



The Career Solution Specialists

New Mexico
Workforce Connection

NORTHERN AREA

Business Resource Guide

A Comprehensive Resource Guide for New Mexico Businesses Interested in Using Workforce Resources, Ranging from Government Contracting to Various Statewide Business Services

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Introduction

The Workforce Investment Act of 1998 was created to increase workforce and economic development opportunities throughout Northern New Mexico. The Act, as implemented by the Northern Area Local Workforce Development Board (NALWDB) and the New Mexico Workforce Connection, Northern Area, embraced the business-driven concept in their approach to implementing One Stops in the 10 counties throughout Northern New Mexico.

This resource guide was produced under the direction of Alan Richardson, Director of Workforce Programs, in conjunction with Jackie Allen, Manager of Business Services. This guide was developed for Northern New Mexico businesses that are interested in identifying available resources to assist with improving their business operations and their ability to expand business output while supplying additional career opportunities for Northern New Mexicans. Providing qualified workers to the business community and quality jobs and career opportunities to area residents strengthens the overall workforce system and economy. The myriad resources found in this guide were compiled to help businesses seeking assistance within the 10-county area.

SER Jobs for Progress, Inc. has been an acknowledged leader in New Mexico's workforce and training activities for almost three decades. To enhance the organization's ability to tie workforce and training activities to the economic development process, SER brought on Alan Richardson as the Director of Workforce Programs to oversee their One Stop operations.

Mr. Richardson has 30 years of Economic Development and Workforce Development experience. He has worked for a variety of economic development organizations, including New Mexico's Economic Development Department as the Deputy Secretary and Division Director of Economic Development. In addition, as Director of the New Mexico Department of Labor's Job Training Division, Mr. Richardson was responsible for the initial design and implementation of the WIA program in New Mexico.

The Northern New Mexico One Stop System

The One Stop operations are divided into three regions of Northern New Mexico, incorporating the following ten counties as indicated by region:

Region I: San Miguel, Mora, and Colfax.

Region II: Santa Fe, Rio Arriba, Los Alamos, and Taos.

Region III: San Juan, McKinley, and Cibola.

We have currently designated two comprehensive locations: Santa Fe and Farmington. The full-service One Stop in Santa Fe is located at the Rodeo Road Business Park. This facility houses the Director of Workforce Programs, Deputy Director, the One Stop Region II Manager, a Marketing and Communications Coordinator, two Career Development Specialists, a Business Consultant, a Client Services Coordinator, and a part-time Receptionist. One-Stop Partners are

co-located in this facility, including the Division of Vocational Rehabilitation (Navigator), the New Mexico Department of Labor, Job Corps, the Home Education Livelihood Program, and the New Mexico Educational Opportunity Center.

SER operates a second full-service One Stop in Farmington at the San Juan College, 30th Street location. This facility is used by the One Stop Region III Manager, (two) Career Development Specialists, a Business Services Manager, a Client Services Coordinator, and a Volunteer Receptionist. One Stop Partner programs co-located in this facility include the New Mexico Department of Labor, the Commission for the Blind, the Center for Independence, the Home Education Livelihood Program, Job Corps, Big Brothers-Big Sisters, the San Juan County Partnership, Native American Protection and Advocacy Project, and the New Mexico AIDS Service.

The One Stop program integrates services at the two full-service One Stop locations in Santa Fe and Farmington. The registration, intake, and initial screening services are integrated and serve all partners in the One Stop. After this initial process, job seekers and businesses may go directly to Level One Services, consisting of employment information and resources for job seekers and business information and resources for employers who can also be referred to partner agencies for specialized services.

Level One Services for Business Information and Resources

- Dedicated phone lines for business operations
- Assistance in posting job openings
- Access to job seeker resumes/applications
- Access to local, regional, and national labor market information
- Access to employment statistics
- Access to information on affirmative action and diversity
- Access to tax incentive information
- Access to human resource information
- Access to labor relations information
- Use of fax, phone, computers, Internet, and office space for interviewing

As business customers require services beyond Level One, they are referred by a Career Development Specialist and/or Regional Manager to a Business Consultant for further assistance. At this point, a more in-depth assessment of the needs of each customer is provided and may result in Level Two services for business. The business customers receive assistance from a designated, single point of contact to assist them with accessing the services they require.

