

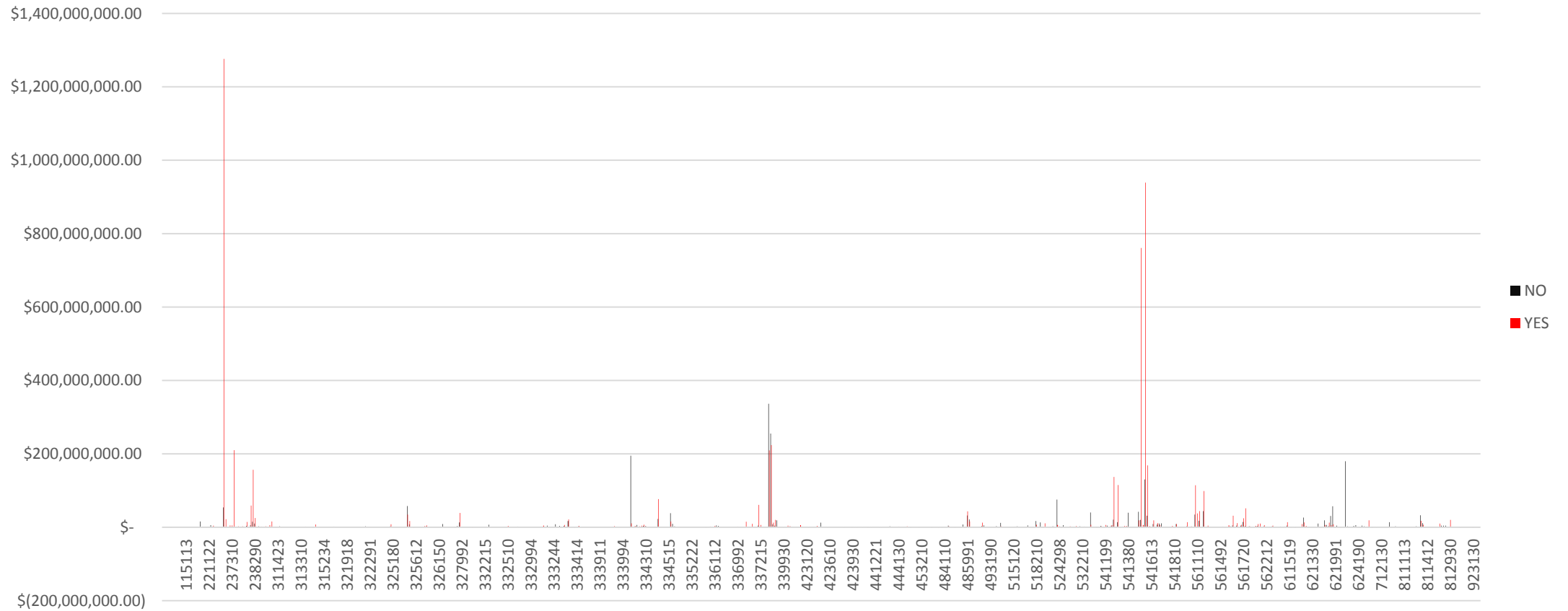
Veteran Certifications

Marc N. Violante

Wisconsin Procurement Institute

April 23, 2019

Conduct Market Research



FPDS, adhoc search, April 22, 2019, VA, all NAICS, SB

4/23/2019

VA – New Contracting Goals

- **VA increases contracting with Service-Disabled and Veteran-Owned Small Businesses**
- For fiscal year (FY) 2019, VA seeks to award at least 15% of its total contract dollars to SDVOSBs and at least 17% to VOSBs, representing a 5% increase in both goals, a significant change not noted since 2010.

Statutory goals – Federal Government

Socio-economic Program	Goal
SBCs	23% of the total value of all prime contract awards for each for each fiscal year
SDBs	5% of the total value of all prime contract and subcontract awards for each fiscal year
WOSBs	Not less than 5% of the total value of all prime contract and subcontract awards for each fiscal year
SDVOSB	Not less than 3% of the total value of all prime contract and subcontract awards for each fiscal year
HUBZone SBCs	Not less than 3% of the total value of all prime contract and subcontract awards for each fiscal year

Veteran Certifications



3Rd Party – National Veterans Business Development Council

BDR
BILLION DOLLAR
ROUNDTABLE

NVBDC is honored to have been named by the members of the BDR as their accepted SD/VOB certification body

