that 2 or more EDWOSBs will submit an offer * <i>Note: Not all WOSBs are EDWOSBs</i>
Award price	<ul style="list-style-type: none"> • The National Defense Authorization Act (NDAA) removed the dollar value caps on WOSB/EDWOSB contract awards. The SBA's regulation change was effective May 7, 2013. • Contract must be awarded at fair market price 	

A complete list of applicable NAICS codes can be found at www.sba.gov/wosb

Eligibility Requirements for WOSBs

- ❑ Meet **small business size standard** for primary NAICS code and contract
- ❑ At least **51% unconditionally and directly owned by women** who are **U.S. citizens***
- ❑ The woman must manage the **day-to-day operations**
- ❑ The woman must make the **long-term decisions** for the business
- ❑ A woman must **hold highest officer position** in the company
- ❑ The woman must work at the business **full-time during normal working hours**
- ❑ **No minimum amount of time** the business has been operational

*Community property laws are not considered when looking at ownership.

Eligibility Requirements for EDWOSBs

Same requirements as WOSBs (on previous page) PLUS:

- Personal net worth** (assets minus liabilities) is **less than \$750,000** excluding:
 - Ownership in business and primary personal residence
 - Income reinvested or used to pay taxes of business
 - Funds reinvested in IRA or other retirement account*
 - Transferred assets within two years if to or on behalf of immediate family member for select purposes**

- Adjusted gross income **average** over three years is \$350,000 or less excluding:
 - Income reinvested or used to pay taxes of business

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

* Must be IRA or other official retirement account that is unavailable until retirement age without significant penalty

** Select purposes are for that individual's education, medical expenses or other essential support or to family member in recognition of special event

Note: SBA will look at a spouse's finances if the spouse has a role in the WOSB/EDWOSB, has lent money to or provided financial support (including credit or guarantee of loan) to the business. SBA may also look at spouse's finances if both spouses are in same or similar line of business and businesses share names, websites, equipment and employees.

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: Combined annual receipts or employees of joint venture must meet NAICS code assigned to contract*
- EDWOSB/WOSB must manage the joint venture
- EDWOSB/WOSB employee must be project manager responsible for performance of the contract
- EDWOSB/WOSB must receive at least 51% of net profits
- Joint venture agreement must be in writing
- Joint venture must meet subcontracting limitations

Note: Joint venture agreement does not have to be approved by SBA

*Unless exceptions in 13 C.F.R. § 121.103(h)(3) apply.

WOSB Federal Contract Program: How to demonstrate eligibility – Self- or Third-Party Certification

There are two ways to demonstrate eligibility for the WOSB program:

- **Self-certification** with supporting documents, or
- **Third Party Certification** with supporting documents

Self-Certification

- ▶ Free
- ▶ Register in the System for Award Management (SAM) www.sam.gov
- ▶ Compile and upload all required documents to the WOSB Repository
- ▶ Represent status in SAM

Third Party Certification

- ▶ Register in SAM as WOSB or EDWOSB
- ▶ Obtain certification from an SBA-approved Third Party Certifier
 - US Women’s Chamber of Commerce
 - Women’s Business Enterprise National Council (WBENC)*
 - National Women’s Business Owners Council (NWBOC)
 - El Paso Hispanic Chamber of Commerce
- ▶ Compile and upload all required documents to the repository
- ▶ Represent status in SAM

*Does not perform economic disadvantage determinations

5 Steps to participate in the WOSB Federal Contract Program

- 1 Read the WOSB Federal Contract Program regulations (13 CFR 127) in the Federal Register and WOSB Compliance Guide (www.sba.gov/wosb)
- 2 Register in SAM
- 3 Log onto SBA's General Login System (GLS)
**Obtain an account now if you don't already have one*
- 4 Go to the WOSB Repository and upload all required documents
- 5 Represent your status in SAM

1 Read the WOSB Federal Contract program regulations in the Federal Register and the WOSB Compliance Guide

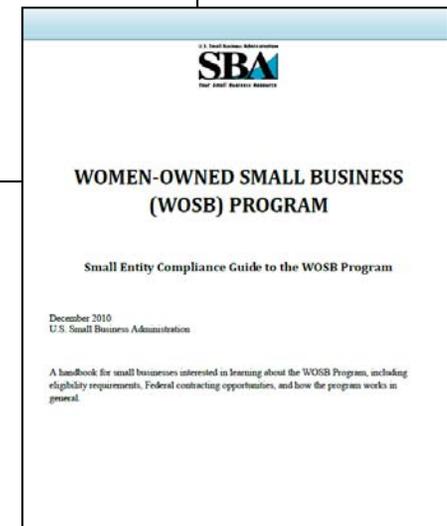
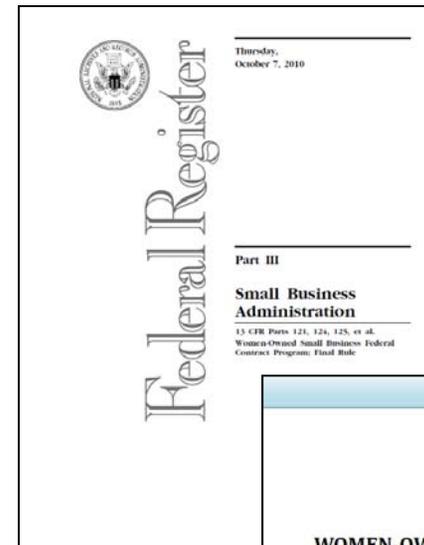
Read the WOSB Federal Contract program regulations in the Federal Register

- You can find the regulations at <http://www.sba.gov/sites/default/files/files/2010-25179.pdf>

Read the WOSB Compliance Guide

- It contains detailed information about the program, eligibility requirements and more
- You can find the Compliance Guide at www.sba.gov/wosb:
 - Under “WOSB Program Information”, click on “Compliance Guide for the WOSB Program”

Verify that your firm meets all the WOSB requirements



2 Register in SAM as WOSB and/or EDWOSB

What is SAM? The System for Award Management, owned by GSA

- SAM contains the former CCR (Central Contractor Registration), which is an online government-maintained database of companies wanting to do business with the Federal government available at: **www.sam.gov**

What do I need to do in SAM?

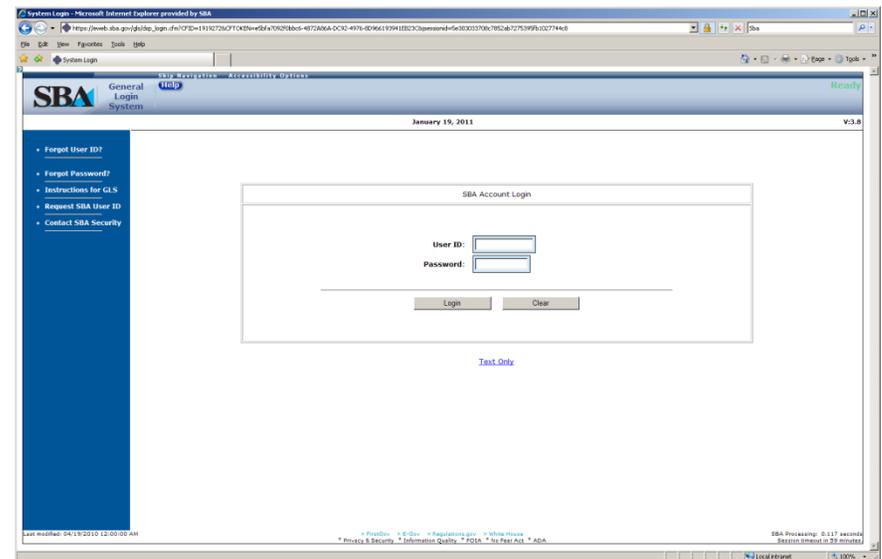
- First, establish an account!

The screenshot shows the Central Contractor Registration (CCR) website. The header includes navigation links: CCR Home, CCR Search, Federal Agency Registration, News, Release Notes, Request Data Access, and Help. Below the header, there are tabs for Contractors, Grantees, International Registrants, Small Businesses, Security Notes, and 599,691 Active Registrants. The main content area is titled "Welcome to Central Contractor Registration (CCR)" and includes a brief description of the CCR as the primary registrant database for the U.S. Federal Government. It features a "Log in to CCR" section with fields for User ID and Password, a "Log In" button, and links for "Forgot User ID" and "Forgot Password". There is also a "Create New Registration" section with a "Start New Registration" button and a link to "What You Need to Register International Registrants". A note states: "Note: New registrations usually take 3-5 business days to process once completed by the vendor." On the right side, there is a "Top Frequently Asked Questions" section with links to "How do I register in CCR?", "What are my yearly renewal requirements? How do I keep my record active?", "How are CAGE Codes assigned?", "I am updating and renewing my CCR record and noticed that the D&B information provided requires changing. How can I update this data?", and "What is an MPIN? Where can I locate or assign my MPIN?". A "View All FAQs" link is also present.