Level Two Services for Business Development

- Assistance identifying job requirements
- Assistance describing job openings
- Assistance posting jobs
- Recruitment assistance
- Screening services

- Skills testing/assessment
- Referrals of screened/qualified applicants
- Business financing workshops
- Basic business operations workshops
- Business start-up and entrepreneurship workshops
- Information on One Stop business partner agency services

Level Three services are identified as training and education for job seekers and business training services for business customers. SER will draw upon its experience with the business and economic development community to provide workforce solutions to business, while preparing job seekers for opportunities that exist. The One Stops also work with industry clusters in Santa Fe and Farmington to ensure that the workforce system is assisting businesses in priority industries that are experiencing growth and opportunity for job seekers.

Level Three Services for Business Training

- Job profiling and analysis
- Assistance with job descriptions
- Customized recruitment
- Customized screening and assessment
- Assistance with reference checks
- Drug testing assistance
- Occupational skills training
- Work Experience
- On-the-Job Training or JTIP
- Customized training
- Incumbent worker training
- Coordinated employer outreach services

This resource guide is a work-in-progress. If you would like to provide comments or feel your organization should be listed, please contact Alan Richardson, Director of Workforce Programs, at:

New Mexico Workforce Connection, Northern Area
 2904 Rodeo Park Dr. East, Suite 300
 Santa Fe, New Mexico 87505
 Phone: (505) 473-5831
 Fax: (505) 473-5835
 E-mail: arichardson@onestopnm.org
 Web: www.onestopnm.org

A major portion of this resource guide was developed by the LANL Business Advisory Council (BAC), an organization of key New Mexico suppliers, to assist businesses and community organizations interested in building their capacity and improving services to their clients.

New Mexico Workforce Connection, Northern Area, One Stop Offices

Business Hours: 8:00 a.m.–5:00 p.m., Monday–Friday (unless noted otherwise)

Region I: San Miguel, Mora, and Colfax Counties

Regional Manager: Luis Duran

Phone: (505) 690-7541

E-mail: lduran@onestopnmm.org

Business Consultant: Carole Terry-Gonynor

Phone: (505) 660-2515

E-mail: cgonynor@onestopnmm.org

Las Vegas Express One Stop

300 S. Grand Ave.

Las Vegas, New Mexico 87701

Phone: (505) 425-0069

Fax: (505) 425-0073

Mora Itinerant One Stop

P.O. Box 541, Off Highway 518

Across From St. Gertrude's Church

Mora, New Mexico 87732

Phone: (505) 387-6225

Fax: (505) 387-6621

Raton One Stop

NMDOL Office

201 Second St.

Raton, New Mexico 87740

Phone: (505) 445-7314

Fax: (505) 445-2232

Region II: Santa Fe, Rio Arriba, Los Alamos, and Taos Counties

Regional Manager: Louise Williams

Phone: (505) 690-6577

E-mail: lwilliams@onestopnmm.org

Business Consultant: Mike Foster

Phone: (505) 795-2500

E-mail: mfooster@onestopnmm.org

Santa Fe Comprehensive One Stop

2904 Rodeo Dr. East, Suite 300
Santa Fe, New Mexico 87505
Phone: (505) 473-5831
Fax: (505) 473-5835

Espanola One Stop

Division of Vocational Rehabilitation
706 B La Joya St.
Espanola, New Mexico 87532
Phone: (505) 753-2908, ext. 104
Fax: (505) 753-7303

Los Alamos One Stop Express

(Hours: 8:00 a.m.–3:00 p.m., Monday–Friday)
University of New Mexico–Los Alamos
Student Services Bldg. 2, Office 113
Los Alamos, New Mexico 87544
Phone: (505) 662-5919, ext. 607 or (505) 662-0332
Fax: (505) 661-4698

Taos One Stop

NMDOL Office
1036 Salazar Rd.
Taos, New Mexico 87571
Phone: (505) 751-0848
Fax: (505) 758-3941

