



## ADDITIONAL RESOURCES

### **Setting Up a Service-Disabled Veteran Owned Small Business (“SDVOSB”)**

#### **Veterans Affairs’ Center for Verification and Evaluation (CVE)**

*(VetBiz certification by the CVE is only for VA contracts)*

- Must have a service-connected disability that has been determined by the VA.
  - Does not matter about percent – just have to be disabled
- The SDVOSB must be small under the North American Industry Classification System (NAICS) code assigned to the procurement.
  - [SBA Table of Size Standards \(naics.com\)](http://naics.com)
  - Changes for each code
  - Affiliation can make you too big (attached the guide)
- The service-disabled veteran (SDV) must unconditionally own 51% of the SDVOSB.
  - Operating agreement is very important
  - Important to check the latest court rulings on this requirement, including issues like rights of first refusal and involuntary transfers
- The SDV must control the management and daily operations of the SDVOSB.
  - Again, look at the operating agreement- needs to be one and only manager
  - Must be paid the most
  - Resume must show the SDV has the licenses/expertise/technical skill to oversee the business
  - Other members only get to vote on a few enumerated issues
- The SDV must hold the highest officer position in the SDVOSB.
- To apply will need extensive documentation – See the [VIP Application list](#)
- Recertification occurs every three years with an on-site audit in between for compliance.
  - Duty to tell VA about any significant changes within 30 days
  - Fail to do so can cause loss of certification

#### **U.S. Small Business Administration (SBA)**

*(Self-certification through the SBA program is for all other government contracts)*

- The SBA has their own service-disabled program for non-VA contracts. The SBA and CVE are two separate systems with substantially the same criteria.
  - There are under different statutory regulation, but since 2018 they cross reference each other.
- SBA uses basically same standards as above.
- [Veteran Assistance Programs \(sba.gov\)](http://sba.gov)
- [SBA Small Business Compliance Guide](#)
- PROTESTS are the biggest issue after you get the certification.
  - SBA can decide that you never really qualified and take away your awarded contract