



# **BUSINESS RESOURCE GUIDE**

A Resource Guide for New Mexico Businesses  
Interested in Government Contracting or Utilizing  
Various Resources Throughout the State.

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# INTRODUCTION

Los Alamos National Laboratory (LANL) is dedicated to assisting small businesses throughout the state of New Mexico. Through this dedication, the Laboratory has provided the resources needed to compile a comprehensive resource guide for small businesses throughout the state.

This guide is intended for New Mexico businesses interested in either receiving government contracts or utilizing resources throughout the state with the intent of building capacity and capabilities. The resource guide is divided into two major sections, Government Contracting and Business Resources.

Doing business with the government and government prime contractors is often more complicated than doing business in the commercial world. There are compensating benefits, particularly in New Mexico where most business opportunities are government related. In addition, there is a wealth of information as well as resources to provide assistance in doing business with the government. In this Resource Guide, we use the term "Government Contracts" to include both direct government procurements and prime contractor procurements, since they have very similar requirements.

The business resources section provides a variety of businesses resources for small businesses throughout New Mexico. The wide variety of resources in this guide should help all businesses who are looking for assistance within subtopic areas, i.e. finance or marketing. If you are interested in obtaining assistance in a specific area, you can just go to the section that most closely matches your needs. The following information is listed under each resource: name, brief description, contact information, and website (if specific information is not available it will not be listed).

It is important to understand that this resource guide is a work-in-progress. If you would like to provide comments or feel your organization should be listed in this resource guide please email [business@lanl.gov](mailto:business@lanl.gov) or call (505) 667-4419. Only organizations who meet predetermined criteria will be considered.

## SECTION 1: GOVERNMENT CONTRACTING

While doing business with the government and government prime contractors is often more complicated than doing business in the commercial world, there are compensating benefits, particularly in New Mexico where most business opportunities are government related. In addition, there is a wealth of information as well as sources to provide assistance in connection with doing business with the government. In this Resource Guide, we use the term, "Government Contracts" to include both direct government procurements and prime contractor procurements, since they have very similar requirements.

This section of the Resource Guide will also make liberal use of embedded internet websites (hotlinks) that allow users to access the specific information relevant to their circumstances, without having to search through all the written material. The hotlinks approach also results in providing you with the most up to date information and eliminates the necessity for printing and keeping track of paper updates.

This Guide is loosely organized around the process you would follow in pursuing government business, so you can just go to the section that you have need for information/assistance in, depending on your degree of experience in doing business with government agencies. In addition, in many cases, the government sources listed here will also contain information that is beneficial to Small Businesses (SBs) in other areas besides government contracting.

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### A: GENERAL SMALL BUSINESS (SB) SUPPORT ORGANIZATIONS

Who buys what you are selling? There are a number of organizations that can help you answer that question and in many instances, provide you additional tips to maximize your chances of success. Most are provided by federal government agencies, but there are also many excellent private companies who can help address that question. We have listed below some of the major government-related sources; most sites also list the SB contact points and in some cases, buyer and commodity listings also. A very good starting point is <http://www.sba.gov/category/navigation-structure/contracting/working-with-government>. This site is the official business link to the U.S. Government. In addition to the information on the website, there are several links to many other government websites. Helpful sections within this website can be found below.

#### Helpful Government Sections on Government Contracting

- **Section: Getting Started** – contains a number of excellent information resources  
<http://www.sba.gov/category/navigation-structure/contracting/getting-started>
- **Section: Working With the Government** - contains information on certifications, contracting support, contracting rule book, and much more.  
<http://www.sba.gov/category/navigation-structure/contracting/working-with-government>
- **Section: Contracting Opportunities** – Lists some very good information in the area of government procurements  
<http://www.sba.gov/category/navigation-structure/contracting/contracting-opportunities>

#### A-1.

The **Small Business Administration (SBA)** is the agency charged with helping small businesses (SBs) and has a wealth of information, not only in the area of government contracting, but also in more infrastructure related areas about issues connected with the business per se. Below are helpful websites offered by the SBA.

#### SBA Websites

- **The entry point for SBA** – provides information on SBA opportunities  
<http://www.sba.gov/>
- **Starting and Managing a Business** – provides basic information on the starting and management of a business  
<http://www.sba.gov/category/navigation-structure/starting-managing-business>
- **Loans and Grants** - provides information on loan and grant programs available to small businesses.  
<http://www.sba.gov/category/navigation-structure/loans-grants>
- **Contracting** – provides information about working with the government.  
<http://www.sba.gov/category/navigation-structure/contracting>
- **Counseling and Training** – provides information on training opportunities and counseling opportunities for small businesses.  
<http://www.sba.gov/category/navigation-structure/counseling-training>
- The **SBA Small Business profile of New Mexico**  
<http://www.sba.gov/sites/default/files/files/nm10.pdf>

#### A-2.

- The Federal Government **Office of Small and Disadvantaged Business Utilization (OSDBU)** is chartered to help small businesses receive government prime contracts and subcontracts. OSDBU has offices nationwide.  
<http://www.osdbu.gov/>
- The following website lists **contact information for each Federal OSDBU Office**  
<http://www.osdbu.gov/members.html>

#### A-3.

- The **Minority Business Development Agency (MBDA)** is chartered to assist minority businesses, as the agency promotes the growth of businesses owned by ethnic minorities.  
<http://www.mbda.gov/>
- **NEDA Business Consultants, Inc** is New Mexico's Statewide Minority Business Development Center funded by the Minority Business Development Agency (MBDA) of the U.S. Department of Commerce. With offices in Albuquerque, NM, and El Paso, TX, NEDA provides a wide range of services and is available to assist small and minority business owners in achieving their full potential.  
<http://www.nedainc.net/>

#### A-4.

- New Mexico has 20 **Small Business Development Centers**. NMSBDC is a partnership of the US Small Business Administration, the state of New Mexico, the New Mexico Association of Community Colleges, and the private sector. They provide free assistance in the following areas:
  - Business planning, marketing, and financing
  - International trade—import and export
  - Women and minority-owned business programs
  - Veterans' information programs.  
<http://www.nmsbdc.org/>

- **Procurement Technical Assistance Centers (PTAC)** are national resources, comprised of procurement professionals who provide assistance to SBs. Local offices are distributed across the country.  
<http://www.aptac-us.org/new/>
- Listing of **New Mexico Procurement Assistance Centers**  
[http://www.aptac-us.org/new/Govt\\_Contracting/find.php?what=search&State=NM](http://www.aptac-us.org/new/Govt_Contracting/find.php?what=search&State=NM)
- **PTAC's** website- describes the range of services they can provide to small businesses. Most services are provided free of charge  
[http://www.aptac-us.org/new/Govt\\_Contracting/index.php](http://www.aptac-us.org/new/Govt_Contracting/index.php)

#### A-5.

There are numerous local economic development organizations, business incubators, SB associations, etc., that provide a wide range of assistance to small businesses. Assistance provided includes: counseling, classes, space, etc. All are resources that should be considered by SBs. Local SB resources are listed below

#### Local SB Resources

- **Regional Development Corp.**  
<http://www.rdcnm.org/>
- **Santa Fe Alliance.**  
<http://santafealliance.com/>
- **Los Alamos Commerce and Development Corp.**  
<http://www.losalamos.org/lacdc/>
- **Santa Fe Business Incubator**  
<http://www.sfbi.net/>
- **Taos Business Alliance**  
108 Kit Carson Rd Ste H  
Taos, NM 87571  
575-758-2103
- **Albuquerque Economic Development Inc.**  
<http://www.abq.org/>
- **The Metro NM Development Alliance**  
<http://www.nmsitesearch.com/>
- **University of New Mexico Small Business Institute** (Offers free business consulting)  
<http://nmnow.mgt.unm.edu/sbi/>
- **Northern New Mexico Supplier Alliance**  
<http://www.nnmsa.org/>
- The **National Minority Supplier Development Council (NMSDC)** is a national organization that links major corporations and minority businesses.  
<http://www.nmsdc.org/nmsdc/#.TkFT9lKuHjQ>
- Links to their **regional councils**:  
[http://www.nmsdcus.org/locations/regional\\_councils.html](http://www.nmsdcus.org/locations/regional_councils.html)

A-6.

Chambers of Commerce are listed below.