Region III: San Juan, McKinley, and Cibola Counties

Regional Manager: Janice Hammond

Phone: (505) 795-2663
E-mail: jhammond@onestopnmm.org

Business Consultant: Irvin Jones

(McKinley & Cibola Counties)
Phone: (505) 795-2894
E-mail: ijones@onestopnmm.org

Business Services Manager/Consultant: Jackie Allen

(San Juan County)
Phone: (505) 860-0215
E-mail: jallen@onestopnmm.org

Farmington Comprehensive One Stop

3535 East 30th
Suite 129 – Mail Box 6
Farmington, New Mexico 87402
Phone: (505) 566-5800
Fax: (505) 566-5817

Gallup One Stop

Catholic Charities
506 West Highway 66, Suite 14
Gallup, New Mexico 87301
Phone: (505) 863-8884
Fax: (505) 863-8995

Grants One Stop

Future Foundations Family Center
551 Washington Avenue
Grants, New Mexico 87020
Phone: (505) 285-3542, ext. 118
Fax: (505) 287-5650

General Business Resources

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

Santa Fe Community College
6401 Richards Avenue
Santa Fe, NM 87508
Phone: (800) 281-7232

Small Business Development Centers in Northern New Mexico

Albuquerque SBDC

2501 Yale Blvd., SE, Suite 302
Albuquerque, NM 87106
Phone: (505) 224-5250
Fax: (505) 224-5256
E-mail: sbdc@cnm.edu
Web: <http://www.cnm.edu/abqsbdc>
Hours: 8:00 a.m.–5:00 p.m., Monday–Friday

Espanola SBDC

At Northern New Mexico College
Juliana Barbee, Director
921 Paseo de Onate
Espanola, New Mexico 87532
Phone: (505) 747-2236
Fax: (505) 747-2234
E-mail: jbarbee@nmmc.edu
Web: <http://www.nmsbdc.org/espanola/>

Farmington SBDC

Small Business Development Center
San Juan College
5101 College Blvd.
Farmington, NM 87402
Phone: (505) 566-3528
Fax: (505) 566-3698
E-mail: armstrongl@sanjuancollege.edu
Web: <http://www.sanjuancollege.edu/qcb/>
Hours: 8:00 a.m.–5:00 p.m., Monday–Friday

Gallup SBDC

103 West Highway 66
Gallup, NM 87301
Phone: (505) 722-2220
Fax: (505) 863-6006
E-mail: sbdc@gallup.unm.edu
Web: <http://www.nmsbdc.org/gallup/index.html>
Hours: 8:00 a.m.–5:00 p.m., Monday–Friday

Grants SBDC

Small Business Development Center
New Mexico State University-Grants
709 E. Roosevelt
Grants, NM 87020
Phone: (505) 287-8221
Fax: (505) 287-2125
E-mail: sbdcgrnt@7cities.net
Hours: 8:00 a.m.–5:00 p.m., Monday–Friday

Las Vegas SBDC

Small Business Development Center
Luna Community College
Don Bustos, Director
366 Luna Drive
Las Vegas, NM 87701
Phone: (505) 454-2582

Alt. Phone: (800) 588-7232, ext. 1759
Fax: (505) 454-5326
E-mail: dbustos@luna.edu
Hours: 8:00 a.m.–5:00 p.m., Monday–Friday

Los Alamos SBDC

UNM – Los Alamos

19 Central Park Square
Los Alamos, NM 87544
Phone: (505) 662-0004
Fax: (505) 662-0099
E-mail: sbdc@losalamos.org
Web: <http://www.nmsbdc.org/losalamos/index.html>
Hours: 8:00 a.m.–5:00 p.m., Monday–Friday, or by appointment

Santa Fe SBDC

Small Business Development Center
Santa Fe Community College
6401 Richards Rd.
Santa Fe, NM 87505
Phone: (505) 428-1343
Fax: (505) 428-1469
E-mail: sfcssbdc@sfcnm.edu
Web: <http://www.nmsbdc.org/santafe/index.html>
Hours: 8:00 a.m.–5:00 p.m., Monday–Friday

Taos SBDC

1332 Gusdorf Road, Suite B
Juliana Barbee, Director
Taos, New Mexico 87571
Phone: (505) 737-5651
E-mail: jbarbee@nmmc.edu
Web: <http://www.nmsbdc.org/espanola/index.html>

US 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.

625 Silver SW, Suite 320
Albuquerque, NM 87102
Phone: (505) 346-7909
Web: <http://www.sba.gov/>

Financial Resources

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, computers, electronics and instrumentation, software, industrial products and equipment, and medical/healthcare.

