



A Procurement Technical
Assistance Center (PTAC)

The background of the top half of the slide is a photograph of the Wisconsin State Capitol building at dusk. The building is a large, white, neoclassical structure with a prominent green copper dome. It is illuminated by warm interior and exterior lights, contrasting with the cool blue of the twilight sky. Trees with autumn foliage are visible in the foreground and to the sides.

DOING BUSINESS WITH THE DEPARTMENT OF VETERANS AFFAIRS

August 2018



ABOUT WPI SUPPORTING THE MISSION

SERVING WISCONSIN
COMPANIES FOR 30 YEARS!

Assist businesses in creating,
development and growing their
sales, revenue and jobs through
Federal, state and local government
contracts.

*WPI is a Procurement Technical Assistance Center (PTAC) funded in part by
the Defense Logistics Agency (DLA), WEDC and other funding sources.*

- MILWAUKEE – *Technology Innovation Center*
- MADISON –
 - *Madison Enterprise Center*
 - *FEED Kitchens*
- CAMP DOUGLAS – *Juneau County Economic Development Corporation (JCEDC)*
- WAUSAU – *Wausau Region Chamber of Commerce*
- APPLETON / OSHKOSH – *Fox Valley Technical College* ^

- Eau Claire – *Western Dairyland*
- Ladysmith – *Indianhead Community Action Agency*
- Menomonie – *Dunn County EDC*
- Racine - *Launchbox*



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SERVICES

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FAQS

CURRENT EDITION OF THE WPI NEWSLETTER

www.wispro.org

UPCOMING EVENTS



JULY 24 2018
ACQUISITION HOUR: THE LIFECYCLE OF FEDERAL
DISASTER RESPONSE AND SUPPORT

JULY 25 2018
ACQUISITION HOUR: OVERVIEW OF THE FEDERAL
ACQUISITION REGULATIONS (FAR)

AUGUST 7 2018
DOING BUSINESS WITH THE U.S. DEPARTMENT OF
VETERANS AFFAIRS
IRON MOUNTAIN, MI »

AUGUST 8 2018
ACQUISITION HOUR: MARKET RESEARCH - USING THE
FEDERAL PROCUREMENT DATA SYSTEMS (FPDS)

AUGUST 8 2018
DOING BUSINESS WITH THE U.S. DEPARTMENT OF
VETERANS AFFAIRS
APPLETON, WI »

CURRENT OPPORTUNITIES (3)



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 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

WHAT WE WILL COVER TODAY

- How VA is Organized
- Products and Services VA Purchases
- How VA makes Purchases
- Veterans First Contracting Program
- VA Federal Supply Schedule Contracts
- Additional Tips