- U. S. Chamber of Commerce  
<http://www.uschamber.com/>

**Local Chamber of Commerce's**

- Greater Albuquerque Chamber of Commerce  
<http://abqchamber.com/>
- Albuquerque Hispano Chamber of Commerce  
<http://www.ahcnm.org/>
- Espanola Valley Chamber of Commerce  
<http://espanolanmchamber.com/about.html>
- Los Alamos Chamber of Commerce  
<http://www.losalamoschamber.com/>
- Rio Rancho Chamber of Commerce  
<http://www.rrchamber.org/>
- Santa Fe Chamber of Commerce  
<http://www.santafechamber.com/>
- Taos Chamber of Commerce  
<http://www.taoschamber.com/>

## B: SMALL BUSINESS PROGRAMS

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Federal government agencies and many major government contractors have established goals for awarding contracts to small business owners. To meet these goals, the government has established small business programs. Some of these programs also feature “set-asides”, under which certain contracts are reserved for competition among small businesses certified by the US Small Business Administration within SBA’s definitions of small, minority-owned, women-owned, HUBZone, veteran-owned, and service-disabled veteran-owned small businesses. Program definition and selected resource sites are as follows.

### B-1. Small Disadvantaged Business (SDB)

A small business that must be at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals. African Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans, and Native Americans are presumed to qualify. Other individuals can qualify if they show by a "preponderance of the evidence" that they are disadvantaged. All individuals must have a net worth of less than \$750,000, excluding the equity of the business and primary residence. Successful applicants must also meet applicable size standards for small businesses in their industry. Below, **TABLE 5** lists Small Disadvantage Business resources and **TABLE 6** lists programs specific to Native American firms.

**TABLE 5: Small Disadvantage Business (SDB) Resources**

RESOURCE	WEBSITE
Minority Business Net	<a href="http://www.mbnet.com/">http://www.mbnet.com/</a>
Minority Professionals Network	<a href="http://www.minorityprofessionalnetwork.com/">http://www.minorityprofessionalnetwork.com/</a>
National Minority Supplier Development Council	<a href="http://www.nmsdc.org/nmsdc/#.TkFYmYKuHjQ">http://www.nmsdc.org/nmsdc/#.TkFYmYKuHjQ</a>
National Minority Business Council	<a href="http://www.nmbc.org/">http://www.nmbc.org/</a>
United States Hispanic Chamber of Commerce	<a href="http://www.usfcc.com/">http://www.usfcc.com/</a>
National Hispanic Business Association	<a href="http://www.nhba.org/">http://www.nhba.org/</a>

**TABLE 6: SDB Programs Specifically for Native American Firms**

RESOURCE	WEBSITE
SBA – Office of Native American Affairs	<a href="http://www.sba.gov/naa/">http://www.sba.gov/naa/</a>
New Mexico Native American Business Enterprise Center	<a href="http://www.nmnabec.org/content.asp?CustComKey=294021&amp;CategoryKey=295272&amp;pn=Page&amp;DomName=nmnabec.org">http://www.nmnabec.org/content.asp?CustComKey=294021&amp;CategoryKey=295272&amp;pn=Page&amp;DomName=nmnabec.org</a>
Native American Procurement and Technical Assistance Center	<a href="http://www.uida.org/mission.html">http://www.uida.org/mission.html</a>
The National Center for American Indian Enterprise Development	<a href="http://www.ncaied.org/">http://www.ncaied.org/</a>
American Indian Business Network (AIBN)	<a href="http://www.americanindianbusiness.net/">http://www.americanindianbusiness.net/</a>
Native American Business and Services Directory	<a href="http://nabsdirectory.com/">http://nabsdirectory.com/</a>
National Congress of American Indians	<a href="http://www.ncai.org/">http://www.ncai.org/</a>

### B-2. Woman-Owned Small Business

A small business concern that is (1) at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (2) whose management and daily business operations are controlled by one or more women. **TABLE 7** provides a listing of Women-Owned Small Business resources.

**TABLE 7: Women-Owned Small Business Resources**

RESOURCE	WEBSITE
SBA – Online Women’s Business Center	<a href="http://archive.sba.gov/aboutsba/sbaprograms/onlinewbc/index.html">http://archive.sba.gov/aboutsba/sbaprograms/onlinewbc/index.html</a>
WESST Corp.	<a href="http://www.wesst.org/">http://www.wesst.org/</a>
Count-Me-In for Women’s Economic Independence	<a href="http://www.count-me-in.org/">http://www.count-me-in.org/</a>
Digital Women “Women with their modems running...”	<a href="http://www.digital-women.com/">http://www.digital-women.com/</a>
WOMENBIZ.GOV <i>The gateway for women-owned businesses selling to the federal government</i>	<a href="http://www.womenbiz.gov/">http://www.womenbiz.gov/</a>
National Women’s Business Council	<a href="http://www.nwbc.gov/">http://www.nwbc.gov/</a>
Women’s Business Enterprise National Council (WBENC)	<a href="http://www.wbenc.org/">http://www.wbenc.org/</a>
Center for Women’s Business Research	<a href="http://www.nfwbo.org/">http://www.nfwbo.org/</a>
Association of Women’s Business Center	<a href="http://awbc.biz/">http://awbc.biz/</a>
Women’s Business Centers Directory	<a href="http://www.sba.gov/about-offices-content/1/2895/resources/13729">http://www.sba.gov/about-offices-content/1/2895/resources/13729</a>
Department of the Army - Women-Owned Small Business	<a href="http://www.sellingtoarmy.info/User/ShowPage.aspx?SectionID=13">http://www.sellingtoarmy.info/User/ShowPage.aspx?SectionID=13</a>
National Association for Female Executives	<a href="http://www.nafe.com/?service=vpage/1474">http://www.nafe.com/?service=vpage/1474</a>

### B-3. Veteran-Owned Small Business

A small business concern that is (1) not less than 51 percent of which is owned by one or more 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 veterans; and (2) the management and daily business operations of which are controlled by one or more veterans. **TABLE 8** provides a listing of Veteran-Owned Small Business resources.

**TABLE 8: Veteran-Owned Small Business Resources**

RESOURCE	WEBSITE
VETBIZ.GOV <i>The Federal Web Portal for Veterans in Business</i>	<a href="http://www.vetbiz.gov/">http://www.vetbiz.gov/</a>
Department of Veterans Affairs Office of Small and Disadvantaged Business Utilization	<a href="http://www.va.gov/osdbu/">http://www.va.gov/osdbu/</a>
SBA – Veterans Business Development	<a href="http://www.sba.gov/about-offices-content/1/2985">http://www.sba.gov/about-offices-content/1/2985</a>
Association for Service Disabled Veterans	<a href="http://www.asdv.org/index2.cfm">http://www.asdv.org/index2.cfm</a>
The Veterans Corporation	<a href="http://www.veteranscorp.org/">http://www.veteranscorp.org/</a>

### B-4. Service-Disabled Veteran-Owned Small Business

A small business concern that is (1) 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; and (2) the management and daily business operations of which are controlled by one or more service-disabled veterans. Service-Disabled Veteran-Owned Small Businesses (SDVOSB) – Congress has enacted two laws and the President has issued an Executive Order to assist small businesses owned and controlled by SDVOSBs. The Veterans Entrepreneurship and Small Business Development Act of 1999 (P.L. 106-50) set a 3 percent federal-wide procurement goal for contracts

and subcontracts for SDVOSBs. The Veterans Benefits Act of 2003 (P.L. 108-183) enables SDVOSBs to receive sole source and restricted competition contracts for goods and services used by the U.S. Government. Executive Order 13360 (Service-Disabled Veterans Executive Order) will increase federal contracting and subcontracting opportunities for service-disabled veteran businesses.

**B-5. 8(a) Business Development Program**

The SBA Act provides for preferential treatment be given to SDBs who qualify under section *8(a)* of the Act. The Program was created in 1968 to help minority SDBs to grow through preferences and set-asides. Under the 8(a) Program, eligible firms can be awarded contracts on a non-competitive basis. **TABLE 9** provides a listing of 8(a) Business resources.