1155 University, S.E.
Albuquerque, N.M. 87106
Phone: (505) 843-4293
Web: <http://www.archventure.com/>

Valley Ventures is an institutionally funded venture capital partnership with more than \$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.

One Technology Center
1155 University Blvd., SE, Suite N219
Albuquerque, NM 87106
Phone: (505) 843-4054
Web: <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.

1155 University Blvd., SE
Albuquerque, NM 87106
Phone: (505) 843-4277
Web: <http://www.murphco.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.

1155 University Blvd., SE
Albuquerque, NM 87106
Phone: (505) 843-4275

Web: <http://www.redriverventures.com/contact.htm>

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, Fujitsu, and New Enterprise Associates. Interests include: medical devices, diagnostics, biotechnology, medical information systems, and healthcare services.

460 St. Michael's Dr., Bldg. 1000

Santa Fe, NM 87505

Phone: (505) 982-2200

Web: www.technologyfunding.com

Tullis – Dickerson & Co., Inc. provides venture capital to healthcare companies at all stages of growth. Founded in 1986, the firm has raised four healthcare venture capital funds, totaling approximately \$4M.

1155 University Blvd., NE

Albuquerque, NM 87106

Phone: (505) 982-7007

E-mail: hr@tullisdickerson.com

Web: <http://www.tullisdickerson.com/>

NM State Investment Office State funds can be invested in NM companies if the company has a BBB bond rating or a BAA rating with a credit letter from a bank.

2055 S. Pacheco, Suite 100

Santa Fe, NM 87505

Phone: (505) 424-2500

E-mail: charles.wollmann@state.nm.us

Web: <http://www.state.nm.us/nmsic/>

Technology Ventures Corporation (TVC) helps entrepreneurs build high-quality business cases and find the right investors. Between '93 and '02, TVC figured prominently in the production of more than \$300M in capital investments, more than 55 new high-tech companies and more than 5.6K new jobs. TVC also blazed a new trail by developing an effective and unique technology commercialization model.

1155 University Blvd., SE

Albuquerque, NM 87106

Phone: (505) 246-2882

E-mail: tvchq@techventures.org

Web: <http://www.techventures.org/>

Small Business Loan Providers

Action New Mexico is a non-profit organization that provides SB loans to the smallest of businesses, with particular emphasis on traditional sources of credit. ACCION New Mexico offers loans between \$250 and \$25K to both formal and informal businesses, home-based and storefront.

20 First Plaza, NW, Suite 417
Albuquerque, NM 87102
Phone: (505) 243-8844
Web: <http://www.accionnm.org/>

Enchantment Land Development Company assists local small businesses via SBA Loan Programs.

Phone: (505) 843-9232
Web: www.elcdc.com

WESST Corp specializes in start-up assistance for women and minority owned businesses throughout New Mexico via training, consulting, and micro-lending.

414 Silver, SW
Albuquerque, NM 87102
Phone: (505) 848-4753
E-mail: west@swcp.com
Web: <http://www.wesst.org/>

New Mexico Community Development Loan Fund extends alternative lending and technical assistance.

700 4th Street, SW
Albuquerque, NM 87102
Phone: (505) 243-3196
E-mail: info@loanfund.org
Web: www.nmcldf.org

Other Assistance to Offset Business Cost

The 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 number of trainees and the amount of training needed determines the amount of funding allocated to a company. Training can be customized to meet the company's needs and can be classroom, on-the-job, or a combination of the two.

New Mexico Economic Development Department
1100 St. Francis Drive, Suite 1060

Santa Fe, NM 87505
Phone: (505) 827-0300
E-mail: edd.info@state.nm.us
Web: <http://www.edd.state.nm.us/>

Rural Job Tax Credit: Provides tax credit of up to \$1000 per employee per year. The holder may apply all or a portion of the tax credit against: tax liability; personal income tax liability, or corporate income tax liability.

New Mexico Economic Development Department
1100 St Francis Drive, Suite 1060
Santa Fe, NM 87505
Phone: (505) 827-0300
Web: <http://www.edd.state.nm.us/>

The New Mexico Workforce Connection, Northern Area/Workforce Investment Act provides pre-qualified job applicants who are screened and assessed with current labor market information; employed worker training programs; customized pre-employment training programs; on-the job training, with reimbursement of up to 50% of qualified employee's wages during allocated training hours (26 weeks, with a maximum benefit of \$4,000 per employee).