3 Log onto SBA's General Login System (GLS)

To participate in the WOSB program, **you must have a GLS account:**

- If you already have an account, log into your account at:
<https://eweb.sba.gov/gls>
- If you do not have an account:
 - Go to the same web address above
 - Click on “Instructions for GLS” for information on how to request an account
 - Go to “Request SBA User ID” to create an account
 - Then log into your GLS account



4 Go to the WOSB Repository and upload all required documents

What is the WOSB Repository?

- By statute, documents verifying a WOSB/EDWOSBs eligibility must be submitted to the agency contracting officer (CO)
- Rather than have WOSBs submit documents to the CO, the SBA has created a document warehouse
- A WOSB's documents in the repository can be accessed only by the WOSB, SBA and the CO (only if the firm gives the CO permission to access the documents)

How do I get to the repository?

- Once you are logged into GLS, click on "Women-Owned Small Business Program Repository"
- Further instructions are available at www.sba.gov/wosb

What documents need to be uploaded into the Repository?

Self-Certification

- ▶ Birth certificates, naturalization papers, unexpired passports to verify U.S. citizenship
- ▶ Copy of Joint Venture agreement (if applicable)
- ▶ Copy of WOSB/EDWOSB Certification (SBA Form 2413 or SBA Form 2414)
- ▶ DBA certificate
- ▶ Corporate information relating to verifying ownership by a woman or women
- ▶ EDWOSBs: All of the above and SBA Form 413, Personal Financial Statement, for each woman claiming economic disadvantage and their spouse, if applicable

Third Party Certification

- ▶ Copy of Third Party Certification from an SBA Approved Third Party Certifier
- ▶ Copy of JV agreement (if applicable)
- ▶ Copy of WOSB/EDWOSB Certification (SBA Form 2413 or SBA Form 2414)

***Please note that once a document is uploaded to the Repository, it **cannot** be deleted. Double check your documents before uploading.

5 Represent your status in SAM

System for Award Management

- SAM is where companies represent their eligibility for federal contracts (representations and certifications)
www.sam.gov

What do I need to do in SAM?

- Prior to submitting an offer for a WOSB or EDWOSB contract, but after you upload your documents into the Repository, you must represent your status in SAM. Detailed instructions are in the Federal Acquisition Regulations (FAR)



The System for Award Management (SAM) is a free web-site which consolidates Federal procurement systems and the Catalog of Federal Domestic Assistance. Currently CCR, FedReg, ORCA and EPLS have been migrated into SAM. Over the coming years, additional system migrations will be completed.



The screenshot shows the ORCA website interface. At the top, there is a navigation bar with links for Home, Search, FAQs, Help, and Security Notice. Below this is a header with the ORCA logo and a welcome message: "Welcome to the Online Representations and Certifications Application (ORCA)". A note states: "**Recovery vendors must register at Federalreporting.gov (click here for more information)**". A paragraph explains that ORCA is an e-Government initiative designed by the Integrated Acquisition Environment (IAE) to replace the paper-based process. The main content area is divided into two sections: "Please login to add or update your ORCA record" and "Search current ORCA Record". The login section includes input fields for DUNS Number and MPIN, with a "+4 (if applicable)" label for the DUNS field. There are "Login to ORCA" and "Reset Fields" buttons. The search section includes input fields for DUNS Number and "+4 (if applicable)", with "Search" and "Reset Fields" buttons. A "Click Here for Archive Search" link is also present. A "NOTE" section contains a link to learn how to create an MPIN. At the bottom, there is an "Other Links" section with links to the Small Business Administration (SBA), Central Contractor Registration (CCR), FedBizOpps.gov, The U.S. Government's Official Web Portal (USA.gov), Business Partner Network (BPN), and FAC 01-26. A footer note states: "The ORCA website is best viewed using Internet Explorer 6.0 or higher or Netscape 7.x or higher. NOTE: Session will terminate after 20 minutes of inactivity. Click Here for feedback or comments form."

5 Represent your status in SAM (continued)

SAM: "I have read each of the FAR and DFARS provisions presented below. By submitting this certification I, _____, am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to penalties if I misrepresent _____ in any of the below representations or certifications to the Government."

- (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 (b)(1) of this provision.] The offeror represents, for general statistical purposes, 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 (b)(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 (b)(3) of this provision] The offeror represents as part of its offer that:
- (i) It 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)(6)(i) of this provision is accurate in reference to the WOSB concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern or concerns 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 for the WOSB Program in (b)(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 representation in paragraph (c)(7) (i) of this provision is accurate in reference to the EDWOSB concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern or concerns that are participating in the joint venture.] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

Penalties for false representation are steep

Required documents must be in the Repository prior to representation

Note: This box should have been checked. All EDWOSBs are also WOSBs

4 Steps to compete for a WOSB federal contract

- 1 Make sure you have completed all of the required steps to participate in the WOSB Federal Contracting Program
- 2 Identify federal contracting opportunities using the following resources:
 - FedBizOpps: <https://www.fbo.gov/>
 - SBA's Contracting Resources for Small Businesses page: <http://www.sba.gov/content/federal-business-opportunities>
- 3 Submit an offer for a contract
- 4 When selected as the apparent awardee, give the contracting officer access to your documents in the WOSB Repository using the "Authorize" function

Reviews and Protests

SBA is committed to ensuring only eligible WOSBs benefit from the WOSB Federal Contract 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 in the repository and SBA may request additional documents and perform a site visit

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 Appeal

Any WOSB/EDWOSB found to be ineligible must remove their designation in SAM and the contracting officer shall not award the contract

Resources and Q&A

There are a number of resources available to help answer questions about the WOSB Program:

Visit the SBA's website: www.sba.gov/wosb

- ▶ You will find the latest information about the program on this site

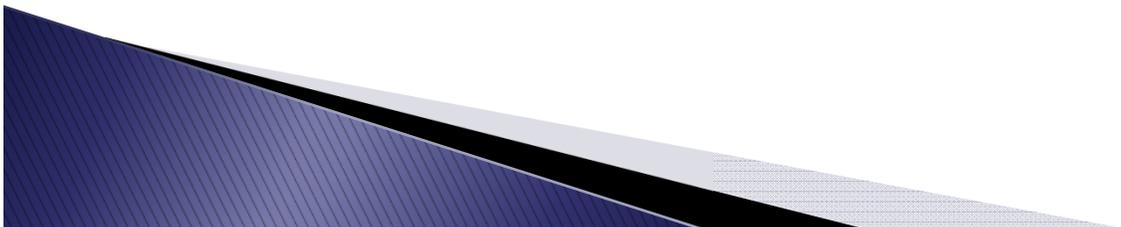
Visit a local resource:

- ▶ Small Business Administration District Offices
 - Find your local office at: <http://www.sba.gov/about-offices-list/2>
- ▶ Women's Business Centers
 - Find your local center at: <http://www.sba.gov/content/womens-business-centers>
- ▶ Small Business Development Centers
 - Find your local center at: <http://www.asbdc-us.org/>
- ▶ Procurement Technical Assistance Centers
 - Find your local center at: <http://www.aptac-us.org/new/>

Call the SBA Answer Desk: 1-800-U-ASK-SBA (1-800-827-5722)

Questions?

How to Access the WOSB Federal Contract Program Repository



Access SBA's General Login System (GLS)

The screenshot shows the SBA General Login System (GLS) interface. At the top, there is a navigation bar with the SBA logo, "General Login System", "Skip Navigation", "Accessibility Options", "Help", and "Ready". The date "February 08, 2011" and version "V:3.8" are displayed. A left sidebar contains links: "Forgot User ID?", "Forgot Password?", "Instructions for GLS", "Request SBA User ID", and "Contact SBA Security". The main content area features an "SBA Account Login" form with "User ID:" and "Password:" fields, "Login" and "Clear" buttons, and a "Text Only" link. Annotations include a purple box pointing to "Instructions for GLS" with the text "Click here for instructions on how to use GLS", and another purple box pointing to "Request SBA User ID" with the text "Request access by clicking 'Request SBA User ID'". A yellow box at the bottom contains the text "Register for a GLS Account/Access GLS https://eweb.sba.gov/gls".

Skip Navigation Accessibility Options

SBA General Login System Help Ready

February 08, 2011 V:3.8

- [Forgot User ID?](#)
- [Forgot Password?](#)
- [Instructions for GLS](#)
- [Request SBA User ID](#)
- [Contact SBA Security](#)

SBA Account Login

User ID:

Password:

Login Clear

[Text Only](#)

Click here for instructions on how to use GLS

Request access by clicking "Request SBA User ID"

Register for a GLS Account/Access GLS
<https://eweb.sba.gov/gls>

Last modified: 04/19/2010 12:00:00 AM

[> FirstGov](#) [> E-Gov](#) [> Regulations.gov](#) [> White House](#)

* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

SBA Processing: 0.121 seconds
Session timeout in 60 minutes.

Register for a GLS Account

Skip Navigation Accessibility Options

SBA General Login System [Help](#)

Create your own User ID

• GLS Login

Login Information

User ID:

Identity Information

Name: (First) (Middle) (Last) (Suffix - Jr, Sr, I, II, etc)

Date of Birth:

PIN: (Personal Identification Number, Last 4 Digits of SSN)

Contact Information

Country:

Zip+4 Code:

Street 1:

You must click "Lookup Zip" - After you select your zip code, the state field (the box to the left) will be auto-filled.

