SMALL BUSINESS:
Federal Government Contracting Programs!
### Small Business Self-Certification

- **Office of Size Standards (404) 331-7587**
  - [www.sba.gov/size/](http://www.sba.gov/size/)

Small business self-certification based on:
- Number of employees over 12 month period for Manufacturers or Wholesalers
- Average annual gross receipts for all other industries

**Number of Employees calculation:**
Count all individuals employed on a full-time, part-time or other basis. This includes employees obtained from a temp agency, professional employee organization or leasing business. Volunteers (those who receive no compensation, in-kind compensation, etc., are not considered employees. Average number of employees is used (including the employees of affiliates) based on numbers of employees for each of the pay periods for the preceding completed 12 calendar months. If the business has not been operating for 12 months, calculate the average number of employees used for each of the pay periods which it has been in business.

**Average Annual Gross Revenue Calculation:**
Add the total gross revenue over each of the last 3 completed years and divide by 3.

As long as the average annual gross revenue does not exceed the dollar amount identified for that particular NAICS Code, the business is considered small.


### Office of Small & Disadvantaged Business Utilization (SADBU)

- [www.osdbu.gov/](http://www.osdbu.gov/)

#### 23% Goal

### Self-Certification (No application necessary)

- You must register in the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov)
## QUICK REFERENCE TO FEDERAL CERTIFICATIONS AND CONTRACTING PROGRAMS