2904 Rodeo Park Dr. East, Suite 300
Santa Fe, NM 87505
Phone: (505) 473-5831
Web: <http://www.onestopnm.org>

For a complete listing of regional offices and contact numbers, please see page 8.

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), which 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 Credit offer tax credit to hire welfare recipients.

301 West De Vargas
Santa Fe, NM 87501
Phone: (505) 827-7434
E-mail: infodol@state.nm.us
Web: <http://www.dol.state.nm.us/>

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.

New Mexico Economic Development Department
1100 St. Francis Dr., Suite 1060
Santa Fe, NM 87505
Phone: (505) 827-0300
E-mail: edd.info@state.nm.us
Web: <http://www.edd.state.nm.us/>

Investment Tax Credits: The state provides for a credit equal to 55 % 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.

New Mexico Economic Development Department
100 St. Francis Dr., Suite 1060
Santa Fe, NM 87505
Phone: (505) 827-0300
E-mail: edd.info@state.nm.us
Web: <http://www.edd.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.

New Mexico Economic Development Department
1100 St. Francis Drive, Suite 1060
Santa Fe, NM 87505
Phone: (505) 827-0300
E-mail: edd.info@state.nm.us
Web: <http://www.edd.state.nm.us/>

Assistance for Minority Businesses

The Minority Business Loan Guarantees is a Small Business Administration (SBA) Pre-Qualification Program for women and minorities, including Hispanic businesses.

Web: <http://www.sba.gov/hotlist/minor.html>

The SBA 8(a) Program is set aside by the federal government for contracts to small minority businesses, socially and economically disadvantaged individuals.

Small Business Administration
Albuquerque District Office
625 Silver, SW, Suite 320
Albuquerque, NM 87102

Phone: (505) 346-7909
E-mail: albuquerque.nm@sba.gov
Web: <http://www.sba.gov/index.html>

NEDA Business Consultants, Inc. is New Mexico's Statewide Minority Business Development Center funded by the Minority Business Development Agency (MBDA) of the US 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.

718 Central Ave., SW, Suite 2
Albuquerque, NM 87102
Phone: (505) 843-7114
E-mail: info@nedainc.net
Web: <http://www.nedainc.net/>

The Bureau of Indian Affairs Direct Loan Program provides loans to eligible Pueblo and individual Indian enterprises that are located on or near Indian reservations. If located near a reservation, the business must make an economic contribution to that reservation.

615 1st St., NW
Albuquerque, NM 87102
Phone: (505) 766-3156

The Bureau of Indian Affairs (BIA) Guaranteed Loan Program provides loans to eligible pueblos or individual Indian enterprises. BIA requires that applicants have 20% equity in the form of cash unencumbered assets to be used in the proposed business.

615 1st St., NW
Albuquerque, NM 87102
Phone: (505) 766-3156
Web: <http://www.doi.gov/bia/Loan%20Guaranty%20Brochure.pdf>

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 locally and independently.

1835 Candelaria, NW
Albuquerque, NM 87107
Phone: (505) 400-0816
E-mail: info@keepitquerque.org

Web: www.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.

P.O. Box 30504
Albuquerque, NM 87190
Phone: (505) 888-7AMA
E-mail: info@nmama.org
Web: www.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.

Trade Division
1100 St. Francis Dr.
Santa Fe, NM 87505
Phone: (505) 827-0307
E-mail: trade@edd.state.com
Web: <http://www.nmidea.org/resources.html>

Training and Education

The Albuquerque Quality Network (AQN) 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
E-mail: aqn@aqnetwork.org
Web: www.aqnetwork.org

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

P.O. Box 30887
Albuquerque, NM 87190
Phone: (505) 243-1430
E-mail: nawbo-nnm@earthlink.net
Web: www.nawbonm.org

Next Generation Economy, Inc. supports local entrepreneurs via training, market intelligence, leadership development, mentor/protégé programs, and networking promotion.

P.O. Box 9587
Albuquerque, NM 87119
Phone: (505) 843-9000
Web: www.nextgenclusters.org

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.

625 Silver, SW, Suite 320
Albuquerque, NM 87102
Phone: (505) 346-6750
Web: <http://www.score.org/>

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.