Last modified: 11/09/2010 12:00:00 AM

[> FirstGov](#) [> E-Gov](#) [> Regulations.gov](#) [> White House](#)

* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

SBA Processing: 0.858 second
Session timeout in 59 minutes

Register for a GLS Account (continued)

The screenshot shows the SBA General Login System registration page. At the top, there is a navigation bar with the SBA logo, 'General Login System', and a 'Help' link. Below this, the page is titled 'GLS Login'. The main form area contains the following fields:

- Phone Number:** A form with four input boxes labeled '(Country) (Area Code) (Phone Number) (Extension)'. Below the labels, it says '(US is 1)' and '(999-9999)'. The first box contains the number '1'.
- E-Mail Address:** A single input box.
- Re-enter E-Mail:** A second input box for confirmation.

At the bottom of the form, there are three buttons: 'Reset', 'Clear', and 'Submit'. A blue arrow points from a text box to the 'Submit' button. The text box contains the instruction: 'After filling out all of the fields, click on "Submit"'. At the bottom of the page, there is a footer with the following text:

Last modified: 11/09/2010 12:00:00 AM
> [FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)
* [Privacy & Security](#) * [Information Quality](#) * [FOIA](#) * [No Fear Act](#) * [ADA](#)
SBA Processing: 0.858 seconds
Session timeout in 57 minutes

An e-mail will be sent to you with a temporary password so you can login. After you enter the temporary password, you will be prompted to create a new permanent password.

Log into GLS

The screenshot shows the SBA General Login System interface. At the top, there is a navigation bar with the SBA logo, the text "General Login System", and links for "Skip Navigation", "Accessibility Options", and "Help". The status "Ready" is shown in the top right. Below the navigation bar, the date "February 08, 2011" and version "V:3.8" are displayed. On the left side, there is a blue sidebar with a list of links: "Forgot User ID?", "Forgot Password?", "Instructions for GLS", "Request SBA User ID", and "Contact SBA Security". The main content area features the "SBA Account Login" form, which includes input fields for "User ID:" and "Password:", and "Login" and "Clear" buttons. A callout box with a purple background and white text says "Enter your information, then click on 'Login'", with arrows pointing to the input fields and the "Login" button. Below the form is a "Text Only" link. At the bottom of the page, there is a footer with a breadcrumb trail: "> FirstGov > E-Gov > Regulations.gov > White House", a list of links: "* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA", and technical information: "SBA Processing: 0.121 seconds" and "Session timeout in 60 minutes". A timestamp "Last modified: 04/19/2010 12:00:00 AM" is located in the bottom left corner.

Skip Navigation Accessibility Options

SBA General Login System **Help** Ready

February 08, 2011 V:3.8

- [Forgot User ID?](#)
- [Forgot Password?](#)
- [Instructions for GLS](#)
- [Request SBA User ID](#)
- [Contact SBA Security](#)

SBA Account Login

User ID:

Password:

Login Clear

[Text Only](#)

Last modified: 04/19/2010 12:00:00 AM

> [FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)

* [Privacy & Security](#) * [Information Quality](#) * [FOIA](#) * [No Fear Act](#) * [ADA](#)

SBA Processing: 0.121 seconds
Session timeout in 60 minutes.

Read the Terms and Conditions

Skip Navigation Accessibility Options

SBA General Login System Ready

Terms and Conditions

Welcome

- This is a Federal computer system and is the property of the United States Government. It is for authorized use only.
- This web site employs software programs to monitor and audit network traffic and thereby identify unauthorized attempts to upload information, unauthorized attempts to change information, or attempts to otherwise cause damage.
- Captured data may be disclosed at the discretion of authorized SBA personnel to law enforcement personnel and/or authorized officials of other agencies who may need access to investigate a potential security incident.
- Unauthorized use of this system or use that exceeds the users authorized access privileges is prohibited and may constitute a violation of 18 U.S.C. - 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions.
- **LOG OFF IMMEDIATELY** if you do not consent to the conditions stated in this notice. Otherwise click OK to accept the terms and proceed.

OK Log Off

Click "OK"

Last modified: 06/05/2009 12:00:00 AM [> FirstGov](#) [> E-Gov](#) [> Regulations.gov](#) [> White House](#)
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

SBA Processing: 0.119 seconds
Session timeout in 59 minutes.

Access the WOSB Repository

The screenshot shows the SBA General Login System interface. At the top left is the SBA logo. To its right is the text "General Login System". Further right are several navigation buttons: "Exit", "Help", "Profile", "Access", "Choose Function", and "Change Password". The "Access" button is highlighted with a blue callout box that contains the text: "Click 'Access' to register for entry to the WOSB Repository". Below the navigation bar, the user is greeted with "Welcome Becky Wright" and "Location Not Selected Yet.". The main content area is titled "General Login System - Choose Function" and "Currently Available Applications". Below this, there is a link to "Update Profile?". At the bottom of the page, there is a footer with the text "Last modified: 06/05/2009 12:00:00 AM", a breadcrumb trail "> FirstGov > E-Gov > Regulations.gov > White House", and a list of links: "* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA". On the far right of the footer, it says "SBA Processing: 0.182 seconds" and "Session timeout in 59 minutes".

Skip Navigation Accessibility Options

Ready

SBA General Login System

Exit Help Profile Access Choose Function Change Password

Welcome Becky Wright Location Not Selected Yet.

General Login System - Choose Function

Currently Available Applications

Do you wish to [Update Profile?](#)

Click "Access" to register for entry to the WOSB Repository

Last modified: 06/05/2009 12:00:00 AM

> FirstGov > E-Gov > Regulations.gov > White House

* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

SBA Processing: 0.182 seconds
Session timeout in 59 minutes.

Select Your Role

The screenshot shows a web application interface with a blue header. On the left, the word "TEST" is displayed in large, bold letters. To its right, the text "General Login System" is visible. Further right, there are several navigation links: "Exit", "Help", "Profile", "Access", "Choose Function", and "Change Password". In the top right corner, the word "Ready" is displayed in green. Below the header, a message reads "Welcome Becky Wright Location Not Selected Yet." The main content area is titled "System Selection" and contains a folder icon followed by the text "Women-Owned Small Business Program Repository (WOSBPR)". Below this, there is a checkbox labeled "Business Owner (Upload Documents) (Show/Hide)". To the right of the checkbox are two buttons: "Reset" and "Submit". Two blue callout boxes are overlaid on the page: one pointing to the checkbox with the text "Select this", and another pointing to the "Submit" button with the text "Then click 'Submit'". At the bottom of the page, there is a footer with the text "Last modified: 04/19/2010 12:00:00 AM" on the left, a navigation path "> FirstGov > E-Gov > Regulations.gov > White House" in the center, and "SBA Processing: 0.27 seconds Session timeout in 60 minutes." on the right. Below the navigation path are several links: "* Privacy & Security", "* Information Quality", "* FOIA", "* No Fear Act", and "* ADA".

Skip Navigation Accessibility Options

TEST General Login System

Exit Help Profile Access Choose Function Change Password

Ready

Welcome Becky Wright Location Not Selected Yet.

System Selection

Women-Owned Small Business Program Repository (WOSBPR)

Business Owner (Upload Documents) ([Show/Hide](#))

Reset Submit

Select this

Then click "Submit"

Last modified: 04/19/2010 12:00:00 AM

> [FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)

* [Privacy & Security](#) * [Information Quality](#) * [FOIA](#) * [No Fear Act](#) * [ADA](#)

SBA Processing: 0.27 seconds
Session timeout in 60 minutes.

Once Approved...

The screenshot displays the 'General Login System' interface. At the top, there is a navigation bar with links for 'Skip Navigation' and 'Accessibility Options'. Below this, the 'General Login System' logo is on the left, and a 'Ready' status indicator is on the right. A row of buttons includes 'Exit', 'Help', 'Profile', 'Access', 'Choose Function', and 'Change Password'. A welcome message reads 'Welcome Becky Wright Location Not Selected Yet.' A red-bordered box contains the message: 'Commentary: Your profile has been successfully updated.' The main heading is 'General Login System - Choose Function' with the sub-heading 'Currently Available Applications'. A link for 'Women-Owned Small Business Program Repository (WOSBPR)' is highlighted with a blue oval. Below this link, a question asks 'Do you wish to Update Profile?'. A blue callout box points to the WOSBPR link with the text 'Click here to enter the Repository'. Another blue callout box on the right explains that this is the page a user will see after registration and access. The footer contains the text 'Last modified: 06/05/2009 12:00:00 AM', a series of navigation links ('> FirstGov > E-Gov > Regulations.gov > White House'), and a list of policies ('* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA'). On the far right, it shows 'SBA Processing: 0.207 seconds' and 'Session timeout in 59 minutes'.

Skip Navigation Accessibility Options

General Login System

Exit Help

Profile Access Choose Function Change Password

Ready

Welcome Becky Wright Location Not Selected Yet.

Commentary: Your profile has been successfully updated.

General Login System - Choose Function

Currently Available Applications

[Women-Owned Small Business Program Repository \(WOSBPR\)](#)

Do you wish to [Update Profile?](#)

Click here to enter the Repository

Once you have registered for entry into in the Repository and have received access, from now on when you log in, this is the page you will see.