OUR SUPPORTERS

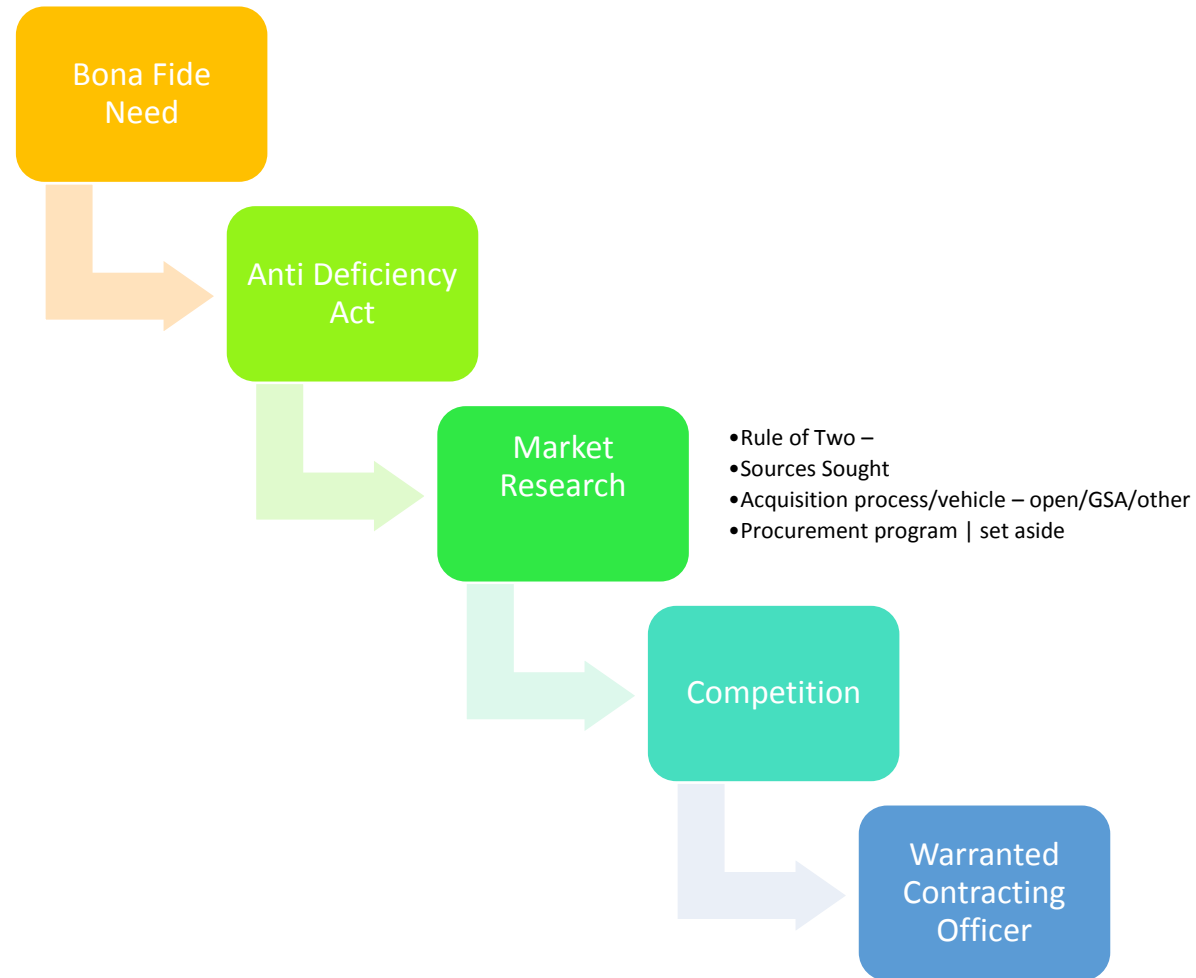
Facebook | LinkedIn | Twitter



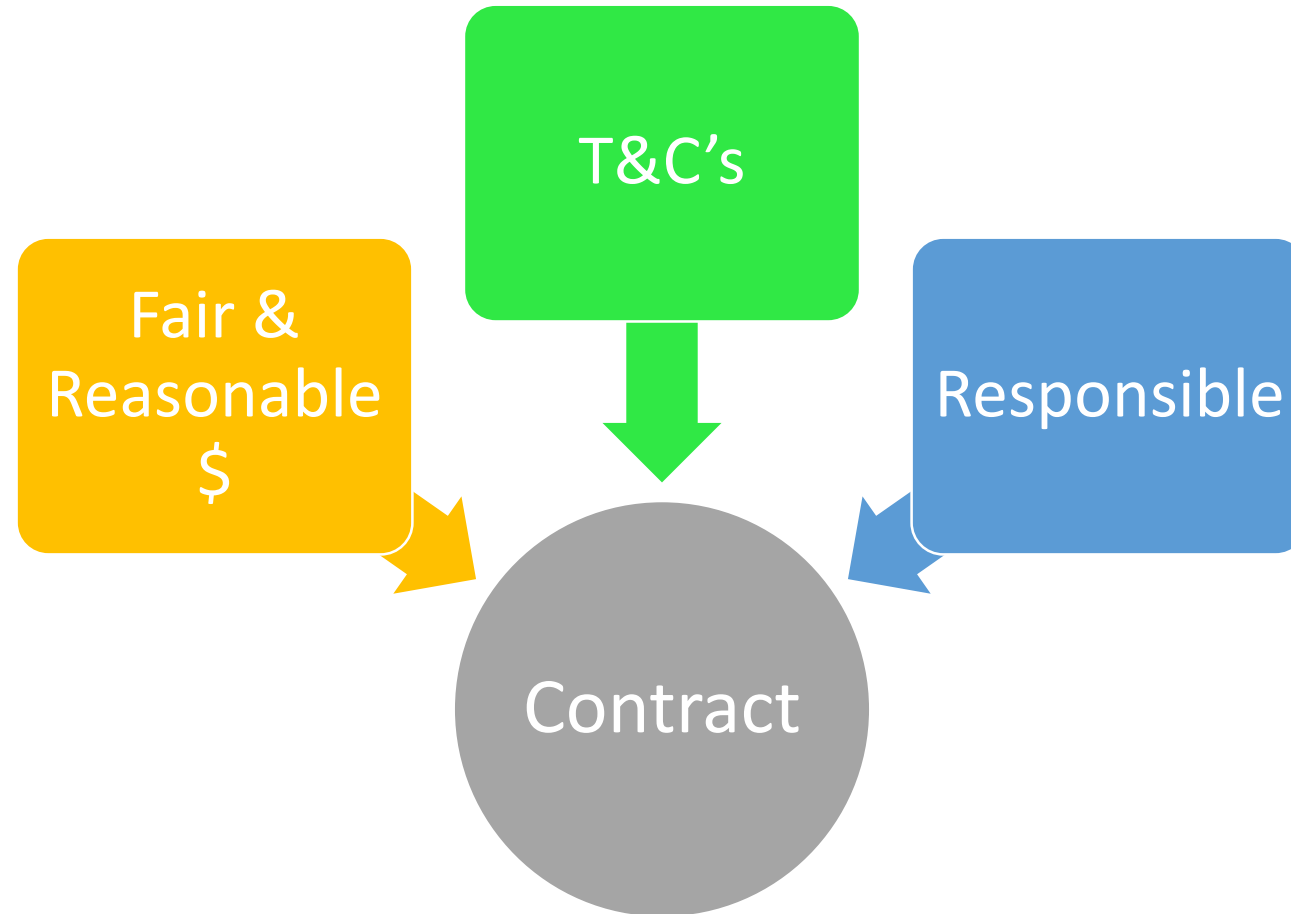
From: National Veteran Business Development Council <response@nvbdc.org> Sent: Thursday, February 21, 2019 7:03 AM

4/23/2019

Certifications v. Procurement Process



Contracting Triangle



Contracting Equation



FAR – 9.103 Policy

- (a) Purchases shall be made from, and contracts shall be awarded to, responsible prospective contractors only.
- (b) No purchase or award shall be made unless the contracting officer makes an affirmative determination of responsibility. In the absence of information clearly indicating that the prospective contractor is responsible, the contracting officer shall make a determination of nonresponsibility. I

9.104-1 General standards.

- To be determined responsible, a prospective contractor must-
 - (a) financial resources to perform the contract
 - (b) Be able to comply with the required or proposed delivery or performance schedule
 - (c) Have a satisfactory performance record (see [9.104-3\(b\)](#) and [subpart 42.15](#)). (
 - d) Have a satisfactory record of integrity and business ethics (for example, see [subpart 42.15](#)).
 - (e) Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors). (See [9.104-3\(a\)](#).)
 - (f) Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them (see [9.104-3\(a\)](#)); and
 - (g) Be otherwise qualified and eligible to receive an award under applicable laws and regulations (see also inverted domestic corporation prohibition at [9.108](#)).

9.104-4 Subcontractor responsibility.

- (a) Generally, prospective prime contractors are responsible for determining the responsibility of their prospective subcontractors (but see [9.405](#) and [9.405-2](#) regarding debarred, ineligible, or suspended firms). Determinations of prospective subcontractor responsibility may affect the Government's determination of the prospective prime contractor's responsibility. A prospective contractor may be required to provide written evidence of a proposed subcontractor's responsibility.