**TABLE 9: 8(a) Business Resources**

RESOURCE	WEBSITE
SBA – 8(a) Business Development	<a href="http://www.sba.gov/8abd/">http://www.sba.gov/8abd/</a>
National 8(a) Association	<a href="http://www.national8aassociation.org/">http://www.national8aassociation.org/</a>
SBA 8(a) Program - Details	<a href="http://www.sba.gov/content/revised-8a-business-development-program-regulations-fact-sheet">http://www.sba.gov/content/revised-8a-business-development-program-regulations-fact-sheet</a>
Department of the Army – 8(a)	<a href="http://www.sellingtoarmy.info/User/ShowPage.aspx?SectionID=14">http://www.sellingtoarmy.info/User/ShowPage.aspx?SectionID=14</a>

**B-6. Historically Underutilized Business Zones (HUBZone)**

A historically underutilized business zone is an area located within one or more qualified census tracts, qualified non-metropolitan counties, or lands within the external boundaries of an Indian reservation, and that appears on the List of Qualified HUBZone Small Business Concerns maintained by the SBA. The SBA issues certifications to those concerns that qualify. **TABLE 10** provides a listing of HUBZone resources.

**TABLE 10: HUBZone Resources**

RESOURCE	WEBSITE
SBA – HUBZone	<a href="http://www.sba.gov/hubzone/">http://www.sba.gov/hubzone/</a>
Department of the Army – HUBZone	<a href="http://www.sellingtoarmy.info/User/ShowPage.aspx?SectionID=17">http://www.sellingtoarmy.info/User/ShowPage.aspx?SectionID=17</a>
HUBZone Contractors National Council	<a href="http://www.hubzonecouncil.org/ClubPortal/ClubStatic.cfm?clubID=528&amp;pubmenuoptID=29474">http://www.hubzonecouncil.org/ClubPortal/ClubStatic.cfm?clubID=528&amp;pubmenuoptID=29474</a>

## C: PROCUREMENT ORGANIZATIONS

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### C-1.

The **Department of Energy** (DOE) and the **National Nuclear Security Administration** (NNSA) have a major role in NM business opportunities, both directly and through their contractors, **Los Alamos National Laboratory** (LANL) and **Sandia National Laboratories** (SNL). The list below includes links for information on the Small Business Offices for the DOE, NNSA, LANL and SNL.

#### Small Business Offices

- **Department of Energy (DOE) Small Business**  
<http://smallbusiness.doe.gov/>
- **Los Alamos National Laboratory (LANL) Small Business**  
<http://business.lanl.gov/>
- **Los Alamos National Laboratory (LANL) Procurement**  
<http://www.lanl.gov/orgs/sup/procurement/index.shtml>
- **Sandia National Laboratories (SNL) Supplier Information and Relations Office**  
<http://www.sandia.gov/supplier/quickrefguide.html#zero>

### C-2.

- The **USAF** SB webpage has drill down capability to provide more in-depth information on most subjects of interest to SBs.  
<http://airforcesmallbiz.org/>
- **Kirtland AFB** SB Page  
<http://www.kirtland.af.mil/prs/index.asp>
- The **DOD Guide**, “**Doing Business with the DOD**”, is a very good introduction and lists other resources as well: [http://www.acq.osd.mil/osbp/doing\\_business/index.htm](http://www.acq.osd.mil/osbp/doing_business/index.htm)

### C-3.

The **US Army** SB <http://www.sellingtoarmy.info/user/showpage.aspx?SectionID=9> webpage provides national information to help SBs. In addition, **White Sands Missile Range** (WSMR) also has a SB site: <http://www.wsmr.army.mil/CONTRACTING/Pages/OSBP.aspx>. The WSMR contracting site is: <http://www.wsmr.army.mil/contracting/Pages/default.aspx>. The Army Materiel Command has an excellent SB Program Guide that can be useful in dealing with all government agencies <http://www.amc.army.mil/pa/SMALLBUSINESS.asp>.

### C-4.

The **US Navy** doesn't have a large presence in NM, but can represent a potential market outside of New Mexico for some SBs. Their SB site is: <http://www.hq.navy.mil/sadbu/> This site lists all Navy Contracting Offices: <http://www.donhq.navy.mil/OSBP/about/sbs-state.html>.

### C-5.

The US Army **Corps of Engineers** has nationwide procurement opportunities. Their page on doing business with them can be found at <http://www.usace.army.mil/business/Pages/default.aspx>. The website for the Albuquerque District Office is <http://www.spa.usace.army.mil/>.

### C-6.

**NASA** has a facility in Southern New Mexico and is a major buying entity nation-wide. Their website for SBs can be found at: <http://osbp.nasa.gov/>. You can find their SB Specialists' listing at <http://osbp.nasa.gov/contacts.html>.

The following site lists all the NASA Centers: <http://procurement.nasa.gov/cgi-bin/nais/nasaproc.cgi>.

**C-7.**

GSA not only purchases goods and services, but they also issue GSA Schedules that all other government agencies and prime contractors can place orders against. Below is a listing of GSA websites.

**GSA Websites**

- **GSA Home Page**  
<http://www.gsa.gov/portal/category/100000>
- **Office of Small Business Utilization**  
<http://www.gsa.gov/portal/category/21015>
- **GSA Schedules**  
<http://www.gsa.gov/portal/content/197989>
- **How GSA Helps Small Businesses**  
<http://www.gsa.gov/portal/content/105221>
- **How to Sell to the Government**  
<http://www.gsa.gov/portal/category/26759#>
- **“How to get on a GSA Schedule”**  
<http://www.gsa.gov/portal/category/100635>

**C-8.**

- The **Department of the Interior** has several procurement offices in NM including the Bureau of Indian Affairs, Bureau of Land Management, National Park Service, Bureau of Reclamation, U.S. Fish and Wildlife Service, and the U.S. Geologic Survey. They publish an excellent Guide for SBs. . The guide contains contact information for all their offices.  
<http://www.doi.gov/osdbu/dbwdoi.pdf>

**C-9.**

- The **Federal Acquisition Jumpstation** lists the websites for all Federal acquisition organizations, many of which provide additional links to information about procurement opportunities and SB resources.  
<http://www.thecre.com/fedlaw/legal25/fedproc.htm>.
- The primary source for publication of all government requirements >\$25,000 is at Fed Biz Ops.  
<http://www.fedbizopps.gov/>.

**C-10.**

- The **State of New Mexico** has a number of programs, which provide SB assistance. Foremost among them is the NM Economic Development Department  
<http://www.edd.state.nm.us/>.
- The **State Purchasing Office**  
<http://www.state.nm.us/spd/>
- Finally the Guide for **Doing Business with the State**  
[http://www.state.nm.us/spd/spd\\_how.html](http://www.state.nm.us/spd/spd_how.html)

**C-11.**

- The **City of Albuquerque** is a major buyer in NM and the website for their Office of Economic Development is:  
<http://www.cabq.gov/econdev/>

**C-12.**

The **University of New Mexico** Purchasing website is: <http://www.unm.edu/~purch/>.

The website, which lists buyers and contact information is: <http://www.unm.edu/~purch/staff.html>.

This website, which lists commodities and buyers, is: <http://www.unm.edu/~purch/commcodes.pdf>.

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## D: ADDITIONAL ASSISTANCE FOR SMALL BUSINESSES

**D-1. The Small Business Innovative Research (SBIR) and Small Business Technology Transfer (STTR)** are U.S. Government programs in which federal agencies with large research and development (R&D) budgets set aside a small fraction of their funding for competitions for small businesses exclusively. Small businesses that win awards in these programs keep the rights to any technology developed and are encouraged to commercialize the technology. **TABLE 13** lists various SBIR/STTR resources.

**TABLE 13: SBIR/STTR Resources**

ORGANIZATION	WEBSITE
Department of the Navy – SBIR/STTR	<a href="http://www.navysbir.com/">http://www.navysbir.com/</a>
Department of Defense – SBIR/STTR	<a href="http://www.acq.osd.mil/sadbu/sbir/">http://www.acq.osd.mil/sadbu/sbir/</a>
United States Army – SBIR/STTR	<a href="http://www.acq.osd.mil/osbp/sbir/">http://www.acq.osd.mil/osbp/sbir/</a>
NASA – SBIR/STTR	<a href="http://sbir.gsfc.nasa.gov/SBIR/SBIR.html">http://sbir.gsfc.nasa.gov/SBIR/SBIR.html</a>
Department of Energy – SBIR/STTR	<a href="http://science.energy.gov/sbir/">http://science.energy.gov/sbir/</a>

**D-2. Contract-based mentor-protégé programs** assist small businesses (protégés) in allowing participants to compete for prime contract and subcontract awards by partnering with large companies (mentors) under individual, project-based agreements. **Non-contract based mentor-protégé programs** assist businesses in building capabilities and capacity. **TABLE 14** lists several mentor-protégé programs.

