




U.S. SMALL BUSINESS ADMINISTRATION  
WASHINGTON, DC 20416

**MEMORANDUM**

  
**From:** A. John Shoraka, Associate Administrator, Office of Government Contracting and Business Development, Small Business Administration

**To:** Hon. Anne Rung, Administrator, Office of Federal Procurement Policy, Office of Management and Budget

**Date:** March 28, 2016

**Subject:** Procedures to Support Contracting Officer Verification of Women-Owned Small Business Awards during Temporary System Shutdown

**Reference:** (a) 13 CFR 127.301 and (b) FAR 19.1505(e)

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In an effort to improve the Women Owned Small Business (WOSB) Federal Contracting Program Repository user experience, the SBA recently began a system-wide migration of files from the original women's repository to an improved system. As part of the WOSB Program, references (a) 13 CFR 127.301 and (b) FAR 19.1505(e), require contracting officers (CO) to validate the eligibility of firms selected as apparent awardees. Due to the system migration, access to the women's repository by COs is temporarily unavailable, as of Wednesday, March 23 at 1:00 EDT, and will remaining unavailable for several weeks.

In order to enable agencies to continue support of the WOSB Program during this time, SBA has implemented the following procedures to provide WOSB validation to COs. It is requested that the procedures outlined below are disseminated to the Federal contracting workforce.

Specific questions may be referred to the WOSB Program Director, Office of Government Contracting, at [wosb@sba.gov](mailto:wosb@sba.gov), or (202) 205-6822. SBA will notify all agencies when the system migration is completed and access to the women's repository is reestablished.

**Temporary WOSB Women's Repository Verification Procedures**

During the system migration period, in order to comply with the WOSB Program requirements at 13 CFR 127.301 and FAR 19.1505(e), which specifies a CO shall verify that an apparent successful offeror has provided all the required documents set forth in 13 CFR 127.300(e) to the WOSB Repository, the following procedures should be complied with:

- SBA will review the Repository on behalf of a CO.
  - A CO may request SBA review of the Repository on their behalf by sending an email to [wosb@sba.gov](mailto:wosb@sba.gov).
  - The email subject line should read:
    - "PENDING AWARD UNDER FAR 19.1505(e) VERIFICATION REQUEST- SOLICITATION NUMBER [insert solicitation number]."
  - The body of the email should provide the following information:
    - Apparent successful offeror's:
      - FIRM NAME
      - OWNER NAME
      - DUNS
      - EIN
    - Indicate whether the pending award is a WOSB or EDWOSB set-aside or sole source award
    - Specify the NAICS code assigned to the procurement
    - Identify the State where the CO is located.

Within two (2) business days, SBA will perform the necessary check to determine whether the apparently successful offeror has filed all the required eligibility documents and provide the CO with an email response which either: (1) notifies the CO that all required documents have been provided or (2) identifies which documents are missing in order to allow the CO to file a status protest in accordance with SBA regulations and the FAR.

Emails received requesting review of the WOSB Federal Contracting Program Repository will be processed only for COs.