Sole Source Awards

- **19.1406 Sole source awards to service-disabled veteran-owned small business concerns.**
- (a) A contracting officer shall consider a contract award to a SDVOSB concern on a sole source basis (see [6.302-5\(b\)\(6\)](#)), before considering small business set-asides (see [19.203](#) and subpart [19.5](#)) provided none of the exclusions of [19.1404](#) apply and-
 - (1) The contracting officer does not have a reasonable expectation that offers would be received from two or more service-disabled veteran-owned small business concerns;
 - (2) The anticipated award price of the contract, including options, will not exceed-
 - (i) \$6.5 million for a requirement within the NAICS codes for manufacturing; or
 - (ii) \$4 million for a requirement within any other NAICS code;
 - (3) The requirement is not currently being performed by an 8(a) participant under the provisions of [subpart 19.8](#) or has been accepted as a requirement by SBA under [subpart 19.8](#);
 - (4) The service-disabled veteran-owned small business concern **has been determined to be a responsible contractor with respect to performance; and**
 - (5) **Award can be made at a fair and reasonable price.**
- (b) The SBA has the right to appeal the contracting officer's decision not to make a service-disabled veteran-owned small business sole source award.

FAR 44.101 - definitions

- “Subcontractor” means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor.

FAR | SAM – Federal Certification (- VA & FAA)

- SAM is required for all contracts expected to exceed \$10,000
 - Eligibility requirements to answer affirmatively
 - Time in service
 - Discharge – Honorable | Other than Honorable
 - DD-214
 - Documented disability (0-100%) – VA Letter or DoD Letter
- Information required – (26 definitions of SB)
 - Average annual revenue over 3 year period* (avg weekly x 52)
 - Average number of employees 12 month period ** (any person on payroll)
 - NAICS codes

Service Disabled Veteran Owned Small Business

- a business that (i) not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans;
- (ii) the management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.
- “Service-disabled veteran” means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16). For more information please see:
<http://www.gpo.gov/fdsys/pkg/USCODE-2011-title38/pdf/USCODE-2011-title38.pdf>

Beneficiary Identification Records Locator Subsystem (BIRLS)

- BIRLS is an electronic information system used and administered by the Department of Veterans Affairs' Veteran Benefits Administration (VBA)
- contains personal identifiable information to identify a Veteran.
- BIRLS is an identification tool used by the Center for Verification and Evaluation (CVE) to verify that an applicant is a Veteran; however, it is not the only tool used by CVE for the verification process.
- A Veteran is entered into BIRLS when they apply for any benefit (compensation and pension, education, medical, housing assistance and burial) from the VA.

Verification Process Phases

- Intake
- Assessment
- Federal Review
- Decision

Phase – 1 (Intake)

Conducted by – Intake Analyst

- Administers welcome phone call to applicant
- Answers Veteran's pre-application questions
- Assists Veteran with gathering the required documents and submitting a complete application
- Validates Veteran or Service-disabled Veteran status

Phase – 2 (Assessment)

Conducted by – Case Analyst

- Performs a thorough review of all required documents to verify Veteran ownership and control eligibility
- Provides the Veteran an opportunity to address any potential eligibility issue
- Submits a recommendation for approval or denial to the Federal Review team

Phase – 3 (Federal Review)

Conducted by – Federal Reviewer

- Conducts a quality check of the Case Analyst's assessment to ensure accuracy of application
- Prepares the draft determination letter
- Submits a final recommendation for approval or denial to the CVE Director

Phase – 4 (Decision)

Conducted by – CVE Director

- Makes the final decision to approve or deny application
- Issues signed and dated verification determination letter via email to the applicant

Application - Status

- Pending
- Verified
- Denied
- Withdrawn *
- Reconsideration
- Expired

<https://www.va.gov/osdbu/faqs/verification.asp> - question 2

Reminders

- All users of the system should be reminded they **MUST** be registered in SAM and D&B before proceeding.
- If they are not the system will not allow them to initiate a new Verification application.
- All users must register for a DS Logon or ID.me before attempting to access the system.