**TABLE 14: Mentor-Protégé Programs**

ORGANIZATION	WEBSITE
Department of Defense - Mentor Protégé Program	<a href="http://www.acq.osd.mil/sadbu/mentor_protege">http://www.acq.osd.mil/sadbu/mentor_protege</a>
SBA - Mentor Protégé Program	<a href="http://www.sba.gov/content/mentor-prot%C3%A9g%C3%A9-program">http://www.sba.gov/content/mentor-prot%C3%A9g%C3%A9-program</a>
Department of the Army – Mentor Protégé Program	<a href="http://www.sellingtoarmy.info/User/ShowPage.aspx?SectionID=12">http://www.sellingtoarmy.info/User/ShowPage.aspx?SectionID=12</a>
NASA Mentor-Protégé Program	<a href="http://osbp.nasa.gov/mentor.html">http://osbp.nasa.gov/mentor.html</a>
Department of Energy – Mentor Protégé Program	<a href="http://energy.gov/diversity/services/supporting-small-businesses/mentor-prot-g-program">http://energy.gov/diversity/services/supporting-small-businesses/mentor-prot-g-program</a>

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## E: GOVERNMENT REGULATIONS/REQUIREMENTS

### E-1.

There are a myriad of regulations in connection with government contracting. The prime regulation is the **Federal Acquisition Regulation** <https://www.acquisition.gov/far/>, which applies to all government contracting and to many prime contracting as well. In addition, most federal agencies also issue their own implementing regulations as well, for example the DoD has the DFARS. There are too many other applicable regulations to list here, as they are dependent on the specific procurement situation.

### E-2.

However there is one other requirement that is applicable to all procurements, the **North American Industry Classification System (NAICS)** code (NAICS codes replaced the SIC codes). NAICS, (pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. The significance to SBs is that all government procurements will have a NAICS code, which determines SB size standards. Different codes have different standards, so a firm can be a SB under one code and Large Business under another. Below, are some sites that provide additional information, which include a list of the codes, description of the business, and size standard.

- NAICS website: <http://www.naics.com/>
- Specific NAICS information: <http://www.census.gov/epcd/www/naics.html>

### E-3.

The **Central Contract Registration (CCR)** is a central repository for vendor data. CCR is the primary database for the Federal Government. Current and potential suppliers are required to register in CCR in order to be eligible for contract awards and to receive payments for goods and services. The CCR database can be accessed at: <http://www.ccr.gov>.

### E-4.

#### Types of Government Contracts

Two methods for awarding contracts are sealed bidding and contracting by negotiation.

Sealed bidding is a method of contracting that employs competitive bids, public opening of bids, and awards.

Information on sealed bidding can be accessed at:

[https://www.acquisition.gov/far/current/html/Subpart%2014\\_1.html#wp1091050](https://www.acquisition.gov/far/current/html/Subpart%2014_1.html#wp1091050)

Contracting by negotiation is a contract awarded using other than sealed bidding procedures. Information on contracting by negotiation can be accessed at:

[https://www.acquisition.gov/far/current/html/Subpart%2015\\_1.html#wp1095847](https://www.acquisition.gov/far/current/html/Subpart%2015_1.html#wp1095847)

Part 16 of the Federal Acquisition Regulation describes the types of contracts used in government contracting, the website is: <https://www.acquisition.gov/far/current/html/FARTOCP16.html#wp226194>. TABLE 15 lists the primary contract types.

**TABLE 15:**  
**Primary Contract Types**

CONTRACT TYPE	WEBSITE
Firm Fixed Price	<a href="https://www.acquisition.gov/far/current/html/Subpart%2016_2.html#wp1091107">https://www.acquisition.gov/far/current/html/Subpart%2016_2.html#wp1091107</a>
Cost Reimbursement	<a href="https://www.acquisition.gov/far/current/html/Subpart%2016_3.html#wp1077348">https://www.acquisition.gov/far/current/html/Subpart%2016_3.html#wp1077348</a>
Indefinite Delivery	<a href="https://www.acquisition.gov/far/current/html/Subpart%2016_5.html#wp1093133">https://www.acquisition.gov/far/current/html/Subpart%2016_5.html#wp1093133</a>
Time and Material	<a href="https://www.acquisition.gov/far/current/html/Subpart%2016_6.html#wp1080954">https://www.acquisition.gov/far/current/html/Subpart%2016_6.html#wp1080954</a>

The criteria for selecting the type of contract to use can be found at:

[https://www.acquisition.gov/far/current/html/Subpart%2016\\_1.html#wp1085495](https://www.acquisition.gov/far/current/html/Subpart%2016_1.html#wp1085495)

**E-5.**

- **Purchase Cards** are a special streamlined procurement method used for lower value purchases. The government-wide commercial purchase card may be used to:
  - 1) Make micro-purchases
  - 2) Place a task or delivery order (if authorized in the basic contract, basic ordering agreement, or blanket purchase agreement)
  - 3) Make payments, when the contractor agrees to accept payment by the card.

**E-6.**

- **Contract Administration**  
The policies and procedures for performing contract administration and contract audit services are contained in <https://www.acquisition.gov/far/current/html/FARTOCP42.html#wp223483>. Once you've been awarded a government contract, government and contractor teams focus on completing the requirements of the contract. The government team focuses on managing costs, quality, meeting the contract schedule, and performance. The contractor team focuses on managing risk, performance, quality, costs, and profit.

Many issues and problems surface quickly during the contract administration phase. Both government and contractor personnel must understand their rights and obligations under the contract and how to approach difficult situations and resolve problems to the mutual benefit of both parties. Now that you've been awarded a government contract, government and contractor teams focus on completing the requirements of the contract. Some of the specific parts of FAR Subpart G Contract Management that are of particular importance are listed below in **TABLE 16**.

**TABLE 16: FAR Subpart G – Contract Management**

<b>SECTION</b>	<b>WEBSITE</b>
Contract Modifications	<a href="https://www.acquisition.gov/far/current/html/FARTOCP43.html#wp232933">https://www.acquisition.gov/far/current/html/FARTOCP43.html#wp232933</a>
Government Property	<a href="https://www.acquisition.gov/far/current/html/FARTOCP45.html#wp233425">https://www.acquisition.gov/far/current/html/FARTOCP45.html#wp233425</a>
Quality Assurance	<a href="https://www.acquisition.gov/far/current/html/FARTOCP46.html#wp226846">https://www.acquisition.gov/far/current/html/FARTOCP46.html#wp226846</a>
Terminations	<a href="https://www.acquisition.gov/far/current/html/FARTOCP49.html#wp226845">https://www.acquisition.gov/far/current/html/FARTOCP49.html#wp226845</a>

**E-7. Glossary/Dictionary of Acronyms**

- The dictionary that defines government procurement terms:  
<http://www.nsf.gov/bfa/dcca/contracts/procterm.jsp>
- A listing of government abbreviations and acronyms:  
<http://www.dtic.mil/dtic/customer/acronyms.html>

## SECTION 2: BUSINESS RESOURCES

This section provides a variety of business resources for small businesses throughout New Mexico. The wide variety of resources in this guide should help all businesses who are looking to find various types of assistance. If you are interested in obtaining assistance in a specific area, you can just go to the section which most closely matches your needs. The following information is listed under each resource: name, brief description, contact information, and website (if specific information is not available it will not be listed).

Resources are divided into the following sections:

- A. General Business Assistance
- B. Financial Resources
- C. Marketing Assistance
- D. Training and Education
- E. Government Resources
- F. Technical Assistance
- G. Economic Development Organizations
- H. Native American Assistance

This resource guide is a work-in-progress. If you would like to provide comments or feel your organization should be listed in this resource guide please contact the LANL Small Business Program Office at (505) 667-4419. Only organizations who meet predetermined criteria will be considered.