Last modified: 06/05/2009 12:00:00 AM

> FirstGov > E-Gov > Regulations.gov > White House

* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

SBA Processing: 0.207 seconds
Session timeout in 59 minutes.

Read the Disclaimer

WSP Navigation Accessibility Options
SBA WOSBPR Search Exit Help
Home Business View Solicitation View Upload Finalize Authorize

Women-Owned Small Business Program Repository (WOSBPR)
Welcome to the Women-Owned Small Business (WOSB) Program Repository

Disclaimer :

- The WOSB Program Repository is a document repository maintained by the U.S. Small Business Administration (SBA) to house the documents submitted by WOSBs and Economically Disadvantaged Women-Owned Small Businesses (EDWOSBs), which verify the concern's eligibility for a WOSB or EDWOSB contract and any representation made concerning its status as a WOSB or EDWOSB for purposes of the WOSB Program.
- This is a Federal computer system and is the property of the United States Government. It is for authorized use only. You are authorized to use this system for the purpose of submitting documents to the contracting officer for verification of your eligibility for a WOSB or EDWOSB contract in accordance with the WOSB Program, 15 U.S.C. - 637(m) and 13 C.F.R part 127. Unauthorized use of the system or use that exceeds the user's authorized access privileges is prohibited and may constitute a violation of 18 U.S.C. - 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing use of this system, you indicate your awareness of, and consent to, these terms and conditions.
- The user understands that he or she is giving permission for SBA to access and review, at any time, all documents that have been or will be uploaded to the WOSB Program Repository page for purposes of conducting an eligibility determination or protest under the WOSB Program.
- The user also understands that the documents may be disclosed at the discretion of authorized SBA personnel to law enforcement and/or authorized officials of other Federal agencies or offices who may need access for investigative purposes.
- The user understands that he or she is representing on his/her behalf, and on behalf of the WOSB/EDWOSB, that the documents provided as a document or supplemental information submitted, is true and correct. Any intentional or negligent misrepresentation may result in criminal, civil or administrative sanctions including, but not limited to: 1) suspension and/or debarment from all Federal procurement and nonprocurement transactions; 2) treble damages and civil penalties under the False Claims Act; 3) suspension and/or debarment from all Federal procurement and nonprocurement transactions; and 4) suspension and/or debarment from all Federal procurement and nonprocurement transactions; and 5) program termination.
- EXIT IMMEDIATELY** if you do not consent to the conditions stated in this notice.

Next Steps :

- Click on "Help" to access more information about the WOSB program, including Repository instructions.
- Click on "Upload" to upload your solicitation documents to the repository.
- Click on "Finalize" to finalize previously-uploaded file.
- Click on "Authorize" to authorize the Federal Contracting Officer/Specialist to view your solicitation documents.

Application buttons & their functions :

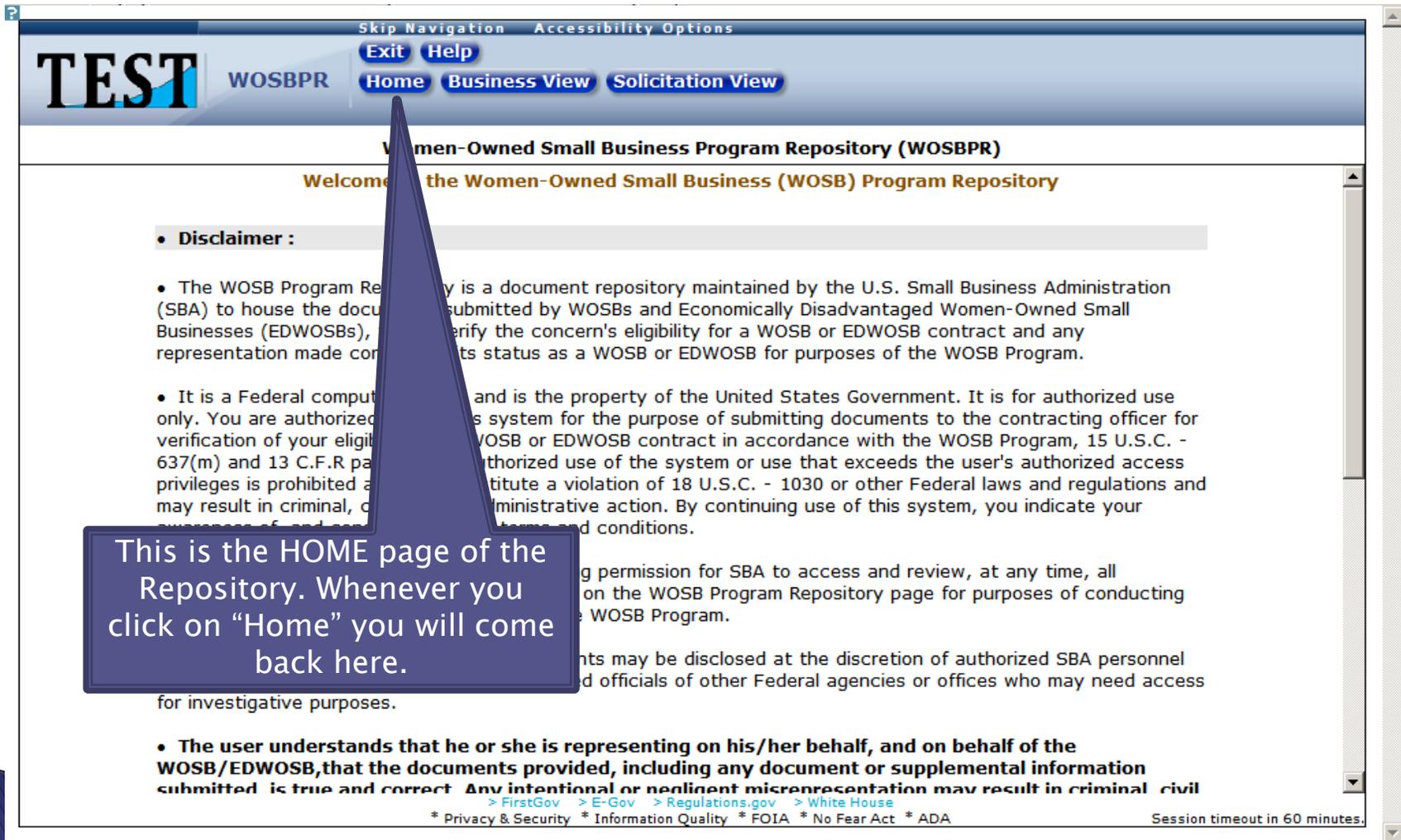
• Search	: Allows the user to perform a document search.
• Exit	: Exits the WOSBPR system.
• Help	: Displays the application help manual.
• Home	: Returns the user to the Welcome screen.
• Business View	: Allows the user to view the File Status Summary.
• Solicitation View	: Allows the user to view the Authorized Document list of each Solicitation Number.
• Upload	: Allows the user to upload any document file types (PDF & ZIP).
• Finalize	: Allows the user to finalize previously-uploaded documents.
• Authorize	: Allows the user to authorize the Federal Contracting Officer/Specialist to view the Uploaded documents. You should only authorize a contracting officer after you have been selected as an apparent successful offeror.

More Information :
www.sba.gov/wosb : Click on the link to display more Information.

Contact Us :
In case of any questions or comments please e-mail us : wosb@sba.gov

Read the Disclaimer and
Directions on how to
use the Repository

A closer look at the toolbar above the Disclaimer (the Home page of the Repository)



Skip Navigation Accessibility Options

TEST WOSBPR [Exit](#) [Help](#)
[Home](#) [Business View](#) [Solicitation View](#)

Women-Owned Small Business Program Repository (WOSBPR)

Welcome to the Women-Owned Small Business (WOSB) Program Repository

- **Disclaimer :**
 - The WOSB Program Repository is a document repository maintained by the U.S. Small Business Administration (SBA) to house the documents submitted by WOSBs and Economically Disadvantaged Women-Owned Small Businesses (EDWOSBs), to verify the concern's eligibility for a WOSB or EDWOSB contract and any representation made concerning its status as a WOSB or EDWOSB for purposes of the WOSB Program.
 - It is a Federal computer system and is the property of the United States Government. It is for authorized use only. You are authorized to use this system for the purpose of submitting documents to the contracting officer for verification of your eligibility for a WOSB or EDWOSB contract in accordance with the WOSB Program, 15 U.S.C. - 637(m) and 13 C.F.R part 121. Any use of the system or use that exceeds the user's authorized access privileges is prohibited and may constitute a violation of 18 U.S.C. - 1030 or other Federal laws and regulations and may result in criminal, civil or administrative action. By continuing use of this system, you indicate your awareness of, and consent to, the terms and conditions.

g permission for SBA to access and review, at any time, all information on the WOSB Program Repository page for purposes of conducting the WOSB Program.

ments may be disclosed at the discretion of authorized SBA personnel and officials of other Federal agencies or offices who may need access for investigative purposes.