Verification Guides and Popular Resources

- [New Vendor Information Pages \(VIP\) Access](#)
- [DS Logon and ID.me Account Instructions](#)
- [VEMS Portal User Guide](#)
- [Preparing for Verification](#)
- [Required Documents for VIP Application](#)
- [Reverification Process Fact Sheet](#)

<https://www.va.gov/osdbu/verification/index.asp>

AccessVA

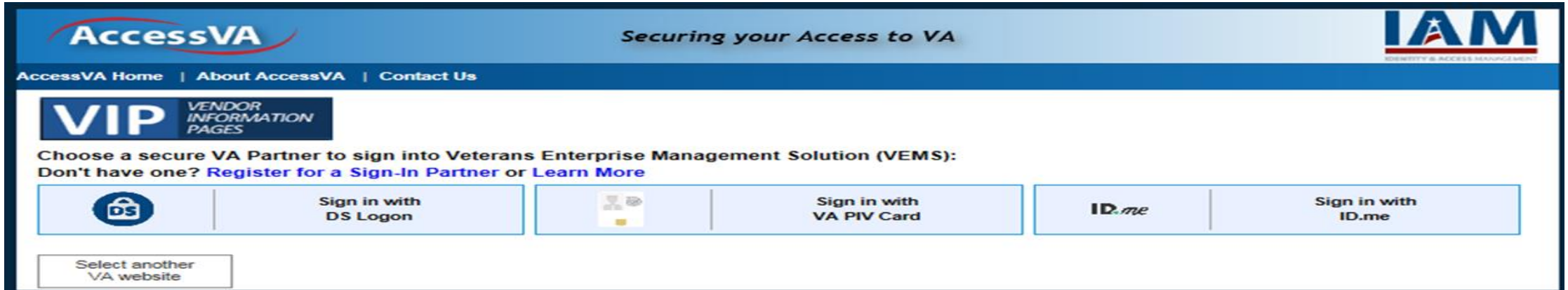
Veteran User not in the DEERS system and cannot create a DS Login (As an alternative user can create an ID.me account. Also, user should be informed of the ID.me two factor authentication process)

Note: If not registered in DEERS, or received an error message while trying to register, or not sure if you are in DEERS

If a Veteran is not in DEERS or simply unsure, he or she may request to be added by:

- a. Calling VA's toll-free telephone number at 1-800-827-1000 for assistance,
- b. Visiting a VA regional office, or
- c. Logging into the Internet at <https://iris.custhelp.com/app/> and follow the steps below:
 1. State that you need to be added to DEERS in the "Question" data field,
 2. Under "Please Select a Topic" select "Add Veteran to DEERS/Upgrade" from the drop-down list,
 3. Then select the subtopic, "Can't register (Not in DEERS msg.)." and
 4. Then select "Question" for the type of inquiry.

Accessing the system



- . DS Logon/ID.me –
 - a. User unable to login with their username and password they should be directed to contact their support line. (this includes any Server Error or similar system error when attempting to login into either sign-on partner)
 - b. ID.me passwords do not expire – and requires a two-factor authentication that requires the user to receive a code via text message or a phone call each time they login.
 - c. DS Login passwords expire every 60 days. DS Premium account is needed for VEMS.
- Here are some support links to their FAQ's and Online support
 - **DS Logon help topics can be access through the following link:** <https://www.dmdc.osd.mil/identitymanagement/help.do?execution=e1s1>
 - **ID.me assistance can be accessed through the following link:** <https://help.id.me/hc/en-us>

Single sign-on instructions


- Single Sign-On Instructions for DS Logon (Veterans) or ID.me Account (Non-Veterans and Representatives)
- Enhanced Vendor Information Pages (VIP)
- To ensure your access to the re-designed VIP system, you must have a **DS Logon** (Veterans) or create a **ID.me** account (Non-Veterans and representatives). You must be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) to obtain a DS Logon.

If you have any questions, please call the VACall Center at 866-584-2344.




Create a DS Logon

- Go to <https://myaccess.dmdc.osd.mil> and select DS Logon
- Select More DS Logon Options
- Select Need a DS Logon?
- Select Register for a DS Logon Account
- Select Registration Method

DS LOGON Registration

Welcome to the registration wizard.
Here you can create your DS LOGON account,
whether you are a service member, veteran, or family member. 