| **Woman-Owned Small Business/WOSB** | Small Business Office of Size Standards (404) 331-7587  
www.sba.gov/size/ or  
http://www.census.gov/epcd/www/naics.html  
51% Owned and Controlled by a Woman(en) | Office of Small & Disadvantaged Business Utilization (SADBU)  
www.acq.osd.mil/sadbu/ or  
www.osdbu.gov/  
**5% Goal** (For Federal Agencies & Prime Contractors)  
SBA Government Contracting  
www.sba.gov/GC/ncsubs.html  
SBA Gateway  
www.womenbiz.gov/  
SBA Women Business Ownership Representative: Bridgett Fells-Johnson  
SBA Gulfport Branch Office  
Hancock Bank Plaza  
2510 14th Street, Ste. 103  
Gulfport, MS  39501  
(228) 863-4449 x225  
bridget.johnson@sba.gov | Self-Certification (required documents must be provided-uploaded in SBA repository/SAM.)  
You must register / have a business profile in the System for Award Management (SAM) at www.sam.gov |
| **Economic Disadvantaged Woman-Owned Small Business/EDWOSB** |  |  |  |
| **SELF-CERTIFICATION** (must upload/ complete required forms in SBA repository. Required documents/forms can be located/uploaded in the Repository/found on page 13 in the Compliance guide for the WOSB/EDWOSB Program. |  |  |  |
| **Veteran-Owned Business Application for CERTIFICATION and ELIGIBILITY** | Small Business Office of Size Standards (404) 331-7587  
www.sba.gov/size/  
Public Law: 109-461  
51% Owned and Controlled by a Veteran(s)  
Evidence of Veteran and Service-Disabled Veteran status may be requested if a vendor protests.  
Proof of status would be the Armed Forces’ DD Form 214, Report of Separation. | Office of Small & Disadvantaged Business Utilization (SADBU)  
www.acq.osd.mil/sadbu/ or  
www.osdbu.gov/  
**3% Goal (Service-disabled Veterans)** (For Federal Agencies & Prime Contractors)  
Price Evaluation Adjustment (up to 10%)  
Sole Source (Service-disabled veterans)  
Vendor Information Pages (VIP)  
www.va.gov/vetbiz/  
SBA Veterans Business Development Officer: Bridgett Fells-Johnson, VBDO  
SBA Gulfport Branch Office  
Hancock Bank Plaza  
2510 14th Street, Ste. 103  
Gulfport, MS  39501 | Apply for :Certification And Eligibility at:  
http://www.vetbiz.gov  
You must register / have a business profile in the System for Award Management (SAM) at www.sam.gov |
<p>| <strong>Service-Disabled Veteran Owned Small Business</strong> |  |  |  |
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<td>HUBZone Program ONLINE APPLICATION <a href="http://www.sba.gov/hubzone/">www.sba.gov/hubzone/</a></td>
<td>Small Business Office of Size Standards (404) 331-7587 <a href="http://www.sba.gov/size/">www.sba.gov/size/</a> or <a href="http://www.census.gov/epcd/www/naics.html">www.census.gov/epcd/www/naics.html</a> U.S. Citizen (51%) *A U.S. Citizen in this program is a person who owns any legal or equity interest in the company Principle Office must be in a HUBZone 35% of Employees must reside in a HUBZone *You will need to re-certify your HUBZone status every 3 years. To re-certify, please go to <a href="https://eweb1.sba.gov/hubzone/internet/">https://eweb1.sba.gov/hubzone/internet/</a> and click on “HUBZone Program Recertification”</td>
<td>Office of Small &amp; Disadvantaged Business Utilization (SADBU) <a href="http://www.acq.osd.mil/sadbu/">www.acq.osd.mil/sadbu/</a> or <a href="http://www.osdbu.gov/">www.osdbu.gov/</a> Price Evaluation Adjustment (Up to 10%) <strong>3% Goal</strong> Price Evaluation Adjustment (up to 10%)</td>
<td>Apply Online <a href="http://www.sba.gov/hubzone/">www.sba.gov/hubzone/</a> 1) You will need a DUNS number from Dun &amp; Bradstreet. This can be obtained by going to <a href="http://www.dnb.com/us">www.dnb.com/us</a> 2) You must have a business profile in the System for Award Management (SAM). Please go to <a href="http://www.sam.gov">www.sam.gov</a> If you are a new registrant and/or updating your SAM profile, there is a 48 to 72 hour wait before you will be able to access the 8(a) electronic application. 3) You will need to register in the General Login System (GLS) account. Please go to <a href="http://www.sba.gov/8abd/">www.sba.gov/8abd/</a> and click on “8(a)/SDB Electronic Application” 4) Proceed with online application</td>
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| **Small Disadvantaged Business (SDB) SELF-CERTIFICATION** | Small Business  
Office of Size Standards (404) 331-7587  
[www.sba.gov/size/](http://www.sba.gov/size/)  
U.S. Citizen or Indian Tribe, Alaskan Native Corporation, or Native Hawaiian Origin  
51% Owned and Controlled by Socially and Economically Disadvantaged Individual(s). (Adjusted Net Worth below $750,000.) | SELF-CERTIFICATION  
(NO APPLICATION REQUIRED)  
1) You will need a DUNS number from Dun & Bradstreet. This can be obtained by going to [www.dnb.com/us/](http://www.dnb.com/us/)  
2) You must have a business profile in the System for Award Management (SAM). Please go to [www.sam.gov](http://www.sam.gov) |

SBA Government Contracting  
[www.sba.gov/GC/ncsubs.html](http://www.sba.gov/GC/ncsubs.html)  
Office of Small & Disadvantaged Business Utilization (SADBU)  
**5% Goal** (For Federal Agencies & Prime Contractors)  
Subcontracting Incentives for Large Prime Contractors
8(a) Business Dev. Program