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### A. GENERAL BUSINESS ASSISTANCE

**New Mexico Small Business Development Centers (NMSBDC)** extend entrepreneurial education and resources links on a wide variety of topics, such as accounting, marketing, business planning, strategic planning, training resource materials and referrals, procurement assistance, technical assistance and individual business counseling.

#### **State Office and Lead Center**

PHONE: 1-800-281-7232

ADDRESS: Santa Fe Community College  
6401 Richards Avenue  
Santa Fe, NM 87508

WEBSITE: [www.nmsbdc.org](http://www.nmsbdc.org)

#### **Centers in Northern New Mexico:**

##### **Espanola:**

Northern New Mexico Community College  
Small Business Development Center  
921 Paseo de Oñate  
Española, NM 87532  
Phone: (505) 747-2236  
Fax: (505) 747-2234

**Santa Fe:**

Santa Fe Community College  
Small Business Development Center  
6401 Richards Ave.  
Santa Fe, NM 87505  
Phone: (505) 428-1343  
Fax: (505) 428-1469

**Los Alamos:**

UNM-Los Alamos  
Small Business Development Center  
190 Central Park Square  
Los Alamos, NM 87544  
Phone: (505) 662-0001  
Fax: (505) 662-0099

**U.S. Small Business Administration** is a federal agency that provides assistance to the small business community through a variety of programs, including financing guarantees, advocacy, and aid in helping small firms get government procurement contracts.

PHONE: (505) 346-7909

ADDRESS: 625 Silver SW, Suite 320

Albuquerque, NM 87102

WEBSITE: <http://www.sba.gov/about-offices-content/2/3132>

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## B. FINANCIAL RESOURCES

### B-1.

#### Venture Capital Financing

- **ARCH Ventures** has partnered with entrepreneurs, academic institutions, and national research laboratories nationwide to build more than 110 successful companies, many of them from the concept stage. Interests include: communications, computer related, electronics and instrumentation, software, industrial products and equipment, medical/health related.  
PHONE: (505) 843-4293  
ADDRESS: 1155 University, S.E.  
Albuquerque, NM 87106  
WEBSITE: <http://www.archventure.com/>
- **Valley Ventures** is an institutionally funded venture capital partnership with over \$70 million under management. The general partner is a team of experienced venture capitalists and managers dedicated to the achievement of superior investment returns by investing in and assisting emerging growth companies in the greater Southwest. In addition to providing capital to growing companies, Valley Ventures assists management in strategic planning, management development, accessing key industry experts and advising on capital formation events. Valley Ventures has offices in Phoenix, Tucson and Albuquerque.  
PHONE: (505) 843-4054  
ADDRESS: One Technology Center  
1155 University Blvd., SE, Suite N219  
Albuquerque, NM 87106  
WEBSITE: <http://www.valleyventures.com/>
- **Murpree Venture Partners** is an early-stage private equity firm that makes investments in entrepreneurial enterprises with high-growth potential. The firm seeks to align itself with entrepreneurs and management groups with whom we can develop strong working relationships, and with whom we can act in concert as owners/investors. Interests include all high-tech initiatives, interests do not include: real estate, oil and gas, retail and consumer.  
PHONE: (505) 843-4277  
ADDRESS: 1155 University SE  
Albuquerque, NM 87106  
WEBSITE: <http://www.murphreeventures.com/>
- **Red River Ventures** is a Dallas-based private equity fund investing in privately-held growth companies, mainly in Texas and the Southwest. Our approach is to partner with strong management teams and actively assist them in building successful and enduring businesses. Interests include: business services, education, healthcare, manufacturing and technology.  
PHONE: (505) 843-4275  
ADDRESS: 1155 University SE  
Albuquerque, NM 87106  
WEBSITE: <http://www.redriverventures.com>
- **Technology Funding** has co-invested with more than 100 venture capital firms and institutions, including AT&T, Kleiner Perkins Caufield & Byers, Hewlett-Packard, Goldman Sachs, Sequoia Capital, Deutsche Telecom, Hambrecht & Quist, Time Warner, Morgan Stanley, IBM, Mayfield Fund, Qualcomm, Mohr Davidow, Nokia, Softbank, Apax Partners, Fujitsu and New Enterprise Associates. Interests include: medical devices, diagnostics, biotechnology, medical information systems, healthcare services.  
PHONE: (505) 982-2200  
ADDRESS: 460 St. Michael's Drive, Building 1000  
Santa Fe, NM 87505  
WEBSITE: [www.technologyfunding.com](http://www.technologyfunding.com)

- **Tullis-Dickerson & Co., Inc** provides venture capital to health care companies at all stages of growth. Founded in 1986, the firm has raised four health care venture capital funds totaling approximately \$400 million. Interests include: medical and health-related and genetic engineering, will not consider real estate, natural resources and most consumer products.  
PHONE: (505) 982-7007  
ADDRESS: 1155 University NE  
Albuquerque, NM 87106  
WEBSITE: <http://www.tullisdickerson.com/>  
EMAIL: [hr@thi-funds.com](mailto:hr@thi-funds.com)
- **NM State Investment Office:** State funds can be invested in New Mexico companies if the company has a BBB bond rating or a BAA rating with a credit letter from a bank.  
PHONE: (505) 424-2500  
ADDRESS: 2055 S. Pacheco Suite 100  
Santa Fe, NM 87505  
WEBSITE: <http://www.state.nm.us/nmsic/>  
EMAIL: [charles.wollmann@state.nm.us](mailto:charles.wollmann@state.nm.us)
- **Technology Ventures Corporation (TVC)** helps entrepreneurs build high-quality business cases and find the right investors. Between 1993 and 2002, TVC figured prominently in the production of more than \$300 million in capital investments, more than 55 new high-tech companies and more than 5,600 new jobs. And, in so doing, TVC blazed a new trail by developing an effective and unique technology commercialization model.  
PHONE: 505-246-2882  
ADDRESS: 1155 University Blvd. SE  
Albuquerque, NM 87106  
WEBSITE: <http://www.techventures.org/>  
EMAIL: [tv-c-hq@techventures.org](mailto:tv-c-hq@techventures.org)

## B-2.

### Small Business Loan Providers

- **Accion New Mexico** is a non-profit organization that provides small business loans to the smallest of businesses, with particular emphasis on traditional sources of credit. ACCION New Mexico offers loans between \$250 and \$25,000 to both formal and informal businesses, home-based and storefront.  
PHONE: (505) 243-8844  
ADDRESS: 20 First Plaza NW, Suite 417  
Albuquerque, New Mexico 87102  
WEBSITE: [www.accionnm.org](http://www.accionnm.org)  
EMAIL: [accion@accionnm.org](mailto:accion@accionnm.org)
- **WESST Corp** specializes in start-up assistance for women and minority-owned businesses throughout New Mexico via training, consulting and micro-lending.  
PHONE: (505) 848-4753  
ADDRESS: 414 Silver SW  
Albuquerque, NM 87102  
WEBSITE: <http://www.wesst.org/contact/wesst-enterprise-center-in-albuquerque-new-mexico>  
EMAIL: [wesst@swcp.com](mailto:wesst@swcp.com)
- **Enchantment Land Development Company** assists local small businesses via SBA Loan Programs. Specific guidelines must be met in order to qualify for financial assistance.  
PHONE: (505) 843-9232  
WEBSITE: [www.elcdc.com](http://www.elcdc.com)

- **The Loan Fund** extends alternative lending and technical assistance to small businesses.  
PHONE: (505) 243-3196  
ADDRESS: 423 Iron Ave SW  
Albuquerque, NM 87102  
WEBSITE: <http://www.loanfund.org/>  
EMAIL: [info@loanfund.org](mailto:info@loanfund.org)