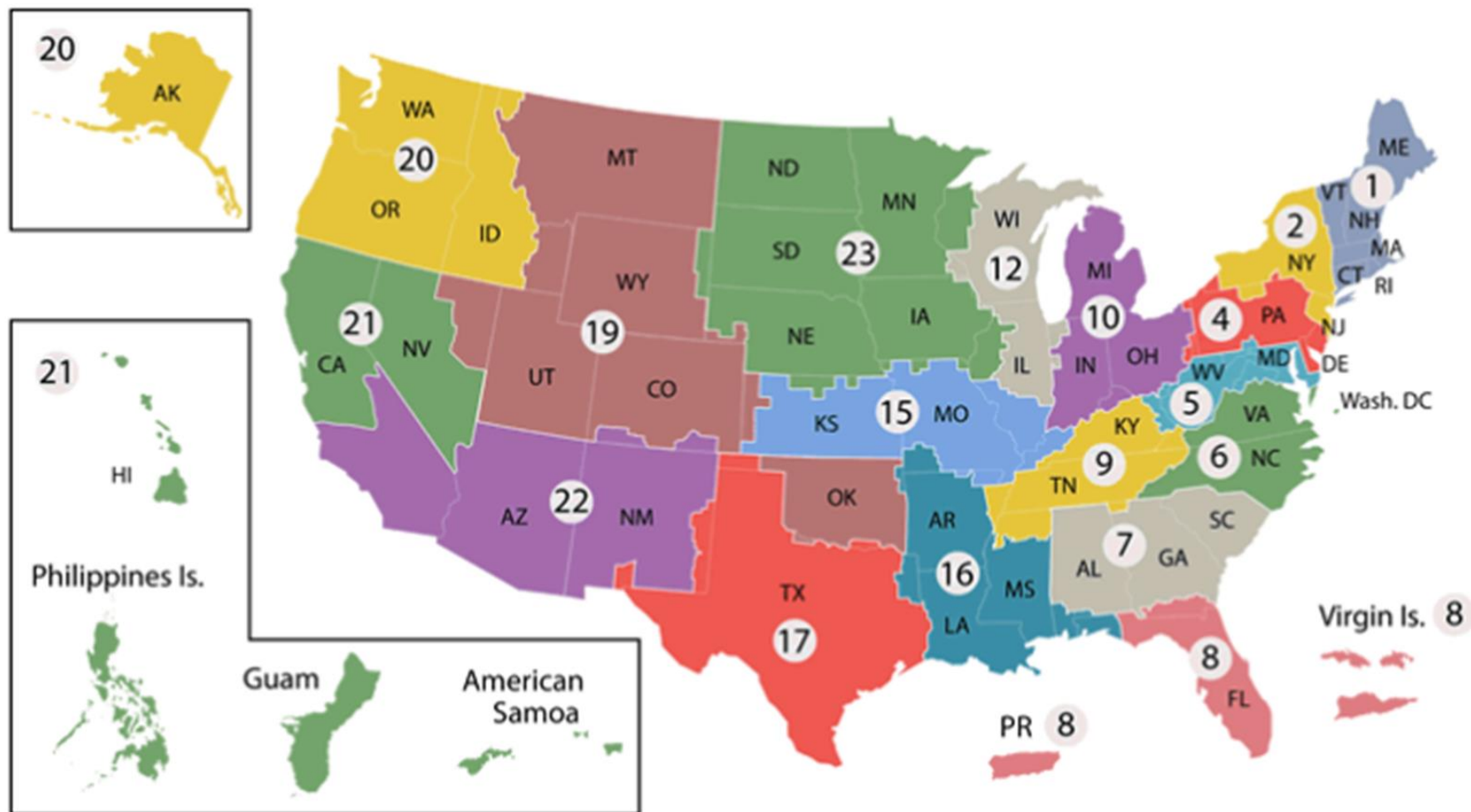
VA ORGANIZATIONS

DEPARTMENT OF VETERANS AFFAIRS

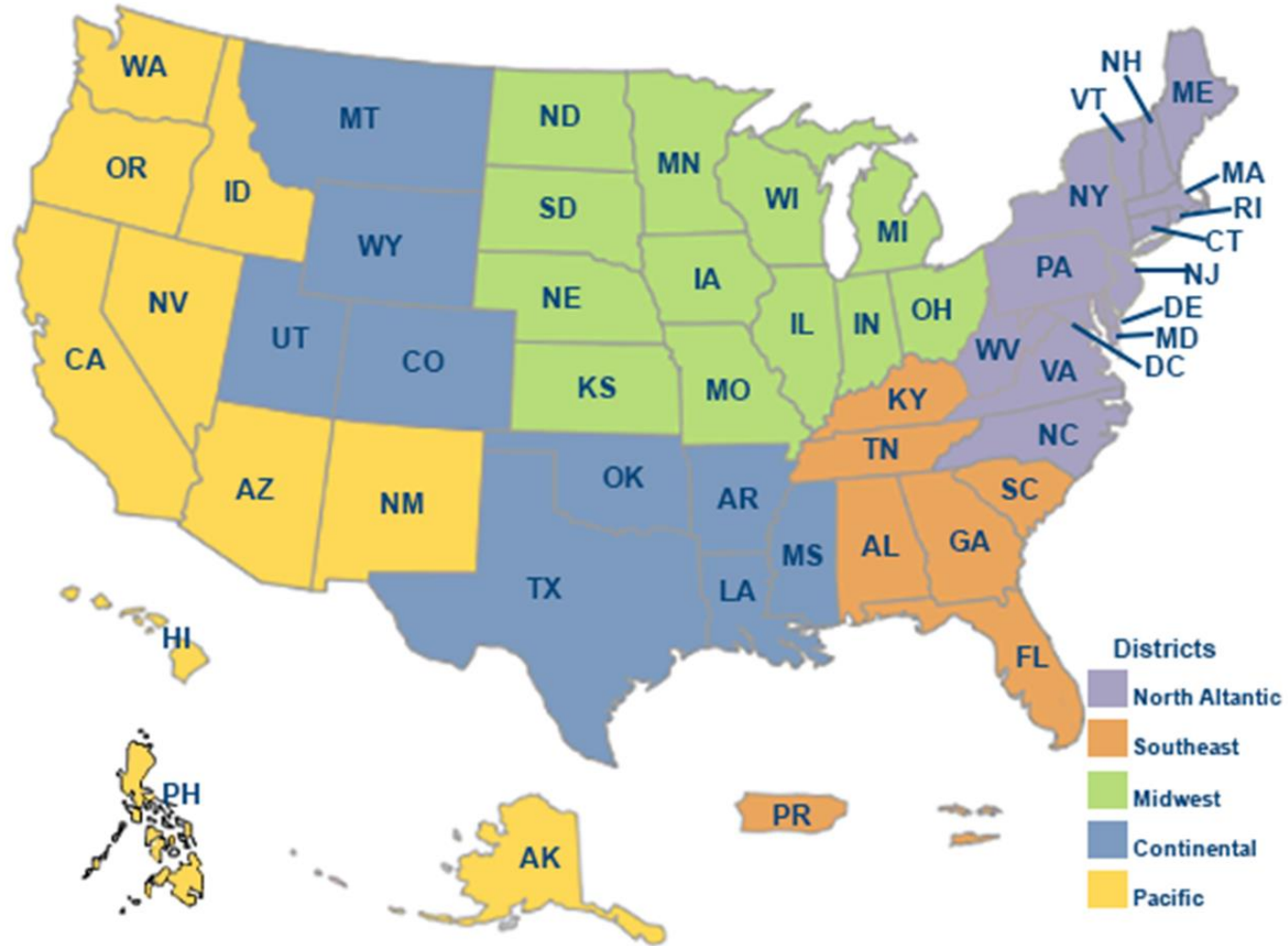
Divided into three branches

- **Veterans Benefits Administration (VBA)**
 - 5 Regions – includes Benefits offices and Loan offices
 - Milwaukee Regional Office is located on the VA Milwaukee Campus
- **National Cemetery Administration (NCA)**
 - 5 Service Networks operates 136 national cemeteries in 40 states
 - Wood National Cemetery is located on the VA Milwaukee Campus
- **Veterans Health Administration (VHA)**
 - Operates 1,240 health care facilities, including 170 medical centers, 1,061 outpatient clinics, serving 9 million veterans each year
 - Divided into 18 Regions called Veterans Integrated Service Networks (VISN)

VHA VISN MAP



VBA AND NCA DISTRICTS



VA BUDGET

- VA spent more than \$26 Billion on contracted goods and services last year.
- Almost 30% or more than \$7.8 Billion went to Small Businesses
- VA requires a broad spectrum of goods and services. They purchase these goods and services on a national, regional, and local level. Regardless of how large or small a business is, VA is a potential customer.