ONLINE APPLICATION
www.sba.gov/8abd/

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<td>U.S. Citizen or Indian Tribe, Alaskan Native Corporation, or Native Hawaiian Origin</td>
<td>No Goal</td>
<td>1) You will need a DUNS number from Dun &amp; Bradstreet. This can be obtained by going to <a href="http://www.dnb.com/us">www.dnb.com/us</a></td>
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<td>51% Owned, Controlled and Daily Managed by Socially and Economically Disadvantaged Individual(s). (Adjusted Net Worth below $250,000 for initial acceptance into the program—After entrance into the program, can go below $750,000.)</td>
<td>Exclusive Training Opportunities (SBA pays for tuition, materials, meals and lodging)</td>
<td>2) You must have a business profile in the System for Award Management. (SAM). Please go to <a href="http://www.sam.gov">www.sam.gov</a></td>
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<td>Potential for Success</td>
<td>Assigned a Business Development Specialist to assist you with your business’s growth and contracting needs</td>
<td>If you are a new registrant and/or updating your SAM profile, there is a 48 to 72 hour wait before you will be able to access the 8(a) electronic application.</td>
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<td>* Financial Capacity</td>
<td>SDB Certified (Automatically)</td>
<td>3) You will need to register in the General Login System (GLS) account. Please go to <a href="http://www.sba.gov/8abd/">www.sba.gov/8abd/</a> and click on “8(a)/SDB Electronic Application”</td>
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<td>* Managerial &amp; Technical Capability</td>
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<td>4) You will need to sign and notarize the Authorization Form. Please mail the form to:</td>
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<td>* Qualified to perform on Federal Contracts</td>
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<td>U.S. Small Business Administration</td>
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<td></td>
<td>* Proof of 2 years operation verified by tax returns</td>
<td></td>
<td>King of Prussia DPCE</td>
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<td></td>
<td>Two-Year Waiver Rule (13 CFR 124.107)</td>
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<td>1150 1st Avenue, 10th Floor</td>
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<td>* Demonstrated business management experience</td>
<td></td>
<td>King of Prussia, PA 19406</td>
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<td></td>
<td>* Demonstrated technical expertise to carry out business plan</td>
<td></td>
<td>(610) 382-3196</td>
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<td>* Adequate Capital</td>
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<td>Log into the 8(a)/SDB application via SBA General Log-in System (GLS) (please note “https”)</td>
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<td>* Record of performance on contracts in Primary Industry</td>
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<td><a href="https://eweb.sba.gov/gls/dsp_login.cfm">https://eweb.sba.gov/gls/dsp_login.cfm</a></td>
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<td>All Small Mentor-Protégé Program</td>
<td>Small Business Office of Size Standards (404) 331-7587 <a href="http://www.sba.gov/size/">www.sba.gov/size/</a> or <a href="http://www.census.gov/epcd/www/naics.html">www.census.gov/epcd/www/naics.html</a></td>
<td>Special Government Contracting Opportunity Establish mentor-protégé programs for all small businesses Develop strong protégé firms through mentor-provided business development assistance Help protégés successfully compete for government contracts Lasts up to 3 years, with one 3 year extension</td>
<td>You must have a business profile in the System for Award Management. (SAM) prior to submitting the All Small Mentor-Protégé Program application. Please go to <a href="http://www.sam.gov">www.sam.gov</a> Both prospective proteges and mentors are required to complete an online training module as part of the application process</td>
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<tr>
<td>ONLINE APPLICATION certify.sba.gov</td>
<td>Businesses may self-certify that they qualify as small for their primary or secondary NAICS code(s) Eligibility Requirements for the Mentor: • Demonstrate that they can fulfill their obligations under the MPA • Demonstrate that they are a federal contractor in good standing with U. S. Government • Mentor cannot appear on the federal list of debarred or suspended contractor firms. • Must disclose any other MPAs with other federal agencies • Mentor may be for-profit businesses of any size, however, if a prospective mentor owns or plans to own equity interest in the Protégé firm, the amount cannot exceed 40% • Mentor generally will not have more than one Protege at one time. However, the SBA may authorize a mentor to have a second protégé if they can demonstrate that the additional relationship will not adversely affect the development of either Protégé firm (i.e. the second firm may not be a competitor of the first firm) • Mentor may not have more than three Protégés at one time in the aggregate under the Mentor-Protégé programs authorized by 13 CFR 124.520 Mentor-Protégé Agreement is required and must outline: • The business need (goal), as outlined by the Protégé, in one or more of the eligible categories for assistance • The mentor’s plan to address that need (goal). • The timeline for a need (goal) to be met. • The measure by which SBA will determine the successful accomplishment of the goal.</td>
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<td>Only applications submitted through certify.sba.gov will be considered</td>
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