### B-3. Other Assistance to Offset Business Cost

- **Industrial Training Program** is designed to provide quick-response training to new or expanding businesses in New Mexico. Under the program, financial assistance is available to help new or expanding businesses with the expense associated in training employees. The amount of funding allocated to a company is determined by the number of trainees and the amount of training needed. Training can be customized to meet the company's needs and can be classroom, on the job, or a combination of the two.  
PHONE: (505) 827-0300  
ADDRESS: New Mexico Economic Development  
1100 St. Francis Drive  
Suite 1060  
Santa Fe NM 87505  
WEBSITE: <http://www.edd.state.nm.us/>  
EMAIL: [edd.info@state.nm.us](mailto:edd.info@state.nm.us)
- **Rural Job Tax Credit** provides tax credit of up to \$1000.00 per employee per year. Holder may apply all or a portion of the tax credit against: tax liability; personal income tax liability; corporate income tax liability.  
PHONE: (505) 827-0300  
ADDRESS: New Mexico Economic Development  
1100 St. Francis Drive  
Suite 1060  
Santa Fe NM 87505  
WEBSITE: <http://www.edd.state.nm.us/>  
EMAIL: [edd.info@state.nm.us](mailto:edd.info@state.nm.us)
- **Statewide Job Training Partnership Act** provides classroom and on-the-job training for disadvantaged individuals, older and dislocated workers. Pays for 50% of wages, up to 1,040 hours.  
PHONE: (505) 827-7434  
ADDRESS: New Mexico Department of Labor  
301 West DeVargas  
Santa Fe, NM 87501  
WEBSITE: <http://www.dol.state.nm.us/>  
EMAIL: [infodol@state.nm.us](mailto:infodol@state.nm.us)
- **New Mexico Department of Labor** administers two programs that are especially appealing to employers by benefiting their bottom line through tax credits. The programs include:
  - Work Opportunity Tax Credit (WOTC) provides federal tax credits to private-sector employers who hire new employees from various sectors or the population who are in need of finding and retaining employment.
  - Welfare to Work Tax Credits: tax credit to hire welfare recipients.
 PHONE: (505) 827-7434  
ADDRESS: New Mexico Department of Labor  
301 West DeVargas  
Santa Fe, NM 87501  
WEBSITE: <http://www.dol.state.nm.us/>  
EMAIL: [infodol@state.nm.us](mailto:infodol@state.nm.us)

- **Albuquerque Community Foundation** is a non-profit, publicly-supported philanthropic institution that manages a pool of charitable funds whose income is used to benefit the Albuquerque community in scholarships to individuals and grants to nonprofit charitable and educational organizations.  
PHONE: (505) 883-6240  
ADDRESS: PO Box 36960  
Albuquerque, NM 87176  
WEBSITE: <http://www.albuquerquefoundation.org/>  
EMAIL: [acf@albuquerquefoundation.org](mailto:acf@albuquerquefoundation.org)

#### B-4. Tax Relief

- **Technology Jobs Tax Credit:** Qualified facilities may take a credit equal to 4% of expenditures related to qualified research for land, buildings, equipment, computer software and upgrades, consultants, technical books and manuals, test materials, costs associated with patents, payroll and labor. Credits are not available for investments in property owned by entities with Industrial Revenue Bonds and other investments that have been given a credit under the Investment Credit Act or national laboratories.  
PHONE: (505) 827-0300  
ADDRESS: New Mexico Economic Development  
1100 St. Francis Drive  
Suite 1060  
Santa Fe NM 87505  
WEBSITE: <http://www.edd.state.nm.us/>  
EMAIL: [edd.info@state.nm.us](mailto:edd.info@state.nm.us)
- **Investment Tax Credits:** The state provides for a credit equal to 5% of the value of qualified equipment and other property used directly and exclusively in a manufacturing operation. The credit can be applied against compensating or gross receipts tax or withholding tax due.  
PHONE: (505) 827-0300  
ADDRESS: New Mexico Economic Development  
1100 St. Francis Drive  
Suite 1060  
Santa Fe NM 87505  
WEBSITE: <http://www.edd.state.nm.us/>  
EMAIL: [edd.info@state.nm.us](mailto:edd.info@state.nm.us)
- **Rural Job Tax Credit:** Eligible employers may earn a credit for each qualifying job created after July 1, 2000. The credit may be applied against the state taxes due on the CRS return excluding local option gross receipts taxes or against personal or corporate income tax.  
PHONE: (505) 827-0300  
ADDRESS: New Mexico Economic Development  
1100 St. Francis Drive  
Suite 1060  
Santa Fe NM 87505  
WEBSITE: <http://www.edd.state.nm.us/>  
EMAIL: [edd.info@state.nm.us](mailto:edd.info@state.nm.us)

#### B-5. Assistance for Minority Businesses

- **SBA Small Business Loans:** Small Business Administration (SBA) Pre Qualification Program for women and minorities, including Hispanic businesses.  
PHONE: (505) 346-7909  
ADDRESS: Small Business Administration, Albuquerque District Office  
625 Silver SW Suite 320  
Albuquerque, NM 87102  
WEBSITE: <http://www.sba.gov/category/navigation-structure/loans-grants/small-business-loans>  
EMAIL: [albuquerque.nm@sba.gov](mailto:albuquerque.nm@sba.gov)

- **SBA Section 8(a) Program**: Set asides by the federal government for contracts to small minority businesses, socially and economically disadvantaged individuals.  
 PHONE: (505) 346-7909  
 ADDRESS: Small Business Administration, Albuquerque District Office  
 625 Silver SW Suite 320  
 Albuquerque, NM 87102  
 WEBSITE: <http://www.sba.gov/content/8a-business-development-0>  
 EMAIL: [albuquerque.nm@sba.gov](mailto:albuquerque.nm@sba.gov)
- **NEDA Business Consultants, Inc** is New Mexico's Statewide Minority Business Development Center funded by the Minority Business Development Agency (MBDA) of the U.S. Department of Commerce. With offices in Albuquerque, NM, and El Paso, TX, NEDA provides a wide range of services and is available to assist small and minority business owners in achieving their full potential.  
 PHONE: (505) 843-7114  
 ADDRESS: 718 Central Ave SW Ste 2  
 Albuquerque, NM 87102  
 WEBSITE: <http://www.nedainc.net/>  
 EMAIL: [info@nedainc.net](mailto:info@nedainc.net)
- **The Bureau of Indian Affairs Direct Loan Program** provides loans to eligible Pueblo and individual Indian enterprises which are located on or near Indian reservations. If located near a reservation, the business must make an economic contribution to that reservation.  
 PHONE: (505) 766-3156  
 ADDRESS: 615 1ST St NW  
 Albuquerque, NM 87102
- **The Bureau of Indian Affairs Guaranteed Loan Program** provides loans to eligible Pueblo or individual Indian enterprises. BIA requires that applicant have 20% equity in the form of cash or unencumbered assets to be used in the proposed business.  
 PHONE: (505) 766-3156  
 ADDRESS: 615 1ST St NW  
 Albuquerque, NM 87102
- **WESST Corp** specializes in start-up assistance for women and minority-owned businesses throughout New Mexico via training, consulting and micro-lending.  
 PHONE: (505) 848-4753  
 ADDRESS: 414 Silver SW  
 Albuquerque, NM 87102  
 EMAIL: [wesst@swcp.com](mailto:wesst@swcp.com)

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## C. MARKETING ASSISTANCE

**Albuquerque Independent Business Alliance** supports independent businesses directly through programs such as cooperative marketing, networking and branding. AIBA also supports the independent business community indirectly by raising awareness and educating consumers about the economic benefits of shopping at neighborhood businesses. AIBA aims to help consumers understand the impacts of their spending decisions and to encourage them to shop local and independent.

PHONE: (505) 400-0816

ADDRESS: 1835 Candelaria NW  
Albuquerque, NM 87107

WEBSITE: <http://keepitquerque.org/>

EMAIL: [info@keepitquerque.org](mailto:info@keepitquerque.org)

**New Mexico Chapter of the American Marketing Association** provides small businesses leading-edge marketing knowledge (specifically for the marketing professional) and is membership driven.

PHONE: (505) 888-7AMA

ADDRESS: P.O. Box 30504  
Albuquerque, NM 87190

WEBSITE: [www.nmama.org](http://www.nmama.org)

EMAIL: [info@nmama.org](mailto:info@nmama.org)

**NMEDD Trade Division** encourages domestic and foreign businesses to invest and relocate in New Mexico to better access the NAFTA region potential. It assists the private sector in the creation, expansion and retention of export-related jobs while increasing state revenues in collaboration with the Department's other Divisions as well as with other government and community organizations.

PHONE: (505) 827-0307

ADDRESS: TRADE Division  
1100 St. Francis Drive  
Santa Fe, NM 87505

WEBSITE: [www.NewMexicoDevelopment.com](http://www.NewMexicoDevelopment.com)

EMAIL: [trade@edd.state.nm.us](mailto:trade@edd.state.nm.us)

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## D. TRAINING AND EDUCATION

**Albuquerque Quality Network** offers monthly seminars on leadership, strategic planning, marketing, analyses and process management. AQN also offers networking opportunities via membership in its organization.