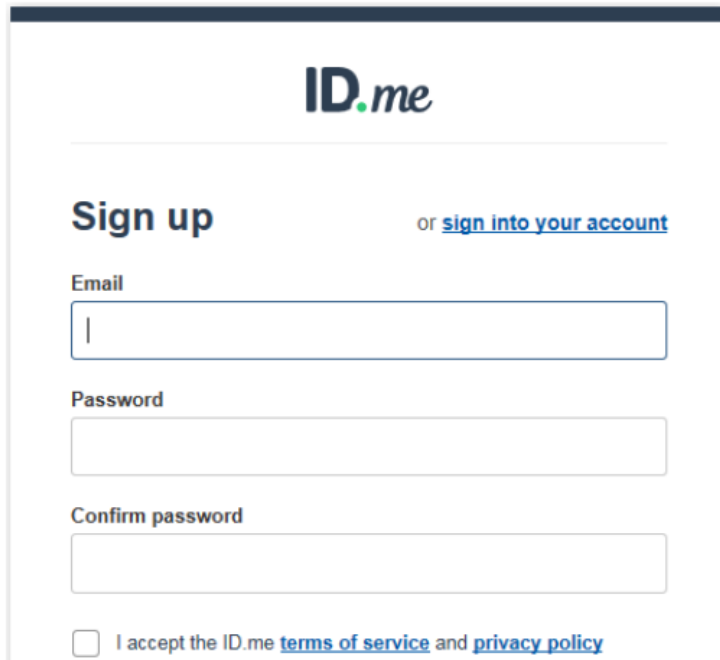
Select registration method

- I have a Common Access Card (CAC) with accessible card reader. 
- I have a Defense Finance and Accounting Service (DFAS) myPay account. 
- None of the above conditions apply, however at least one of the following conditions is true:
 1. I am a Veteran
 2. I am a Dependent of a Veteran
 3. I am a Survivor of a Veteran
 4. I am registered in the Defense Enrollment Eligibility Reporting System (DEERS) 

[Continue](#)[Cancel](#)

ID.me

- On the ID.me sign up screen select ***sign up for an account***
- Enter your email address, create a password and confirm your password



The screenshot shows the ID.me sign up interface. At the top is the ID.me logo. Below it, the text "Sign up" is displayed in a large font, with "or [sign into your account](#)" in a smaller font to its right. There are three input fields: "Email", "Password", and "Confirm password". Below the input fields is a checkbox with the text "I accept the ID.me [terms of service](#) and [privacy policy](#)".

- ID.me will send a 6-digit confirmation code to you via email. Enter the code on the Email Confirmation screen to confirm your account.

Vendor Information Pages

- Business search tool
- FAQ's
- Links to
 - Verification Assistance Briefs
 - Verification Counseling Program
 - Small & Veteran Business Programs
 - Doing Business with VA

<https://www.vip.vetbiz.va.gov/>

4/23/2019

VETS First Verification Program – key elements

- Veteran Status – 38 CFR Part 74
- Ownership – at least 51 percent (1 or more Veteran(s)/SDVOSB(s))
- Control – one or more (VOSB(s)/SDVOSB(s)) have full control over business operations
 - Day to day management | decision-making | strategic policy
 - Possesses managerial experience as needed |
 - Be the highest-compensated & hold highest officer position
 - Devote full-time | exercise independent business judgement
- Pre-Qualification
 - VA-certified Verification Counselor | Self-Assessment Tool
 - Verification Resource Tool | Verification Assistance Briefs


Reasons for Verification Denials - examples

- Transfer Restrictions
- Quorums Restrictions
- Dependence With Other Entities
- **Managerial Experience**
- Management of Daily Business
- Weighted Voting Requirement
- Control of Strategic Policy
- **Highest Position**
- Highest Compensation 51% of compensation

Verification Assistance Briefs


- Verification Assistance Briefs clarify the rules associated with 38 CFR Part 74 and address the main causes of Verification application denials.
- For example:

Proving Veteran Business Owners Have Necessary Managerial Experience

This brief explains the verification requirement that Veteran business owners possess the necessary managerial experience to the extent and complexity needed to run the applicant. [Download](#) 

Updated: January 2017 | Created: November 2015

Proving Veteran Business Owner Holds Highest Officer Position

This brief explains the verification requirement that the applicant must provide current documentation that the Veteran business owner is the applicant's highest officer. [Download](#) 

Updated: January 2017 | Created: November 2015

Vets First Contracting Program FAQs

- What is the Vets First Contracting Program and what benefits does Verification provide for our company?
- What is the purpose of this program? Is it business development like 8(a)?
- Does this program apply to all Federal agencies?
- Do State and Local Government agencies accept VA's Verification status?
- Will Verification help me win Federal contracts?
- Is there a benefit like a price adjustment if I get verified?
- Is Verification required for subcontracting?
- If my verification expires, am I still able to perform the task orders of a contract?
- “Advice on company’s business model?”
- What must a franchise do to become verified for the Veterans First Contracting Program?
- Does CVE still have a policy for class deviation and if not, will they issue another deviation?
- May a partnership have two general partners so long as managing control is with the Veteran or service-disabled Veteran general partner?
- Regarding Personally Identifiable Information (PII) on documentation
- How to establish a Joint Venture for the purpose of registering with Center for Verification and Evaluation (CVE)?