FY 2017 SMALL BUSINESS PROGRAM GOALS

Prime Contracting Goals

• Small Business	28.5%
• Veteran-Owned Small Business	12.0%
• Service-Disabled Veteran-Owned Small Business	10.0%
• Small Disadvantaged Businesses (including Section 8(a))	5.0%
• Women-Owned Small Business	5.0%
• Historically Underutilized Business Zone (HUBZone) Small Business	3.0%

Subcontracting Goals

• Small Business	17.0%
• Veteran-Owned Small Business	7.0%
• Service-Disabled Veteran-Owned Small Business	5.0%
• Small Disadvantaged Businesses (including Section 8(a))	5.0%
• Women-Owned Small Business	5.0%
• Historically Underutilized Business Zone (HUBZone) Small Business	3.0%

Goals for FY 2018 have not been issued yet.

FY 2017 SMALL BUSINESS PROGRAM GOALS

Prime Contracting Goals for Manageable Spend

ORGANIZATION	SMALL BUSINESS	SDVOSB	VOSB
Veterans Health Administration	45.0%	18.0%	22.0%
Veterans Benefits Administration	60.0%	24.0%	30.0%
National Cemetery Administration	75.0%	30.0%	37.0%
Office of Construction and Facilities Management	20.0%	8.0%	10.0%
National Acquisition Center	13.0%	5.0%	7.0%
Office of Acquisition Operations	40.0%	16.0%	20.0%

Goals for FY 2018 have not been issued yet.