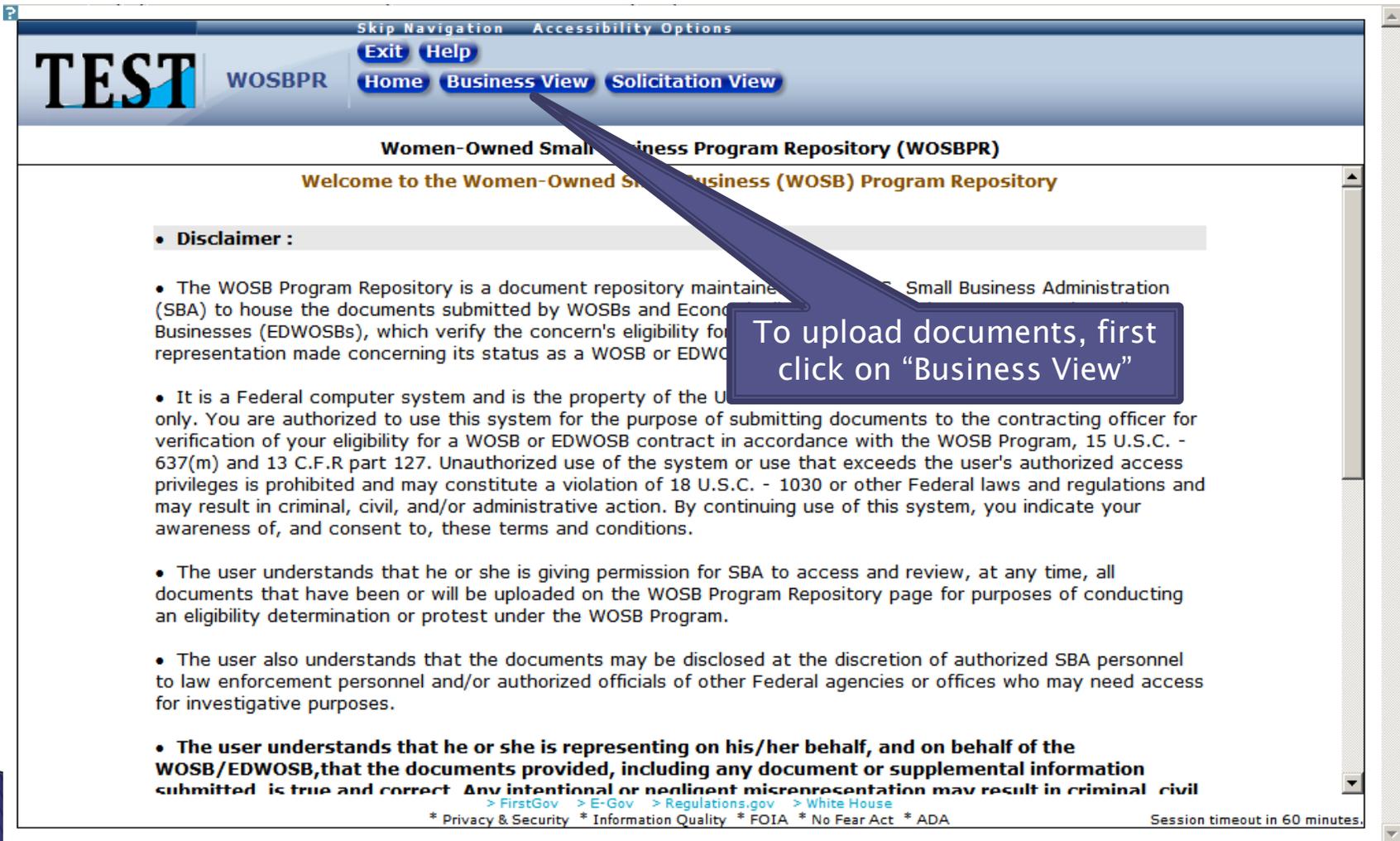
- **The user understands that he or she is representing on his/her behalf, and on behalf of the WOSB/EDWOSB, that the documents provided, including any document or supplemental information submitted is true and correct. Any intentional or negligent misrepresentation may result in criminal civil**

[> FirstGov](#) [> E-Gov](#) [> Regulations.gov](#) [> White House](#)
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

Session timeout in 60 minutes.

This is the HOME page of the Repository. Whenever you click on "Home" you will come back here.

How to Upload Documents



The screenshot shows the homepage of the Women-Owned Small Business Program Repository (WOSBPR). The navigation bar includes links for 'Exit', 'Help', 'Home', 'Business View', and 'Solicitation View'. A blue callout box with a white border and a pointer highlights the 'Business View' button. The main content area contains a disclaimer with several bullet points.

Skip Navigation Accessibility Options

TEST WOSBPR [Exit](#) [Help](#) [Home](#) [Business View](#) [Solicitation View](#)

Women-Owned Small Business Program Repository (WOSBPR)

Welcome to the Women-Owned Small Business (WOSB) Program Repository

- **Disclaimer :**
- The WOSB Program Repository is a document repository maintained by the Small Business Administration (SBA) to house the documents submitted by WOSBs and Economic Disadvantaged Women-Owned Small Businesses (EDWOSBs), which verify the concern's eligibility for the representation made concerning its status as a WOSB or EDWOSB.
- It is a Federal computer system and is the property of the United States Government. You are authorized to use this system for the purpose of submitting documents to the contracting officer for verification of your eligibility for a WOSB or EDWOSB contract in accordance with the WOSB Program, 15 U.S.C. - 637(m) and 13 C.F.R part 127. Unauthorized use of the system or use that exceeds the user's authorized access privileges is prohibited and may constitute a violation of 18 U.S.C. - 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing use of this system, you indicate your awareness of, and consent to, these terms and conditions.
- The user understands that he or she is giving permission for SBA to access and review, at any time, all documents that have been or will be uploaded on the WOSB Program Repository page for purposes of conducting an eligibility determination or protest under the WOSB Program.
- The user also understands that the documents may be disclosed at the discretion of authorized SBA personnel to law enforcement personnel and/or authorized officials of other Federal agencies or offices who may need access for investigative purposes.
- **The user understands that he or she is representing on his/her behalf, and on behalf of the WOSB/EDWOSB, that the documents provided, including any document or supplemental information submitted is true and correct. Any intentional or negligent misrepresentation may result in criminal civil**

[> FirstGov](#) [> E-Gov](#) [> Regulations.gov](#) [> White House](#)

* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

Session timeout in 60 minutes.

To upload documents, first click on "Business View"

How to Upload Documents (continued)

Wright, Becky | Duns : 123456789 | BW, Inc. | 123 Main St Washington, DC 20416-4195

Business View (File Status Summary)
[Displays the summary of a previously-uploaded file status]

Start Date: End Date:

Business	Finalized	Valid File Uploaded	Incorrect File Format	Corrupt File	File Exceeds Size Limit	Upload
BW, Inc. DUNS : 123456789	0	0	0	0	0	Upload

Note: Click on the Business Name link to display the upload file list.

No documents have been uploaded from February 26, 2014 through March 5, 2014.

Click on "Upload" to begin the process

How to Upload Documents (continued)

Wright, Becky || Duns : 123456789 || BW, Inc. || 123 Main St Washington, DC 20416-4195

Upload Documents

[Hide Tips](#)

- **Click on "Add File(s)" to select file(s) to be uploaded.**
* PDF and ZIP files will be accepted. In the case of a ZIP file, only the PDF file within the ZIP file will be accepted.
- **Click on "Document Type" to select the type of document for each file.**
* Document Type selection is optional for a ZIP file :
- If selected, the same document type will be used for all PDF files within the ZIP file.
- If not selected, once uploaded, the "Finalize" screen can be used for a "Document Type" selection.
- **Click on "Upload file(s)" to upload.**
* Please ensure that you have all the required files and that they are clearly named.
- **Documents still need to be finalized before they can be viewed. Click on Finalize above to finalize.**
* Please double check that all of your documents are correct and labeled correctly before finalizing. Nothing can be deleted from the Repository once made final, there are no exceptions to this rule as it is for audit purposes.

Select file(s) for upload (individual files limited to 10.0 MB)

File Name	File Size	Document Type	Progress

Click on "Add file(s)"

You will then see a browser which will allow you to search for and select the document(s) you would like to upload from your computer. Only documents with pdf or zip extensions can be uploaded ("By-Laws.pdf" or "By-Laws.zip"); The maximum document size is 10 MB.

How to Upload Documents (continued)

Hide Tips

- Click on "Add File(s)" to select file(s) to be uploaded.
* PDF and ZIP Files will be accepted, in the case of a ZIP file, only the PDF file within the ZIP file will be accepted.
- Click on "Document Type" to select the type of document for each file.
* Document Type selection is optional for a ZIP file :
- If selected, the same document type will be used for all PDF files within the ZIP file.
- If not selected, once uploaded, the "Finalize" screen can be used for a "Document Type" selection.
- Click on "Upload file(s)" to upload.
* Please ensure that you have all the required files and that they are clearly named.
- Documents still need to be finalized before they can be viewed. Click on Finalize above to finalize.
* Please double check that all of your documents are correct and labeled correctly before finalizing. Nothing can be deleted from the Repository once made final, there are no exceptions to this rule as it is for audit purposes.