PHONE: (505) 872-0164

WEBSITE: [www.aqnetwork.org](http://www.aqnetwork.org)

EMAIL: [aqn@aqnetwork.org](mailto:aqn@aqnetwork.org)

**National Association of Women Business Owners (NAWBO)** assists small businesses by educational and networking opportunities.

PHONE: (505) 243-1430

ADDRESS: P.O. Box 30887

Albuquerque, NM 87190

WEBSITE: [www.nawbonm.org](http://www.nawbonm.org)

EMAIL: [nawbo-nnm@earthlink.net](mailto:nawbo-nnm@earthlink.net)

**Service Corp of Retired Executives (SCORE) New Mexico** offers business training seminars and workshops to the local business community on topics such as marketing, finance, importing/exporting and preparing business plans and is a resource partner with the US Small Business Administration.

PHONE: (505) 346-6750

ADDRESS: 625 Silver SW Suite 320

Albuquerque, NM 87102

WEBSITE: <http://albuquerque.score.org/chapters/albuquerque-score>

**New Mexico Small Business Development Centers (NMSBDC)** extend entrepreneurial education and resources links on a wide variety of topics, such as accounting, marketing, business planning, strategic planning and new business start-up, to name a few.

PHONE: 1-800-281-7232

ADDRESS: Santa Fe Community College

6401 Richards Avenue

Santa Fe, NM 87508

WEBSITE: [www.nmsbdc.org](http://www.nmsbdc.org)

**University of New Mexico Anderson Schools of Management** offers assistance to technology businesses in matters such as assessment/forecasting, description, mapping, commercialization, management and expeditionary marketing studies.

PHONE: (505) 277-6471

ADDRESS: 1924 Las Lomas NE

Albuquerque, NM 87131

WEBSITE: <http://www.mgt.unm.edu/>

EMAIL: [friends@mgt.unm.edu](mailto:friends@mgt.unm.edu)

**Quality New Mexico**, through partnerships, workshops, events, and assessments provides valuable education and feedback on quality concepts to New Mexico organizations.

PHONE: (505) 944-2001

ADDRESS: 500 4<sup>th</sup> St. NW Suite 215

Albuquerque, NM 87102

WEBSITE: [www.qualitynewmexico.org](http://www.qualitynewmexico.org)

EMAIL: [QNM@quality-newmexico.org](mailto:QNM@quality-newmexico.org)

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## E. GOVERNMENT RESOURCES

### E-1. Procurement Assistance

**New Mexico Procurement Assistance Program** offers procurement assistance to local businesses through a network of bid resource centers that are located at specific Small Business Development Centers throughout the state of New Mexico. This assistance is available to New Mexico owned and operated businesses.

PHONE: (505) 827-0423

ADDRESS: 1100 S. St. Francis Dr.

P.O. Drawer 26110

Santa Fe, NM 87502

WEBSITE: <http://www.mveda.com/blog/tag/new-mexico-procurement-technical-assistance-program/>

EMAIL: [william.hettdobricky@sfcc.edu](mailto:william.hettdobricky@sfcc.edu)

### E-2. Involvement in the Political Process

**Association of Commerce and Industry (ACI)**: ACI provides opportunities for businesses to access and become involved with the political process. The ACI's mission is to create and foster programs conducive to the orderly growth and economic development of business in New Mexico. The ACI represents business in the state legislature and state governmental agencies and works to protect and improve the state's business environment. ACI provides business input to the congressional delegation on national business issues.

PHONE: (505) 842-0644

ADDRESS: P.O. Box 9706

Albuquerque, NM 87119

WEBSITE: [www.aci.nm.org](http://www.aci.nm.org)

EMAIL: [info@aci-nm.org](mailto:info@aci-nm.org)

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## F. TECHNICAL ASSISTANCE

**New Mexico Biotechnology and Biomedical Association** works to support the bioscience industry via recruitment, marketing and institutional alliances.

PHONE: (505) 228-8703

ADDRESS: P.O. Box 80233

Albuquerque, NM 87198

WEBSITE: [www.nmbio.org](http://www.nmbio.org)

EMAIL: [admin@nmbio.org](mailto:admin@nmbio.org)

**New Mexico Manufacturing Extension Partnership** offers business planning and enterprise development, lean manufacturing and process improvement, ISO9000/14000, technology transfer, commercialization through on-site training/analysis projects to small businesses and thus enables them to be more competitive in the global market.

PHONE: 1-800-MEP-4MFG

ADDRESS: 4501 Indian School Rd. NE Suite 202

Albuquerque, NM 87110

WEBSITE: [www.newmexicomep.org](http://www.newmexicomep.org)

EMAIL: [info@newmexicomep.org](mailto:info@newmexicomep.org)

**Sandia National Laboratories – New Mexico Small Business Assistance Program** provides New Mexico small businesses with assistance to help resolve specific technical and business problems. Technical assistance is provided by Sandia staff and staff from other partnerships that have been established.

PHONE: (505) 284-9548

WEBSITE: <http://www.sandia.gov/bus-ops/partnerships/sbp/nm-assist/index.html>

EMAIL: [mjohns@sandia.gov](mailto:mjohns@sandia.gov)

**Space Alliance Technology Outreach Program (SATOP) – Regional Development Corporation** assists any US-based small business by providing up to 40 hours of technical or engineering assistance to address a specific business challenge.

PHONE: (505) 820-1226

ADDRESS: 428 Sandoval, Suite 201

Santa Fe, NM 87501

WEBSITE: [http://www.spacetechnologies.com/center\\_NM.asp](http://www.spacetechnologies.com/center_NM.asp)

EMAIL: [info@rdcnm.org](mailto:info@rdcnm.org)

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## G. ECONOMIC DEVELOPMENT ORGANIZATIONS

**City of Albuquerque's Office of Economic Development (OED)** supports small businesses by way of providing strategic advice and support. OED is also a clearinghouse of information on small business programs, financing and resources.

PHONE: (505) 768-3270

ADDRESS: One Civic Plaza, Room 3047

Albuquerque, NM 87102

WEBSITE: <http://www.cabq.gov/econdev/>

EMAIL: [fmondragon@cabq.gov](mailto:fmondragon@cabq.gov)

**Los Alamos Commerce and Development Corporation** is a not-for-profit corporation that serves Los Alamos and Northern New Mexico. Our activities are focused on providing assistance to small businesses as well as on improving economic outcomes in our region.

PHONE: (505) 662-0001

ADDRESS: P.O. Box 715

Los Alamos, NM 87544

WEBSITE: <http://www.losalamos.org/lacdc/>

**Regional Development Corporation (RDC)** assists New Mexico communities and industry in managing their economic development projects and initiatives.

PHONE: (505) 820-1226

ADDRESS: 1010 Marquez Place, Suite A

Santa Fe, NM 87505

WEBSITE: [www.rdcnm.org](http://www.rdcnm.org)

EMAIL: [info@rdcnm.org](mailto:info@rdcnm.org)

## H. NATIVE AMERICAN ASSISTANCE

### H-1. Small Disadvantaged Business Programs Specifically for Native American Firms

A small business that must be at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals. African Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans, and Native Americans are presumed to qualify. Other individuals can qualify if they show by a "preponderance of the evidence" that they are disadvantaged. All individuals must have a net worth of less than \$750,000, excluding the equity of the business and primary residence. Successful applicants must also meet applicable size standards for small businesses in their industry. Below, **TABLE 1** lists programs specific to Native American firms.