VISN 12

VISN 12 AREA

- Wisconsin – All of State except Northwest Corner
 - Clement J. Zablocki Veterans Affairs Medical Center – Milwaukee, WI
 - William S. Middleton Memorial Veterans Hospital – Madison, WI
 - Tomah VA Medical Center – Tomah, WI
- Michigan - Upper Peninsula
 - Oscar G Johnson VA Medical Center - Iron Mountain, Michigan
- Illinois – North Eastern part of State
 - Edward Hines Jr. VA Hospital – Hines, IL
 - Jesse Brown VA Medical Center – Chicago, IL
 - VA Illiana Health Care System – Danville, IL
 - Captain James A. Lovell Federal Health Care Center – North Chicago, IL

VISN 12 OUTPATIENT CLINICS

- Wisconsin

• Appleton	Green Bay	Cleveland	Union Grove	Baraboo
• Beaver Dam	Janesville	Madison	Clark County	Wausau
• Wisconsin Rapids	LaCrosse	Rhineland	Kenosha	

- Michigan

• Hancock	Marquette	Ironwood	Menominee	
• Sault Ste Marie	Manistique			

- Illinois

• Evanston	Chicago Heights	Decatur	McHenry	Auburn-Gresham
• Lakeside	Oak Lawn	LaSalle	Mattoon	Rockford
• Kankakee	Aurora	Joliet	Freeport	Peoria
• Springfield	West Lafayette	Hoffman Estates		

- Indiana

• Crown Point

NETWORK CONTRACTING OFFICE (NCO) 12

- Central Procurement Office for all VISN 12 facilities
- 2 Locations
 - Milwaukee (Off Campus from the VAMC)
 - North Chicago (On Campus at the FHCC)
- Staff of approximately 120 personnel
 - Contracting Officers
 - Contract Specialists
 - Purchasing Agents
 - Purchase Card Managers

VISN 12 – FY 17 SOCIO-ECONOMIC PROGRAM PERFORMANCE THRU 9/30/2017

Total Small Business Eligible Dollars of \$218,312,437

Small Business (Goal 45% - Actual 66.94%)	\$146,142,273
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Veteran-Owned Small Business (Goal 22% - Actual 47.96%)	\$104,702,632
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Service-Disabled Veteran-Owned Small Business (Goal 18% - Actual 44.76%)	\$ 97,720,235
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Small Disadvantaged Businesses (including Section 8(a)) (Goal 5% - Actual 18.41%)	\$ 40,196,978
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Women-Owned Small Business (Goal 5% - Actual 3.2%)	\$ 6,980,792
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Historically Underutilized Business Zone (HUBZone) (Goal 3% - Actual 6.13%)	\$ 13,386,830
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VISN 12 – FY 18 SOCIO-ECONOMIC PROGRAM PERFORMANCE THRU 7/4/2018

Total Small Business Eligible Dollars of \$230,043,299

Small Business (Goal 45% - Actual 55.52%)	\$127,710,738
Veteran-Owned Small Business (Goal 22% - Actual 38.78%)	\$ 89,219,846
Service-Disabled Veteran-Owned Small Business (Goal 18% - Actual 35.18%)	\$ 80,929,701
Small Disadvantaged Businesses (including Section 8(a)) (Goal 5% - Actual 10.36%)	\$ 23,834,918
Women-Owned Small Business (Goal 5% - Actual 1.97%)	\$ 4,526,839
Historically Underutilized Business Zone (HUBZone) (Goal 3% - Actual 1.9%)	\$ 4,378,197

WHAT VA PURCHASES

EXAMPLES OF ITEMS PURCHASED BY VISN 12 INCLUDE

- Pharmaceuticals, medical and surgical supplies (VA Prime Vendor Contracts)
- Perishable subsistence (VA Prime Vendor Contract)
- Equipment, supplies, and materials for facility operation
- Maintenance and repair of medical and scientific equipment
- Building construction, maintenance, and repair
- Prosthetic and orthopedic aids
- Medical gases
- Janitorial, Trash, and Transportation Services
- Office Supplies (GSA National BPAs-22 of 23 awarded to SB) Called Federal Strategic Sourcing Initiative for Office Supplies Third Generation (FSSI OS₃)
- IT Equipment (NASA SEWP V Contracts – 145 contract holders - 110 SB and T4NG – 21 awards – 10 SDVOSB, 2 SB, 9 LB)

RECENT ITEMS VISN 12 PURCHASED

- Furniture for Clinic Waiting Area
- Chiropractic Table
- Physicians
- Reupholster Chairs
- Printer and Software System
- Replace Nurse Station
- Electrical Power Distribution System
- Testing and Maintenance
- Surgical Nerve Stimulator
- Workstation Carts and CPUs
- Chaplain Services
- Dry Storage Shelving Units
- Window Air Conditioners
- National Fire Protection Association (NFPA) Training
- Demolition Services
- Bariatric Lifts and Beds
- Maintain Aquariums
- Courier Services
- Linen
- Security Guards
- Multi-Station Gym
- Televisions

HOW DOES VA BUY

Acquisitions are accomplished by:

- Sealed Bidding
- Negotiation
- Simplified Acquisition Procedures
- Credit Card Purchases
- Mandatory sources, i.e. Ability One, Federal Supply Schedules

Solicitations may be located on:

- Federal Business Opportunities (FedBizOpps) <https://www.fbo.gov/>
- GSA eBuy https://www.ebuy.gsa.gov/advantage/ebuy/start_page.do

Wisconsin Procurement Institute (WPI) / Northwest Michigan PTAC can provide FREE Bid Matching Services that will search for opportunities for your company.