Click here for a drop-down menu of "Document Types" to choose from ("Articles of incorporation"; "Stock ledger")

Select file(s) for upload (individual files limited to 10.0 MB)

File Name	File Size	Document Type
2012 Form 1040-Personal Taxes.pdf	168.2 KB	Select One

Buttons: Add file(s), Remove selected file(s), Clear All file(s)

{ Files:0/1 } (Bytes:0.0 KB of 168.2 KB)

Lastly, click on "Add file(s)"

Once a document has been uploaded, you need to select the "Document Type"

How to Upload Documents (continued)

Skip Navigation Accessibility Options
Search Exit Help
SBA WOSBPR Home Business View Solicitation View Upload **Finalize** Authorize

Wright, Becky || Duns : 123456789 || BW, Inc. || 123 Main St Washington, DC 20416-4195

Upload Documents

[Hide Tips](#)

- Click on "Add File(s)" to select file(s) to be uploaded.
* PDF and ZIP Files will be accepted, in the case of a ZIP file, only the PDF file within the ZIP file will be accepted.
- Click on "Document Type" to select the type of document for each file.
* Document Type selection is optional for a ZIP file.
- If selected, the same document type will be used for all PDF files within the ZIP file.
- If not selected, once uploaded, the "Finalize" screen can be used for a "Document Type" selection.
- Click on "Upload file(s)" to upload.
* Please ensure that you have all the required files and that they are clearly named.
- Documents still need to be finalized before they can be viewed. Click on Finalize above to finalize.
* Please double check that all of your documents are correct and labeled correctly before finalizing. Nothing can be deleted from the Repository once made final, there are no exceptions to this rule as it is for audit purposes.

Select file(s) for upload (individual files limited to 10.0 MB)

File Name	File Size	Document Type	Progress
2012 Form 1040-Personal Taxes.pdf	168.2 KB	Personal income tax returns (including all schedules and W-2 forms)	Upload was successful.

Add file(s) Remove selected file(s) Clear All file(s)

(Files:1/1) (Bytes:168.2 KB of 168.2 KB) Upload file(s)

Even though it says "Upload was successful," if you don't "Finalize" the process, the document WILL NOT BE UPLOADED.

How to Upload Documents (continued)

Skip Navigation Accessibility Options
Search Exit Help
SBA WOSBPR Home Business View Solicitation View Upload Finalize Authorize

Wright, Becky || Duns : 123456789 || BW, Inc. || 123 Main St Washington, DC 20416-4195

Document Finalization
[Displays a list of previously-uploaded unfinalized documents.]

The authorized Federal Agency Contracting Officer/Specialist will not have access to the below uploaded document(s), unless a document is finalized. Once finalized, a document cannot be updated/deleted. There are no exceptions to this rule.

Delete ?	Document	Source Zip File	Date Uploaded	Document Type	Finalize ?
<input type="checkbox"/>	2012 Form 1040-Personal Taxes.pdf		03/05/2014	Personal income tax returns (including all schedules and W-2 forms)	<input checked="" type="checkbox"/>

Clear Reset Save

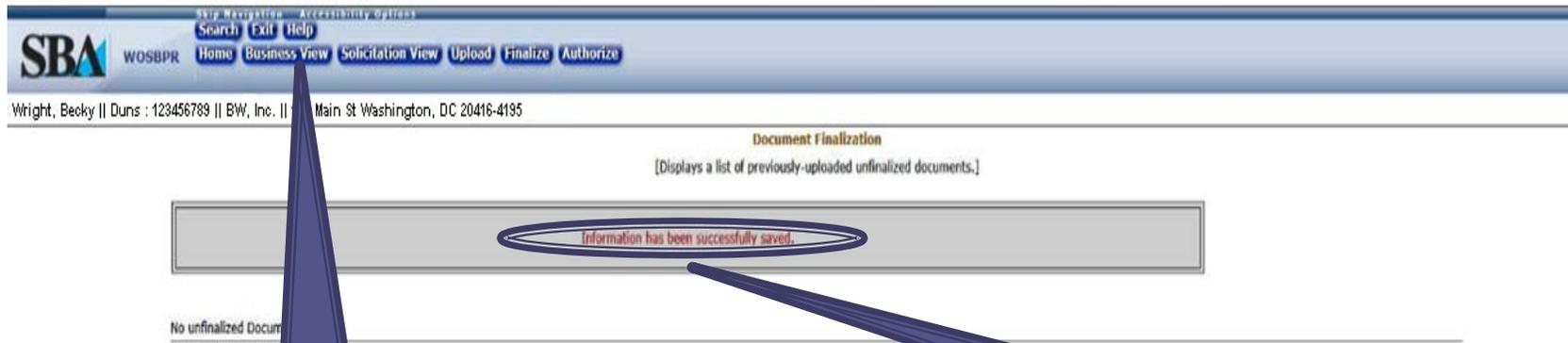
Here's your last chance to delete the document before it is uploaded.

Be sure this box is checked.

If you're ready to finalize the process, click on "Save"

Once the document upload is finalized, you will no longer have the ability to delete it. You can finalize the upload of several documents at the same time.

How to Upload Documents (continued)



A successful document upload

You can double check the success of the upload by clicking on "Business View"

How to Upload Documents (continued)

Wright, Becky || Duns : 123456789 || BW, Inc. || 123 Main St Washington, DC 20416-4195

Business View (File Status Summary)
[Displays the summary of a previously-uploaded file status.]

Start Date: 02/26/2014 End Date: 03/05/2014 Search

Business	Finalized	Valid File Uploaded	Incorrect File Format	Corrupt File	File Exceeds Size Limit	Upload
BW, Inc. DUNS : 123456789	1	0	0	0	0	Upload

Note: Click on the Business Name link to display the uploaded file.

One document has been uploaded from February 26, 2014 through March 5, 2014

This is the "Business View" page. Only documents uploaded within the past seven days will be listed unless the date range is manually changed.

How to Upload Documents (continued)

Wright, Becky || Duns : 123456789 || BW, Inc. || 123 Main St Washington, DC 20416-4195