**TABLE 1: SDB Programs Specifically for Native American Firms**

RESOURCE	WEBSITE
SBA – Office of Native American Affairs	<a href="http://www.sba.gov/naa/">http://www.sba.gov/naa/</a>
New Mexico Native American Business Enterprise Center	<a href="http://www.nmnabec.org/content.asp?CustComKey=294021&amp;CategoryKey=295272&amp;pn=Page&amp;DomName=nmnabec.org">http://www.nmnabec.org/content.asp?CustComKey=294021&amp;CategoryKey=295272&amp;pn=Page&amp;DomName=nmnabec.org</a>
Native American Procurement and Technical Assistance Center	<a href="http://www.uida.org/mission.html">http://www.uida.org/mission.html</a>
The National Center for American Indian Enterprise Development	<a href="http://www.ncaied.org/">http://www.ncaied.org/</a>
American Indian Business Network (AIBN)	<a href="http://www.americanindianbusiness.net/">http://www.americanindianbusiness.net/</a>
Native American Business and Services Directory	<a href="http://nabsdirectory.com/">http://nabsdirectory.com/</a>
National Congress of American Indians	<a href="http://www.ncai.org/">http://www.ncai.org/</a>
SBA – Office of Native American Affairs	<a href="http://www.sba.gov/naa/">http://www.sba.gov/naa/</a>

### H-2. Pueblo Governors and Tribal Officials

Native American elected officials oversee the entire operations of their tribal community, which includes business development. Therefore, the following listing will provide all contact information for Native American elected officials throughout the state.

#### PUEBLO GOVERNORS/TRIBAL OFFICIALS

##### SOUTHERN PUEBLOS

##### **PUEBLO OF ACOMA**

PO Box 309  
Acoma, NM 87034  
Phone: (505) 552-6604/6605  
Fax: (505) 552-7204

##### **PUEBLO OF COCHITI**

PO Box 70  
Cochiti Pueblo, NM 87072  
Phone: (505) 465-2244  
Fax: (505)465-1135

##### **PUEBLO OF ISLETA**

PO Box 1270  
Isleta Pueblo, NM 87022  
Phone: (505) 869-3111/6333  
Fax: (505) 869-4236

##### **PUEBLO OF SAN FELIPE**

PO Box 4339  
San Felipe Pueblo, NM 87001  
Phone: (505) 867-3381/3382  
Fax: (505) 867-3383

**PUEBLO OF SANTA ANA**

2 Dove Road  
 Santa Ana Pueblo, NM 87004  
 Phone: (505) 867-3301  
 Fax: (505) 867-3395

**PUEBLO OF SANTO DOMINGO**

PO Box 99  
 Santo Domingo Pueblo, NM 87052  
 Phone: (505) 465-2214  
 Fax: (505) 465-2688/-2215

**PUEBLO OF JEMEZ**

PO Box 100  
 Jemez Pueblo, NM 87024  
 Phone: (575) 834-7359  
 Fax: (575) 834-7331

**PUEBLO OF LAGUNA**

PO Box 194  
 Laguna Pueblo, NM 87026  
 Phone: (505) 552-6654/6655/6598  
 Fax: (505) 552-6941

**PUEBLO OF SANDIA**

481 Sandia Loop  
 Bernalillo, NM 87004  
 Phone: (505) 867-3317  
 Fax: (505)867-9235

**PUEBLO OF ZIA**

135 Capitol Square Dr.  
 Zia Pueblo, NM 87053-6013  
 Phone: (505)867-3304  
 Fax: (505)867-3308

**PUEBLO OF ZUNI**

Pueblo of Zuni  
 PO Box 339  
 Zuni, NM 87327  
 Phone: (505) 782-7022  
 Fax: (505) 782-2202

**NORTHERN PUEBLOS****PUEBLO OF NAMBE**

Route 1, Box 117-BB  
 Santa Fe, NM 87506  
 Phone: (505) 455-2036  
 Fax: (505) 455-2038

**PUEBLO OF PICURIS**

PO Box 127  
 Penasco, NM 87553  
 Phone: (575) 587-2519  
 Fax: (575) 587-1071

**PUEBLO OF POJOAQUE**

78 Cities of Gold Road  
 Santa Fe, NM 87506  
 Phone: (505) 455-3334  
 Fax: (505) 455-0174

**PUEBLO OF SAN ILDEFONSO**

02 Tunyo Po  
 Santa Fe, NM 87506  
 Phone: (505) 455-2273  
 Fax: (505) 455-7351

**OHKAY OWINGEH**

PO Box 1099  
 San Juan Pueblo, NM 87566  
 Phone: (505) 852-4400/4210  
 Fax: (505) 852-4820

**PUEBLO OF SANTA CLARA**

P. O. Box 580  
 Espanola, NM 87532  
 Phone: (505) 753-7330/7326  
 Fax: (505)753-8988

**PUEBLO OF TAOS**

PO Box 1846  
 Taos, NM 87571  
 Phone: (575) 758-9593  
 Fax: (575) 758-4604

**PUEBLO OF TESUQUE**

Route 42, Box 360-T  
 Santa Fe, NM 87506  
 Phone: (505)955-7732  
 Fax: (505)982-2331

## RESERVATION OFFICIALS

### **JICARILLA APACHE NATION**

P.O. Box 507  
Dulce, NM 87528  
Phone: (575) 759-3242  
Fax: (575) 759-3005

### **MESCALERO APACHE TRIBE**

P.O. Box 227  
Mescalero, NM 88340  
Phone: (575) 464-4494  
Fax: (575) 464-9191

### **NAVAJO NATION**

P.O. Box 9000  
Window Rock, AZ 86515  
Phone: (928) 871-6352/6357  
Fax: (928) 871-4025

### **NAVAJO NATION COUNCIL**

Office of the Speaker  
P.O. Box 3390  
Window Rock, AZ 86515  
Phone: (928) 871-7160  
Fax: (928)871-7255

## OTHER TRIBAL OFFICIALS

### **ALL INDIAN PUEBLO COUNCIL**

2401 12<sup>th</sup> Street, NW  
Albuquerque, NM 87103  
Phone : (505) 881-1992  
Fax : (505) 883-7682

### **FIVE SANDOVAL INDIAN PUEBLOS**

1043 Highway 313  
Bernalillo, NM 87004  
Phone : (505) 867-3351  
Fax : (505) 867-3514

### **EIGHT NORTHERN INDIAN PUEBLOS COUNCIL**

P.O. Box 969  
San Juan Pueblo, NM 87566  
Phone: (505) 747-1593  
Fax: (505) 747-1599

## SECTION 3: APPENDICES

### A. ADDITIONAL BUSINESS RESOURCES AND GUIDES

- **Small Business Administration Resource Guide**  
Website: <http://www.sbaguides.com/home>
- **Albuquerque Economic Development: Small Business Resource Directory**  
Website: <http://www.cabq.gov/econdev/pdf/2010BusinessResourceGuide.pdf>
- **South Carolina Department of Commerce Business Resource Guide**  
Website: <http://sccommerce.com/existing-sc-businesses/business-services/south-carolina-business-resource-guide-2010>
- **Lawrence County, Ohio – Business Planning Guide**  
Website: [http://www.lawrencecountyohio.org/pdf/bus\\_plan.pdf](http://www.lawrencecountyohio.org/pdf/bus_plan.pdf)
- **New Mexico Business Resource Center**  
Website: <http://www.brc.nm.org/>
- **New Mexico Small Business Development Center – Resources**  
Website: [http://www.nmsbdc.org/nm\\_resources.html](http://www.nmsbdc.org/nm_resources.html)
- **SDBC – New Mexico Business Resources**  
Website: [http://www.nmsbdc.org/nm\\_resources.html](http://www.nmsbdc.org/nm_resources.html)
- **US Department of Housing and Urban Development – Small Business Resources in New Mexico**  
Website: <http://www.hud.gov/offices/osdbu/resource/guide/local/nmexico.cfm>
- **2005 Directory, New Mexico Economic Development Organizations – New Mexico State University**  
Website: <http://www.ruraleconomics.nmsu.edu/docs/dir.pdf>
- **Office of Federal Procurement Policy**  
[http://www.whitehouse.gov/omb/procurement\\_default](http://www.whitehouse.gov/omb/procurement_default)
- **Acquisition Central**  
<https://www.acquisition.gov/>
- **Online Representations and Certification Application (ORCA)**  
<https://orca.bpn.gov/>
- <http://www.usa.gov/>
- **U.S Senate Committee on Small Business & Entrepreneurship**  
<http://sbc.senate.gov/public/>
- **NM Links and Resources**  
[http://nmnetlinks.com/cms/kunde/rts/nmnetlinkscom/docs/624828220-02-20-2011-21-02-24/xls\\_upload.htm](http://nmnetlinks.com/cms/kunde/rts/nmnetlinkscom/docs/624828220-02-20-2011-21-02-24/xls_upload.htm)