SPECIFIC TO VA

- All procurements are considered commercial items, with the exception of construction and some very complex research and development items. Almost all procurements are completed using FAR Part 12 – Acquisition of Commercial Items
https://acquisition.gov/far/current/html/Subpart%2012_1.html#wp1085203
- VA only has the authority to do Fixed Price Contracts and Fixed Price with Economic Price Adjustment Contracts. These types of contracts generally puts more risk on the contractor.

PROCUREMENT REGULATIONS

VA procurements are completed in accordance with the Federal Acquisition Regulation (FAR), Department of Veterans Affairs Acquisition Regulation (VAAR), and VA policies and procedures.

Websites:

FAR: <https://www.acquisition.gov/?q=browsefar>

VAAR: <http://www.va.gov/oal/library/vaar/>

VETERANS FIRST CONTRACTING PROGRAM

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 three years from their last verified date. *SDVOSB and VOSB must be verified in order to participate in VA SDVOSB and VOSB set-asides.*

<http://www.va.gov/osdbu/verification/>

SUPREME COURT KINGDOMWARE DECISION

- Supreme Court ruled that consistent with Public Law 109-461, the VA shall award contracts based upon competition restricted to SDVOSBs or VOSBs when a contracting officer has a reasonable expectation, based on market research, that two or more firms listed as verified in Vendor Information Pages database are likely to submit offers and an award can be made at a fair and reasonable price that offers best value to the United States.
- June 16, 2016

VISN 12 FY 2017 NON-VETERAN AWARDS

Over \$41 million was awarded to non-veteran owned small businesses.

VA CONSTRUCTION BUYS

- Generally completed as sealed bidding with award going to the lowest priced, responsive, responsible bidder.
- First consideration given to Service–Disabled Veteran– Owned Small Business (SDVOSB) set aside. (CVE verified)
- Announced on the Federal Business Opportunities (FedBizOpps) website - <https://www.fbo.gov/>

GENERAL SERVICES ADMINISTRATION (GSA) CONTRACTS

GENERAL SERVICES ADMINISTRATION (GSA)

- The Federal Supply Schedule (FSS) program also known as the GSA Schedules Program or the Multiple Award Schedule (MAS) Program offers speed, selection, flexibility, transparency, efficiency, value, and procurement management.
- Schedules are Multiple Award Indefinite Delivery, Indefinite Quantity (IDIQ) contracts providing an indefinite quantity of supplies and services at stated prices during a fixed period of time.
- Each GSA Schedule is composed of Special Item Numbers (SINs) that groups similar products and services together.

GENERAL SERVICES ADMINISTRATION (GSA)

- Any federal agency can use these contracts and many prefer to use the schedule over other procurement options because of pre-negotiated terms and pricing, transparency, and ease of use. Agencies place orders instead of writing new contracts by competing among schedule holders.
- Awarded for a base period of five years with potential for 3 five-year option periods, resulting in a 20 year contract.
- Sales are only limited to minimum and maximum quantities as defined by the contract.

VA FEDERAL SUPPLY SCHEDULE CONTRACTS

VA NATIONAL ACQUISITION CENTER (NAC) – HINES, ILLINOIS

The NAC solicits, awards, and administers VA's Federal Supply Schedule and National Contract Programs including the acquisition and direct delivery of pharmaceuticals, medical/surgical/dental supplies, high technology medical equipment and just-in-time distribution programs (also known as Prime Vendor Distribution Programs). With nearly 1,700 contracts, the NAC's programs realize annual sales of over \$14 billion. All Federal agencies are able to purchase from the VA Schedules.

VA SCHEDULES

Like GSA Schedule contracts, the VA Schedules are indefinite delivery/indefinite quantity type contracts awarded to pre-approved vendors using full and open competition. Additionally, the Federal Supply Schedule (FSS) program negotiates firm-fixed pricing based on a commercial “most favored customer” pricing concept, including an option for economic price adjustments. All products and services are state-of-the-art and provide national/worldwide coverage.