Search Result

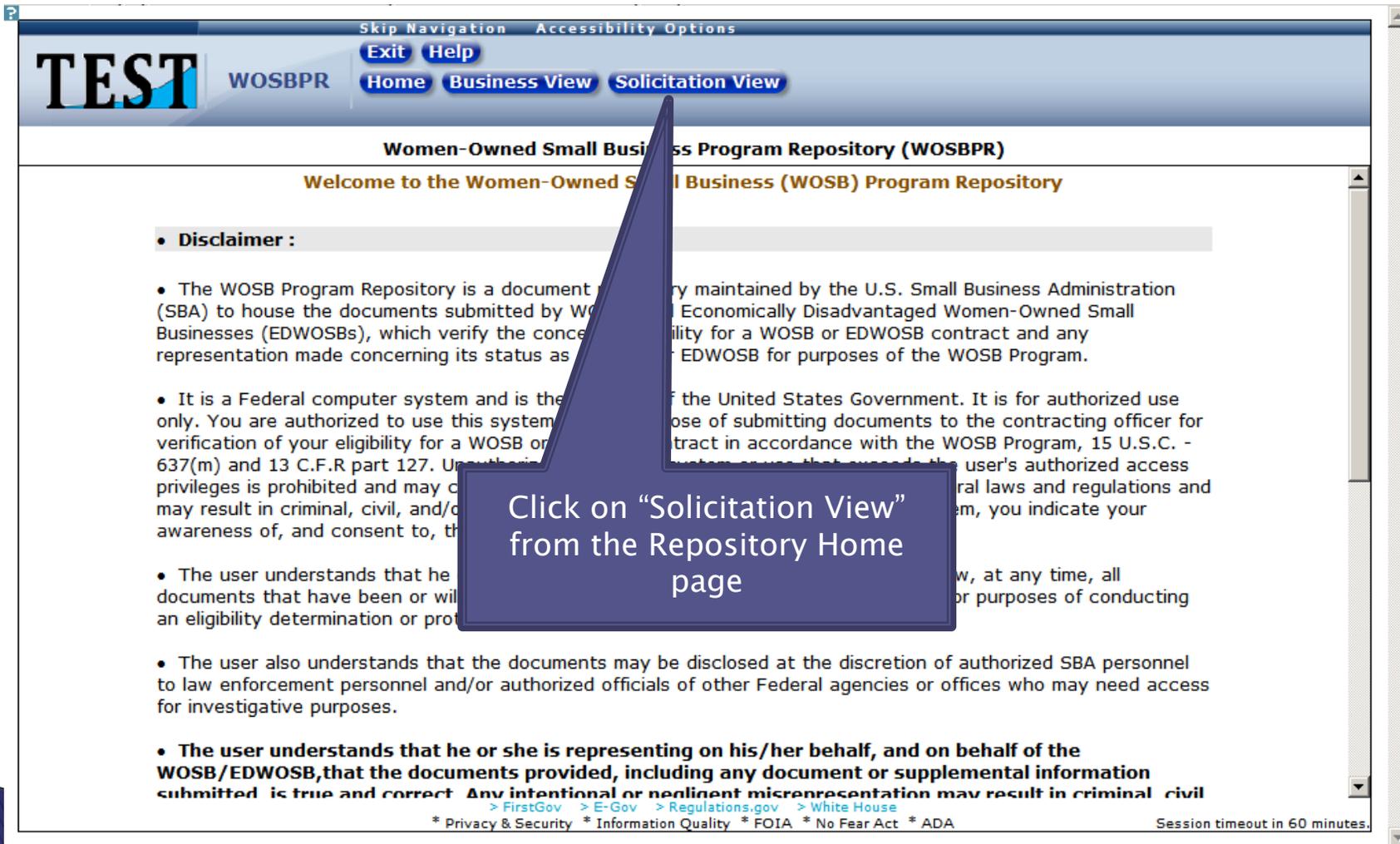
Total Valid Files Found : 13

Document	Document Status	Document Type	Sourced Zip	Uploaded Date
Becky Birth Certificate.pdf	File Finalized	Birth certificates		Jan-27-2014 [15:57:29]
BW Inc By-Laws.pdf	File Finalized	By-laws		Jan-27-2014 [15:56:30]
BW Inc Stock Ledger	File Finalized	Stock ledger		Jan-27-2014 [15:56:44]
BW DOT DBE Certification	File Finalized	DOT DBE Certification		Jan-27-2014 [15:57:31]
Becky Wright 2010 Tax Forms	File Finalized	Personal income tax returns (including all schedules and W-2 forms)		Jan-27-2014 [15:57:58]
BW Articles of Incorporation	File Finalized	Articles of incorporation		Jan-27-2014 [15:57:19]
Becky Wright 2011 Tax Forms	File Finalized	Personal income tax returns (including all schedules and W-2 forms)		Jan-27-2014 [15:57:53]
BW Inc Stock Certificate	File Finalized	Stock certificates		Jan-27-2014 [15:57:01]
Becky Wright 2012 Tax Forms	File Finalized	Personal income tax returns (including all schedules and W-2 forms)		Jan-27-2014 [15:57:57]
WOSB Certificate	File Finalized	Third Party Certification		Jan-27-2014 [15:57:25]
Becky Wright 2012 W-2	File Finalized	Personal income tax returns (including all schedules and W-2 forms)		Mar-03-2014 [12:19:49]
Becky Wright 2011 W-2	File Finalized	Personal income tax returns (including all schedules and W-2 forms)		Jan-27-2014 [15:57:29]
SBA Form 2413	File Finalized	Women-Owned Small Business Program Certification--WOSB Certification Form 2413 for WOSB		Jan-27-2014 [15:57:29]

Many more documents can be seen since the date range was expanded.

Note: No ability to delete these uploaded documents.

How to Give a Contracting Officer Access (continued)



The screenshot shows the homepage of the Women-Owned Small Business Program Repository (WOSBPR). The page features a navigation bar with the following links: [Skip Navigation](#), [Accessibility Options](#), [Exit](#), [Help](#), [Home](#), [Business View](#), and [Solicitation View](#). The [Solicitation View](#) link is highlighted with a blue callout box that contains the text: "Click on 'Solicitation View' from the Repository Home page".

TEST WOSBPR

[Skip Navigation](#) [Accessibility Options](#)
[Exit](#) [Help](#)
[Home](#) [Business View](#) [Solicitation View](#)

Women-Owned Small Business Program Repository (WOSBPR)

Welcome to the Women-Owned Small Business (WOSB) Program Repository

- **Disclaimer :**
 - The WOSB Program Repository is a document repository maintained by the U.S. Small Business Administration (SBA) to house the documents submitted by Women-Owned Small Businesses (EDWOSBs), which verify the contractor's eligibility for a WOSB or EDWOSB contract and any representation made concerning its status as a WOSB or EDWOSB for purposes of the WOSB Program.
 - It is a Federal computer system and is the property of the United States Government. It is for authorized use only. You are authorized to use this system for the purpose of submitting documents to the contracting officer for verification of your eligibility for a WOSB or EDWOSB contract in accordance with the WOSB Program, 15 U.S.C. - 637(m) and 13 C.F.R part 127. Unauthorized use of this system or use that exceeds the user's authorized access privileges is prohibited and may constitute a violation of Federal laws and regulations and may result in criminal, civil, and/or administrative action. By using this system, you indicate your awareness of, and consent to, the terms and conditions of use.
 - The user understands that he or she is representing on his/her behalf, and on behalf of the WOSB/EDWOSB, that the documents provided, including any document or supplemental information submitted, is true and correct. Any intentional or negligent misrepresentation may result in criminal or civil penalties. At any time, all information submitted to this system may be disclosed for purposes of conducting an eligibility determination or procurement process.
 - The user also understands that the documents may be disclosed at the discretion of authorized SBA personnel to law enforcement personnel and/or authorized officials of other Federal agencies or offices who may need access for investigative purposes.
- **The user understands that he or she is representing on his/her behalf, and on behalf of the WOSB/EDWOSB, that the documents provided, including any document or supplemental information submitted, is true and correct. Any intentional or negligent misrepresentation may result in criminal or civil penalties. At any time, all information submitted to this system may be disclosed for purposes of conducting an eligibility determination or procurement process.**

[> FirstGov](#) [> E-Gov](#) [> Regulations.gov](#) [> White House](#)
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

Session timeout in 60 minutes.

How to Give a Contracting Officer Access (continued)

The screenshot shows the SBA WOSBPR interface. At the top, there is a navigation bar with the SBA logo and links for Home, Business View, Solicitation View, Upload, Finalize, and Authorize. Below the navigation bar, the user information is displayed: "Wright, Becky || Duns : 123456789 || BW, Inc. || 123 Main St Washington, DC 20416-4195". The main content area is titled "Solicitation View (Authorized Agency/Document List)" and includes a sub-header "[Displays a list of solicitation(s) with the authorized agency and documents.]". Below this, a message states "No Record Found".

To give a Contracting Officer access, click on "Authorize"

This is the "Solicitation View" page. No records have been found because no Contracting Officers have yet been given access to this firm's Repository documents. If access had been given for one or multiple solicitations, they would be listed here.

How to Give a Contracting Officer Access (continued)

Wright, Becky || Duns : 123456789 || BW, Inc. || 123 Main St Washington, DC 20416-4195

Authorize Federal Contracting Officer/Specialist
[Allows the user to authorize a Federal Agency Contracting Officer/Specialist to review uploaded documents.]

Federal Agency :

Contracting Officer/Specialist:

Solicitation #:

Expiration Date:

Note: In case of a Contracting Officer/Specialist not listed for a selected Agency, please contact that Agency.
[This step has nothing to do with completing your WOSB certification - you are self certified once you have uploaded all of your required documentation. You should only authorize a contracting officer after you have submitted a bid on a solicitation and been selected as an apparent successful offeror. Authorizing a contracting officer or specialist at any point prior only grants access to your private documents to more individuals than necessary.]
For any other questions, please contact wosb@sba.gov

No Active Authorization Found

This is the page to authorize a Federal Contracting Officer/Specialist to view your WOSB/EDWOSB eligibility documentation. The first step is to select the "Federal Agency" from the drop-down list.

How to Give a Contracting Officer Access (continued)

SBA WOSBPR Home Business View Solicitation View Upload Finalize Authorize

Wright, Becky || Duns : 123456789 || BW, Inc. || 123 Main St Washington, DC 20416-4195

Authorize Federal Contracting Officer/Specialist
[Allows the user to authorize a Federal Agency Contracting Officer/Specialist to review uploaded documents.]

