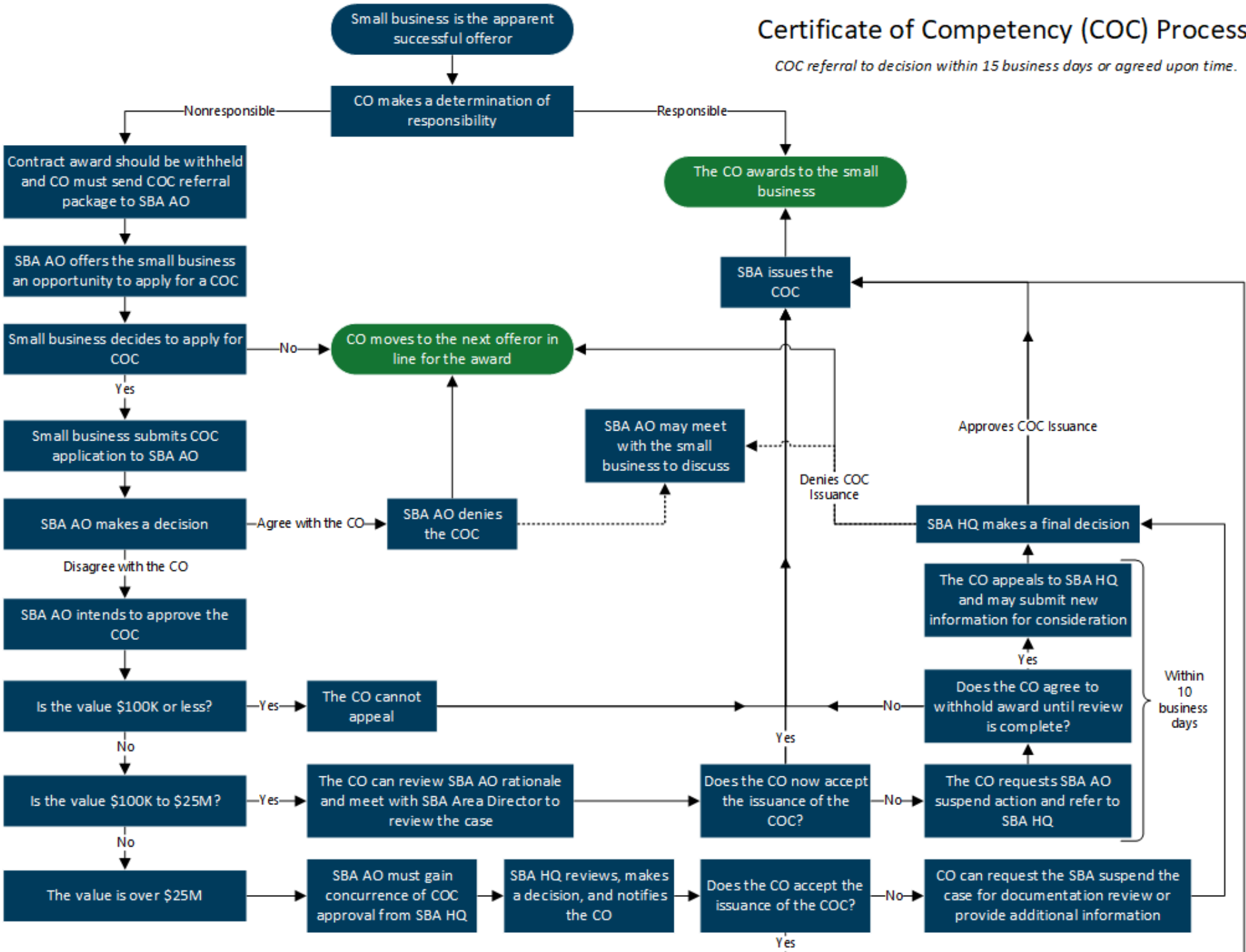


Certificate of Competency (COC) Process

COC referral to decision within 15 business days or agreed upon time.



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Step 1: Small business is the apparent successful offeror. Next, the CO makes a determination of responsibility. If the CO determines the offeror to be responsible, the CO awards to the small business and the process is over. If the CO determines the offeror to be nonresponsible, the contract award should be withheld and the CO must send a COC referral package to the SBA AO. The SBA AO offers the small business an opportunity to apply for a COC. If the small business decides not to apply for a COC, the CO moves to the next offeror in line for the award and the process is over. If the small business does apply for a COC, the small business submits the COC application to the SBA AO.

The SBA makes a decision. If the SBA AO agrees with the CO, the SBA AO denies the COC and the CO moves to the next offeror in line for the award. If the COC is denied, the SBA AO may optionally meet with the small business to discuss. However, if the SBA AO disagrees with the CO, and intends to approve the COC, different steps are taken based on the value of the award.

Award value is \$100 thousand or less

If the value is \$100 thousand or less, the CO cannot appeal. The SBA issues the COC and the CO awards to the small business. This ends the process.

Award value is \$100 thousand to \$25 million

If the award is more than \$100,000 but less than or equal to \$25 million, the CO can review the SBA AO's rationale and meet with the SBA Area Director to review the case. If the CO now accepts the issuance of the COC, the SBA issues the COC and the CO awards to the small business. This ends the process. If the CO still does not accept the issuance of the COC, the CO requests the SBA AO suspend action and refer the case to the SBA HQ. Next, one of two things happens:

- If the CO agrees to withhold award until the review is complete, they have 10 business days to appeal to SBA HQ and may submit new information for consideration. The SBA HQ makes a final decision. If they approve COC issuance, then the SBA issues the COC and the CO awards to the small business. If they deny COC issuance, the CO moves to the next offeror in line for the award. If the COC is denied, the SBA AO may optionally meet with the small business to discuss. This ends the process.
- If the CO does not agree to withhold award until review is complete, the SBA issues the COC and the CO awards to the small business. This ends the process.

Award value is over \$25 million

If the award is more than \$25 million, the SBA AO must gain concurrence of COC approval from SBA HQ. SBA HQ reviews, makes a decision, and notifies the CO. If the CO now accepts the issuance of the COC, the SBA issues the COC and the CO awards to the small business. If the CO does not accept the issuance of the COC, the CO can request the SBA suspend the case for documentation review or provide additional information. The SBA HQ makes a final decision. If they approve COC issuance, then the SBA issues the COC and the CO awards to the small business. If they deny COC issuance, the CO moves to the next offeror in line for the award. If the COC is denied, the SBA AO may optionally meet with the small business to discuss. This ends the process.