ADDITIONAL TIPS

IMPORTANT DOLLAR THRESHOLDS

- Procurements under \$10,000 are completed at the department level with use of a Government purchase card (credit card). Usually completed without or with limited competition. Micropurchase threshold was recently raised from \$3,500, however construction remains at \$2,000 and service contracts remain at \$2,500.
- Procurements between \$10,000 and \$25,000 are completed competitively by small purchase staff.
- Open Market Procurements over \$25,000 are announced and available on the Federal Business Opportunities (FBO) Website.
- Simplified Acquisition Threshold (SAT) increased from \$150,000 to \$250,000

GET YOUR FIRM READY TO DO BUSINESS WITH VA

- Obtain a DUNS number
- Register in SAM and the Dynamic Small Business Search – Your Federal Business Resume
- SDVOSB and VOSB go through the verification process
- Develop company website – have email addresses for staff
- Develop a Capability Statement
- Capable of electronic invoicing and payment
- File VETS 4212 <http://www.dol.gov/vets/vets4212.htm> (Not mandatory for commercial item purchases)
- Locate Opportunities through WPI / Northwest Michigan PTAC Bid Matching Services
- Attend Pre-Solicitation Conferences
- Respond to Sources Sought Announcements- be specific to the requirement

SOLICITATION TIPS

- Read, really read the document – what type of solicitation is it
- Understand what the VA is looking to purchase
- Respond to all elements of the document
- Do not promise anything you are unable to do
- Offer a fair price - Sign all offers
- Understand how award will be made, i.e. “Best Value”,
Lowest Price Technically Acceptable
- Know what is required for Brand Name or Equal
- Understand Performance Requirements for the contract
- Reach out for assistance from Wisconsin Procurement Institute (WPI) / Northwest Michigan PTAC

ADDITIONAL TIPS

- Introduce yourself to procurement staff – by phone or email
 - Polish your “Elevator Speech”
 - Who you are
 - What you do
 - Have you done any work with the government before
 - What makes you special
 - Be able to answer, “Why hire my company”
- Study certain sections of the FAR and VAAR for greater understanding of government contracts
 - FAR 8.4 - FSS
 - FAR 12 - Commercial Items
 - FAR 13 – Simplified Acquisitions
 - FAR 14 – Sealed Bidding
 - FAR 15 – Negotiated Contracts

CONSTRUCTION

SDVOSB capable of working as the prime contractor, bid directly to VA. Locate bid on FBO, attend all site visits, and submit bid on time.

Non-SDVOSB locate bid on FBO and SDVOSB primes to determine sub contracting opportunities.

Have appropriate bonding levels ready and available

HOW TO FIND PRIME CONTRACTORS

- Register on FBO as an Interested Vendor for the solicitation
- VA Vendor Information Pages - <https://www.vip.vetbiz.va.gov/>
- Check USA Spending - <http://www.usaspending.gov/>
- Federal Procurement Data System (FPDS) – ad hoc reports
- Check GSA eLibrary for FSS Primes -
<http://www.gsaelibrary.gsa.gov/ElibMain/home.do>
- SBA Subcontracting Opportunities Directory SUB-Net -
https://eweb1.sba.gov/subnet/client/dsp_Landing.cfm
- GSA Subcontracting Directory for Small Businesses -
<http://www.gsa.gov/portal/service/SubContractDir/category/102831/hostUri/portal>
- Contact WPI or Northwest Michigan PTAC for assistance in locating Primes

HOW TO FIND CONSTRUCTION PRIME CONTRACTORS

- Register on FBO as an Interested Vendor for the solicitation and review Interested Vendor list
- Attend site walks, prime contractors and other sub-contractors will attend.
- Look for the Amendment to the solicitation that contains the site walk sign in sheets - it will contain all contractors that attended the site walk

OFFICE OF SMALL & DISADVANTAGED BUSINESS UTILIZATION (OSDBU)

- Located in Washington, DC - OSDBU's goal is to help Veteran-Owned and Small businesses contribute to the mission of VA.
- All federal agencies must forecast their contracting opportunities. VA uses an electronic contract management system to generate their forecast.
- VA Forecast of Contracting Opportunities:
<https://www.vendorportal.ecms.va.gov/eVP/fco/StateMap.aspx>

VETERANS CANTEEN SERICE (VCS)

Potential new vendors and assortments are continually evaluated by the VCS buying team. VCS looks for compelling value and current in-demand merchandise, especially with National Brands. Special attention is given to Made in USA and Vet centric product. Merchandise may be selected for regional, national or individual location distribution. VCS does not have warehousing facilities. Shipments ordered, therefore, are to be shipped directly from the manufacturer to the various locations. EDI compliance for transmission of purchase orders and invoices is mandatory to do business with the VCS. FAR and VAAR are not applicable.