Federal Agency: DEPT OF DEFENSE

Contracting Officer/Specialist: **Select One**

- APPLING, BEATRICE MIQUEL... [beatrice.appling@navy.mil, (619) 532-1620]-(Contracting Officer)
- Adams, Claudia M. [claudia.m.adams.civ@mail.mil, (609) 562-4443]-(Contracting Officer)
- Adams, Michael O. [michael.o.adams.civ@mail.mil, (757) 878-3166]-(Contracting Specialist)
- Ahstrom, Keith W. [keith.w.ahstrom.civ@mail.mil, (248) 925-0754]-(Contracting Officer)
- Ainsworth, Christopher... [christopher.a.ainsworth@usace.army.mil, (817) 886-1084]-(Contracting Specialist)
- Aiford, Jacqueline F. [jacqueline.f.aiford.civ@mail.mil, (757) 878-2000]-(Contracting Officer)
- Arthur, Valerie... [valerie.k.arthur.civ@mail.mil, (757) 878-0730]-(Contracting Officer)
- Atkins, Roselyn A. [roselyn.a.atkins@us.army.mil, (337) 531-2684]-(Contracting Specialist)
- Ayiles, Kimberly... [kymblerly.aviles@us.army.mil, (845) 938-5861]-(Contracting Officer)
- BARBUGGIANI, ANNA M. [anna.barbuggiani@hhdodaa.mil, (571) 372-1476]-(Contracting Specialist)
- BONUS, IRVIN... [irvin.bonus@us.army.mil, (808) 438-6535]-(Contracting Officer)
- Babcock, Virginia L. [virginia.l.babcock4.civ@mail.mil, (410) 306-1577]-(Contracting Officer)
- Bailey, Steven M. [steven.m.bailey2.civ@mail.mil, (608) 388-5601]-(Contracting Officer)
- Barnwell, Virginia E. [ginny.barnwell@dia.mil, (215) 737-2977]-(Contracting Officer)
- Beebe, Teresa... [teresa.v.beebe.civ@mail.mil, (928) 328-2357]-(Contracting Officer)
- Beisswanger, Brad... [brad.beisswanger@navy.mil, (207) 438-4509]-(Contracting Officer)
- Benhoff, Melissa Jarine... [melissa.benhoff@disa.mil, (618) 229-9142]-(Contracting Specialist)
- Beury, Susan Taylor... [susan.l.beury.civ@mail.mil, (808) 438-6535]-(Contracting Specialist)
- Birnie, Linda... [lindalou.birnie@navy.mil, (763) 733-5]-(Contracting Specialist)
- Book, Tina... [tina.book@osa.mil, (618) 229-9221]-(Contracting Specialist)
- Boren, Bennie K. [bennie.boren@navy.mil, (228) 871-4291]-(Contracting Officer)
- Bourdeau, Leah... [leah.c.bourdeau.civ@mail.mil, (506) 282-3140]-(Contracting Officer)
- Bowen, Jeremy Andrew... [jeremy.a.bovens.civ@mail.mil, (912) 767-8469]-(Contracting Specialist)
- Boyer, William... [william.e.boyer10.civ@mail.mil, (580) 481-5839]-(Contracting Officer)
- Brooks, Sharine... [sharine.s.brooks.m@mail.mil, (808) 438-6535]-(Contracting Specialist)
- Brown, Tomika L. [tomika.l.brown@us.army.mil, (803) 751-7708]-(Contracting Officer)
- Bush, Lyndia A. [lyndia.a.bush.civ@mail.mil, (912) 767-8470]-(Contracting Officer)
- Butler, Dolores... [dolores.butler@navy.mil, (904) 542-5572]-(Contracting Officer)
- Butler, Tamara S. [tamara.butler@us.army.mil, (337) 531-2241]-(Contracting Officer)

Note: In case of a Conflict, you should only authorize a contracting officer after you have submitted a request for only grants access to your private documents.

If the “Federal Agency” name or the “Contracting Officer/Specialist” name are not on the drop-down list, this means they haven’t established an account in GLS. They need to do this before the process can continue.

After selecting the “Federal Agency” from the drop-down list, select the “Contracting Officer/Specialist” from the next drop-down list.

How to Give a Contracting Officer Access (continued)

Wright, Becky || Duns : 123456789 || BW, Inc. || 123 Main St Washington, DC 20416-4195

Authorize Federal Contracting Officer/Specialist
[Allows the user to authorize a Federal Agency Contracting Officer/Specialist to review uploaded documents.]

Federal Agency: DEPT OF DEFENSE

Contracting Officer/Specialist: APPLING, BEATRICE MITSUE... [boalice.appling@navy.mil, (619) 532-1620]; [Contracting Officer]

Solicitation #:

Expiration Date: 07/03/2014

Note: In case of a Contracting Officer/Specialist not listed for a selected Agency, please contact that Agency.
[This step has nothing to do with completing your WOSB certification - you are self certified once you have uploaded all of your required documentation. You should only authorize a contracting officer to review your documents if you have submitted a bid on a solicitation and been selected as an apparent successful offeror. Authorizing a contracting officer or specialist at any point prior only grants access to your private documents to more individuals than necessary.]
For any other questions, please contact: usdb@sba.gov

Clear Reset Authorize

No Active Authorization Found

After selecting the “Contracting Officer/Specialist” from the drop-down list, enter the “Solicitation #”

When you have finished, click on “Authorize”

Note the “Expiration Date.” The default is 120 days from the date of your authorization. After this date, the CO/S will no longer be able to view your eligibility documents. The CO/S may request that you extend this date. After the expiration date, the CO/S will no longer be able to view your Repository documents.

How to Use the Solicitation View

Skip Navigation Accessibility Options

TEST WOSBPR [Exit](#) [Help](#)
[Home](#) [Business View](#) [Solicitation View](#)

ContOfficer, FedEmp || Agency : AGENCY FOR INTERNATIONAL DEVELOPMENT

Solicitation View (Authorized Document List)
[Displays a list of solicitation(s) with the authorized agency and documents.]

- [Solicitation Number: 1111111](#)
- [Solicitation Number: 111112255](#)
- [Solicitation Number: 123456789](#)
- [Solicitation Number: ABC-123-DoReMi](#)
- [Solicitation Number: ABC-234-REQ](#)
- [Solicitation Number: ABC-234-REq](#)
- [Solicitation Number: SOL-123-088](#)
- [Solicitation Number: TREW-45634-REQ](#)

This is the CO/S's view of the "Solicitation View" page.

> [FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

Session timeout in 60 minutes.

How to Use the Solicitation View (continued)

Skip Navigation Accessibility Options

TEST WOSBPR [Exit](#) [Help](#)
[Home](#) [Business View](#) [Solicitation View](#)

ContOfficer, FedEmp || Agency : AGENCY FOR INTERNATIONAL DEVELOPMENT

Solicitation View (Authorized Document List)
[Displays a list of solicitation(s) with the authorized agency and documents.]

- [Solicitation Number: 1111111](#)

Business: BW, Inc.
[DUIS:123456789]
123 Main St Washington, DC 20416-4195

Viewing Authorization Expires On: Jun-04-2011

Document List:

Document	Document Type
Admin1.pdf	Stock ledger
Admin2.pdf	Stock ledger
Admin2.pdf	Naturalization papers
Admin3.pdf	Stock ledger
Admin3.pdf	Amendments to the Articles of Organization
Admin6.pdf	DOT DBE Certification
Admin6.pdf	8(a) Certification

If the CO/S selects "Solicitation View" this is the information on your company that is available for their review

Note that that a CO/S will only be able to view documents of firms that have authorized them access. The CO/S has been instructed to contact you if your firm is not available to review, so that you can grant them access to your eligibility documents.

To Exit the Repository, go to the HOME page

The screenshot shows the top navigation bar of the WOSBPR website. It includes a 'TEST' logo, 'WOSBPR', and several buttons: 'Exit', 'Help', 'Home', 'Business View', and 'Solicitation View'. A callout box points to the 'Home' button, stating: 'This is the HOME page of the Repository. Whenever you click on "Home" you will come back here.' Another callout box points to the 'Exit' button, stating: 'To leave the Repository click on "Exit"'. The main content area contains a disclaimer and a list of terms and conditions.

Skip Navigation Accessibility Options

TEST WOSBPR [Exit](#) [Help](#)
[Home](#) [Business View](#) [Solicitation View](#)

Women-Owned Small Business Program Repository (WOSBPR)

Welcome to the Women-Owned Small Business (WOSB) Program Repository

• **Disclaimer :**

This document repository is maintained by the U.S. Small Business Administration (SBA) for the purpose of providing information to Disadvantaged Women-Owned Small Business (DWOSB) and Economically Disadvantaged Women-Owned Small Business (EDWOSB) regarding the concern's eligibility for a WOSB or EDWOSB contract and any other information related to the WOSB Program.

This system is the property of the United States Government. It is for authorized use only. You are authorized to use this system for the purpose of submitting documents to the contracting officer for verification of your eligibility for a WOSB or EDWOSB contract in accordance with the WOSB Program, 15 U.S.C. - 637(m) and 13 C.F.R part 127. Unauthorized use of the system or use that exceeds your authorized access privileges is prohibited and may constitute a violation of 18 U.S.C. - 1030. Use of this system may result in criminal, civil, and/or administrative action. By continuing use of this system, you are aware of, and consent to, these terms and conditions.

- The user understands that he or she is giving permission for SBA to access and use the documents that have been or will be uploaded on the WOSB Program Repository for the purpose of an eligibility determination or protest under the WOSB Program.
- The user also understands that the documents may be disclosed at the discretion of authorized SBA personnel to law enforcement personnel and/or authorized officials of other Federal agencies or offices who may need access for investigative purposes.
- **The user understands that he or she is representing on his/her behalf, and on behalf of the WOSB/EDWOSB, that the documents provided, including any document or supplemental information submitted is true and correct. Any intentional or negligent misrepresentation may result in criminal civil**

[> FirstGov](#) [> E-Gov](#) [> Regulations.gov](#) [> White House](#)
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

Session timeout in 60 minutes.

If the System times out

Skip Navigation Accessibility Options

SBA General Login System [Help](#) Ready

3.8

If you have not been active in the system, the system may “timeout.” If it does, you will be exited back to this page. Enter your information, click on “Login” and you will be back in the system.

• [Forgot User ID?](#)

• [Forgot Password?](#)

• [Instructions for GLS](#)

• [Request SBA User ID](#)

• [Contact SBA Security](#)

SBA Account Login

User ID:

Password:

Login Clear

[Text Only](#)

Note “timeout” clock

Last modified: 04/19/2010 12:00:00 AM

[> FirstGov](#) [> E-Gov](#) [> Regulations.gov](#) [> White House](#)

* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

SBA Processing: 0.121 seconds
Session timeout in 60 minutes.