Initial steps

- Login (DS Logon or ID.me)
- Select registration options
- Create User Profile (name, address, phone, email)
- Main Dashboard

Required Documents for VIP Application

- Varies by Business Type
 - Sole Proprietorship
 - Limited Liability Company (LLC)
 - Partnership (General and Limited Liability)
 - Corporation (Inc. or Ltd.)
 - License | Resume | Tax 1040 | Tax 1120 | Payroll
 - Signature cards | Contracts | Lease, Managements and Services Agreements
 - Voting | Shareholder Agreement | Formation | Minutes | Bylaws\
 - Articles of Incorporation | Stock
 - Franchise Agreement | Joint Venture Agreement | Mentor Protégé Agreement








Login > Registration Choice > User Profile

VIP Home Search Account ▾ Verification ▾ Logout

Registration Choice Page

<h3>Legacy VIP Account Holders</h3> <p>Please enter the username and password you have used to access the legacy VIP system. <i>Enter Credentials below.</i></p> <p>User name <input type="text"/></p> <p>Password <input type="password"/></p> <p>Submit</p>	<h3>Users With a Registration Code</h3> <p>If you have received a registration code, please enter it to create a new user profile. <i>Enter Registration Code.</i></p> <p><input type="text"/></p> <p>Continue</p>	<h3>First Time Accessing VIP</h3> <p>If this is the first time you are accessing the VIP system, please create a new profile.</p> <p>Create New Profile</p>
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Main Dashboard – Veterans Enterprise Management System (VEMS)

 Messages	<p style="text-align: center;">My Notifications</p> <p>Additional Documentation is Needed 5/4/2018 1:26:00 PM View Unread</p> <p>Additional Documentation is Needed 5/4/2018 1:26:00 PM View Unread</p> <p>Your application has been voluntarily withdrawn 5/2/2018 9:28:00 PM View Read</p> <p>Your application has been voluntarily withdrawn 5/1/2018 2:55:00 PM View Unread</p> <p>Your document request has been completed 5/1/2018 1:16:00 PM View Unread</p> <p>See All Notifications</p>	Barnes, Christina (222) 222-2222 christin103@gmail.com
 Requested Documents		My Business(es) [click on the plus sign (+) for details]
 Owner Details		Your Business details will be displayed in this section
 Task List		
 Appointments		
 Support Ticket Status		
 Emails		

Dashboard Items

- About Verification will redirect you to the homepage where you will have access to multiple informational links
- Start Verification will start the application process
- Webinars provides a link to all available webinars with specific dates and times
- VA Certified Counselors provides access to a list of counselors available to your area
- Support provides access to knowledge articles related to the Verification Process. Also you have the ability to submit a trouble ticket to the Call Center Or your assigned Case Analyst

https://www.dandb.com to obtain one.' At the bottom right, there is a blue 'Continue' button."/>

Enter DUNS Number

* Indicates required field

Let's get started!

* Duns Number

The first thing you will need to do is enter DUNS Number. If you don't have one please click <https://www.dandb.com> to obtain one.

Continue

Prequalification - questionnaire

Prequalification questionnaire is required and you will not be able to move forward in the process without completing. The purpose of this questionnaire is to help you determine if you meet the requirements for the Verification program.

VEMS – prequalification questionnaire

VIP Home Search Account ▾ Verification ▾ Logout

Prequalification Part 1

- Prequalification Part 2
- Prequalification Results
- Business Owners
- Business Reps
- Business Information
- Business Licenses
- Lease Agreements
- Legal Structure
- Banking Data
- Financial Data
- Revenue and Taxes
- Joint Ventures
- Mentor Proteges
- Contracts
- NAICS Codes
- FSC Codes
- PSC Codes
- Business Type
- Capabilities
- Submit Verification

Prequalification Part 1 of 2

Are you applying as a Veteran-Owned Small Business (VOSB) or Service-Disabled Veteran-Owned Small Business (SDVOSB)?

VOSB ▾

Have you attended CVE's free Pre-Application or Reverification webinar?

▾

Have you connected with a Verification Assistance Counselor?

▾

Is the business owned at least 51% by another business or entity?

▾

Prequalification questionnaire result

Once you have completed the Prequalification questionnaire you are presented with the results for all passing areas you will see the PASS(in green) FAIL(in red) and WARNING(in yellow). These results are for informational purposes to show how prepared you are for the Verification process and does **not** indicate any final Verification decision.