<https://www.vacanteen.va.gov/VACANTEEN/ConductBusiness.asp>

VA VERIFICATION PROCESS

CENTER FOR VERIFICATION AND EVALUATION - CVE

VA CENTER FOR VERIFICATION AND EVALUATION - CVE

- **Who Qualifies as a SDVOSB?**

- The business must be small by the SBA's Size Standards
- The Owner must meet the Government's definition of a Veteran
 - A Veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard for any length of time, and was discharged or released under conditions other than dishonorable. A reservist or member of the National Guard called to federal active duty, or disabled from a disease or injury incurred or aggravated in the line of duty or while in training also qualifies as a Veteran. A Service-disabled Veteran is a Veteran who possesses either a disability rating letter issued by the Department of Veterans Affairs (VA) establishing a service-connected rating between 0 and 100 percent, or a disability determination from the Department of Defense (DoD)

- **Ownership**

- One or more Veterans must unconditionally and directly own at least 51% of the businesses
 - Wisconsin Marital Property Law

- **Control**

- One or more Veterans must demonstrate full control over the business operations
 - Day-to-day management
 - Decision-making authority and strategic policy setting
 - Managerial experience and the ability to exercise independent business judgement
 - Full-time devotion
 - Highest officer position & highest compensated employee

NOTE ON OWNERSHIP

- Vet owners must have **Direct and Unconditional Ownership of at least 51% of the business**
- In the instance of a business located in a Community Property state, unless otherwise indicated, the business would be automatically be **ONLY 50%** owned by the Veteran – **NOT MEETING THE ELIGIBILITY REQUIREMENTS**
- **A note on community property:** VOSBs and SDVOSBs that reside in Community Property states may have to take special measures in meeting the 51% ownership stipulation. However, it can be an **EASILY CORRECTIBLE ISSUE** that may be resolved before applying.
- In a Community Property jurisdiction, most property acquired during the marriage (except for gifts or inheritances) – is owned jointly by both spouses and is divided upon divorce, annulment, or death. Joint ownership is automatically presumed by law in the absence of specific evidence that would point to the contrary.

CVE VERIFICATION

- **Where and how do I get Certified?**
 - Veterans must register on the Vendor Information Pages (VIP) through AccessVA Login <https://www.vip.vetbiz.va.gov/>
 - Documents are uploaded via VIP for review by CVE
 - **Meet with a VA Verified Counselor prior to collecting & submitting documentation!**
- **Certification length**
 - Verification is for 3 years
- **Certification Cost**
 - No Cost other than your time for verification

CERTIFICATION BENEFITS

- VOSB and SDVOSB firms wishing to take part in the Veterans First Contracting Program must be verified by CVE
 - The Veterans First Contracting Program requires the VA to seek out SDVOSBs and VOSBs prior to other types of small businesses (FY 17)
 - 12% VOSBs
 - 10% SDVOSBs
 - Subcontracting Goals (FY 17)
 - 7% VOSBs
 - 5% SDVOSBs
- Sole Source Authority
 - Under \$5 Million
 - Fair and reasonable price
- Joint Venture & Teaming Opportunities

VERIFICATION PROCESS

1. Obtain DUNS number and register in SAM (both free!)
2. Create login through DS Logon
3. Create an account in VIP
4. Meet with a VA verification assistance counselor to discuss the verification process, if verification is right for you and what documents are required
5. Collect required documentation
6. Review documentation with VA verification assistance counselor
7. Write Detailed Letters of Explanation (DLOEs) for missing documentation
8. Log into VIP and sign VA Form 0877 (must be signed by all owners) and required documentation. Only documentation designated as being required for pre verification is needed at first
9. Respond to any requests for additional information from CVE

PRE-APPLICATION

- VA Form 0877 is cross-referenced with the applicant's VetBiz VIP profile to ensure all information matches
- The VA Beneficiary Identification and Records Locator Subsystem (BIRLS) database is used to validate the date of birth, Social Security Number, and Veteran status of each Veteran owner
- The Excluded Parties List System (EPLS) is used to verify all owners are in good standing with the federal government
- The Case Analyst ensures only six-digit NAICS Codes are listed on the Veteran's VIP profile
- The firm's Doing Business As (DBA) filing is reviewed to ensure that it has been properly registered
- Pre-Application Review documents are evaluated for accuracy and viability for examination. If any issues are identified, the applicant is provided an opportunity to address the issues
- If no eligibility issues are identified, CVE requests the remaining required documents
- Once all required documents are received, the application is ready for full Assessment

COMMON REASONS FOR DELAY

- Missing required documentation – **meet with a VA verification assistance counselor first!**
- Applicant is not prepared
- Discrepancies in ownership information – VIP information must match what is on your form DD214
- Delays in responding to additional documentation requests
- Not updating your contact information

CVE LOGO

- VA-verified firms may display the trademark-protected SDVOSB or VOSB logo (sample images shown below). Use of the logo communicates the firm has undergone a comprehensive review to validate its status as an eligible Veteran-owned and controlled firm.
- **Do not use the logos until you are verified!**
 - When VA discovers that a firm is using the logo fraudulently; they are sent a cease and desist letter. The letter requests the firm cease all use of the mark consisting of a wreath, stars, and any other misrepresentation of the firm being a verified SDVOSB or VOSB. VA must make this request to preserve the value of our certification mark. Firms are given 30 days to remove the logo.



MORE INFORMATION

- VA Process – 4 steps
 - Intake – All documents submitted by VOSB
 - Assessment – By VA
 - Federal Review – By VA
 - Decision – By VA
- Current processing time is 90 to 120 days from the date of when CVE receives the documents
- Current number of firms verified: 14,386
- Required documentation available at:
<https://www.vip.vetbiz.gov/Public/Register/DocumentList.aspx>

VA Verification Counselors

WISCONSIN

Marc Violante | Director, Federal Market Strategies

Wisconsin Procurement Institute

marcv@wispro.org 920-456-9990

MICHIGAN

Don Makowski, CFCM | Procurement Counselor

Northwest Michigan PTAC

Don.makowski@networksnorthwest.org 906-789-0558 ext 1311

RESOURCES

NCO 12 VA CONTACT

Small Business Liaison

Steve Maier

Great Lakes Acquisition Center

Department of Veterans Affairs

115 S 84th Street, Suite 101

Milwaukee, WI 53214

Steven.Maier2@va.gov

414-844-4824

RESOURCES

- VA Forecast of Contracting Opportunities:
<https://www.vendorportal.ecms.va.gov/eVP/fco/StateMap.aspx>
- FAR: <https://www.acquisition.gov/?q=browsefar>
- VAAR: <http://www.va.gov/oal/library/vaar/>
- VA National Acquisition Center: <http://www.va.gov/oal/about/nac.asp>
Phone: 708-786-5157
- VA OSDDBU: <http://www.va.gov/osdbu/>
- VA Vendor Information Pages: <https://www.vip.vetbiz.va.gov/>
Phone: 866-584-2344
- Federal Business Opportunities (FedBizOpps) website -
<https://www.fbo.gov/>

RESOURCES

- Veterans Canteen Service Central Office, St Louis, MO
Phone: 314-845-1200 – vcscanteen.com@med.va.gov
<https://www.vacanteen.va.gov/VACANTEEN/ConductBusiness.asp>
- VA Website - <http://www.va.gov/oal/business/dbwva.asp>
- Air Force FAR: <http://farsite.hill.af.mil/>
- Acquisition.gov is: <https://www.acquisition.gov/>
- Northwest Michigan PTAC - 906-789-0558
<http://www.networksnorthwest.org/business/ptac/>
- Wisconsin Procurement Institute - 414-270-3600 www.wispro.org

UPCOMING TRAINING - EVENTS

WHAT IS WPI'S CURRENT WEBINAR SCHEDULE?

August 21, 2018 – **The End of the Fiscal Year is Here – What is Hot and What is Not** – [CLICK HERE](#) for additional information – presented by Marc Violante, Wisconsin Procurement Institute (WPI)

August 22, 2018 – **Maximizing FBO in Your Market Strategies** – [CLICK HERE](#) for additional information – presented by Carol Murphy, Wisconsin Procurement Institute (WPI)

September 12, 2018 – **The Future of SAM.gov** – [CLICK HERE](#) for additional information – presented by Kim Garber, Wisconsin Procurement Institute (WPI)

September 25, 2018 – **Introduction to Certifications Available to Woman Owned Businesses** – [CLICK HERE](#) for additional information – presented by Shane Mahaffy, U.S. Small Business Administration (SBA) and Kim Garber, Wisconsin Procurement Institute (WPI)

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