Forms requiring completion

Prequalification Part 1

Prequalification Part 2

Prequalification Results

Business Owners

Business Reps

Business Information

Business Licenses

Lease Agreements

Legal Structure

Banking Data

Financial Data

Revenue and Taxes

Contracts

NAICS Codes

FSC Codes

PSC Codes

Business Type

Capabilities

Submit Verification

Legal Structure

Prequalification Part 2

Prequalification Results

Business Owners

Business Reps

Business Information

Business Licenses

Lease Agreements

Legal Structure

Banking Data

Financial Data

Revenue and Taxes

Joint Ventures

Contracts

NAICS Codes

FSC Codes

PSC Codes

Business Type

Capabilities

Submit Verification

Legal Structure Page

Your Business Name will appear here

[Add Legal Document](#)

Document Type : Stock Certificates - Required

—

[Edit Legal Document](#)

Document Type : Shareholder Agreement - Required

+

Document Type : Certificate of Formation - Required

+

Document Type : Minutes - Required

+

Document Type : Bylaws - Required

+

Document Type : Articles of Incorporation - Required

+

Document Type : Stock Ledgers - Required

+

Document Type : Franchise Agreement - Optional

+

New Companies

If you do not have the 3 years of tax documents and you select NO you will need to provide an explanation in the box below.

I am a start-up company so we do not have some of the requested documents such as prior year tax returns?

- Do not worry; we understand that start-up companies may not have all of the required business documents, including tax returns. Please provide all available information at the time of submission. For the documents unavailable at the time of submission, you must submit a detailed letter of explanation (DLOE) describing why the documents are not available. For more information about the DLOE, please see the [Revised Terms](#) fact sheet

Details of last 5 Contracts required

- Prequalification Part 2
- Prequalification Results
- Business Owners
- Business Reps
- Business Information
- Business Licenses
- Lease Agreements
- Legal Structure
- Banking Data
- Financial Data
- Revenue and Taxes
- Joint Ventures
- Contracts**
- NAICS Codes
- FSC Codes

Contract Information Page

Your Business Name will appear here

Submit copies of last 5 contracts and/or proposals, and include bids and purchase orders or work agreements (Cover page and Signature page only), if applicable.

Contract Number: - Required

[Edit Contract](#)

Contract Number:

Organization:

Last Modified: 5/2/2018

[Add Additional Contract](#)

Back
Continue

If you do not have any Contract data to upload select No and enter an explanation below.

If you are not able to provide a required document for any reason, please submit a statement in its place that clearly explains why the document is not being submitted. CVE will review your explanation and determine if additional information is needed.

VEMS page 33 of 51

SAM | NAICS | AccessVA

- **NAICS**

- a. NAICS are automatically drawn into the Veteran's profile from SAM during initial application.
- b. If the application is in process the Veteran can add NAICS Codes by requesting through the case analyst.
- c. NAICS may be removed at any time by the Veteran.
- d. The primary NAICS can as long as the NAICS Code is in the system.
- e. Once application is completed to ADD a NAICS Code a change request must be initiated.

Submit Verification

Submit Verification– Once you have completed all required fields the system will review your application and provide a summary of the information provided all completed sections will have a green check mark. Any section that requires attention will provide detail on what is missing. In this example I did not complete my owner information and sign the 0877.
Click on Return to Dashboard(bottom of the screen)

Review & Verify all information is **true, correct and complete** ⁵¹

Sign Form 0877

Your Business Name will be displayed here

VA Form 0877: Affirmation

i Sign VA Form 0877:

I certify that, to the best of my knowledge and belief, all information I have provided is true, correct, complete, and made in good faith. I understand that a false statement on any part of my application may be punished by fine or imprisonment (U.S. Code Title 18, Section 1001). Additionally, misrepresentations of VOSB or SDVOSB eligibility may be utilized by VA as evidence in a proceeding under 38 U.S. Code 8127(g). Such a proceeding could result in the business concern being debarred, for a period not less than 5 years, from contracting with VA as a prime contractor or a subcontractor.

Verify Information is True

Last steps and submit

- Click the link – “[Click Here to Sign Form](#)”
- Digital Signature will be applied
- Message – Signing is complete
- Option to view signed document
- Return – will return to Main Dashboard
- Review Submission Certification, add Verification Assistance Counselor (optional) – submit to complete the submission of your application for Verification

Verification Submitted message/confirmation

Verification Submitted



Submission Success

Thank you for submitting your verification application. Your application has been submitted successfully to an OSDBU Case Analyst

[Return to Dashboard](#)

Withdrawn | Reconsideration | Denied

- Withdrawn
 - The representative had submitted the business for Verification, but a request was made to withdraw the business before the Verification is completed or your application was removed from active processing because you failed to supply the requested documentation prior to suspense date for submission. Your business profile may not be editable at this time until the withdrawal request has been processed by Verification staff.
- Reconsideration > Denied
 - The business has submitted a Request for Reconsideration after an initial denial letter has been issued by CVE. If the reconsideration is denied, the business **has to wait 6 months** before it can submit for Verification again.