Santa Fe Community College
6401 Richards Avenue
Santa Fe, NM 87508
Phone: (800) 281-7232
Web: www.nmsbdc.org

University of New Mexico's Anderson School of Management offers assistance to technology businesses in matters such as assessments/forecasting, description, mapping, commercialization, management, and expeditionary marketing studies.

1924 Las Lomas, NE
Albuquerque, NM 87131
Phone: (505) 277-6471
E-mail: friends@mgt.unm.edu
Web: <http://www.mgt.unm.edu/>

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

500 4th St., NW, Suite 215
Albuquerque, NM 87102
Phone: (505) 944-2001
E-mail: QNM@quality-newmexico.org
Web: www.qualitynewmexico.org

The New Mexico Workforce Connection, Northern Area/Workforce Investment Act provides pre-qualified job applicants who are screened and assessed with current labor market information; employed worker training programs; customized pre-employment training programs; on-the job training, with reimbursement of up to 50% of qualified employee's wages during allocated training hours (26 weeks, with a maximum benefit of \$4,000 per employee).

2904 Rodeo Park Dr. East, Suite 300
Santa Fe, NM 87505
Phone: (505) 473-5831
Web: <http://www.onestopnm.org>

For a complete listing of regional offices and contact numbers, please see page 8.

General Small Business Support Organizations

Small Business Administration

The Small Business Administration (SBA) is the agency charged with helping Small Business (SB) 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. Following are some helpful Web sites offered by the SBA with regard to government contracting:

The entry point for SBA – provides information on SBA opportunities
<http://www.sba.gov/businessop/index.html>

The SBA Web site – dedicated to government contracting
<http://www.sba.gov/GC/>

SCORE – an initiative called the Service Corp of Retired Executives – provides SBs with a range of assistance
<http://www.score.org/>

The SBA Small Business profile of New Mexico
<http://www.sba.gov/advo/stats/profiles/04nm.pdf>

The SBA Pocketbook – summarizes many of its programs
http://community.lanl.gov/business_resource_guide/section1/a.shtml

Office of Small and Disadvantaged Business Utilization

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.doi.gov/osdbu/>

The following Web site lists contact information for each Federal OSDBU Office:
<http://www.osdbu.gov/>

Minority Business Development Agency

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 US 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/>

Small Business Development Centers

New Mexico has 18 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

For more information visit: <http://www.nmsbdc.org/>.

Local Small Business Resources

There are numerous local economic development organizations, business incubators, and SB associations that provide a wide range of assistance to small businesses. Assistance provided includes, such areas as counseling, classes, and start-up work space for the. Local SB resources follow:

New Mexico Economic Development Department

<http://www1.edd.state.nm.us/>

Albuquerque Regional Development Corporation

<http://www.rdcnm.org/>

Cibola Communities Economic Development Foundation

<http://mttaylor.com/ciboladev/index.htm>

Los Alamos Commerce and Development Corporation

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

Santa Fe Economic Development, Inc.

<http://www.sfedi.org/index.html>

Santa Fe Business Incubator

<http://www.sfbi.net/>

San Juan Economic Development Service

<http://www.sanjuaneds.com>

San Juan County Business Incubator

<http://www.sanjuaneds.com>

Taos Business Alliance

<http://www.taosba.org/>

The Metro New Mexico Development Alliance

<http://www.nmsitesearch.com/>

UNM Small Business Institute (offers free business consulting)

<http://nmnow.mgt.unm.edu/sbi/>

National Minority Supplier Development Council

The National Minority Supplier Development Council (NMSDC) is a national organization that links major corporations and minority businesses.

<http://www.nmsdcus.org/index.html>

Links to their regional councils:

http://www.nmsdcus.org/locations/regional_councils.html

Northern Area Chambers of Commerce

Angel Fire Chamber of Commerce

<http://www.angelfirechamber.org>

Aztec Chamber of Commerce

www.aztecchamber.com

Bloomfield Chamber of Commerce

www.bloomfieldnm.info

Chama Chamber of Commerce

http://www.2chambers.com/chama_new_mexico.htm

Espanola Chamber of Commerce

<http://www.espanolanmchamber.com/>

Farmington Chamber of Commerce

<http://www.gofarmington.com/>

Gallup Chamber of Commerce

<http://www.newmexico.org/place/loc/directory/page/DB-place/category/99/place/412.html>

Grants Chamber of Commerce

www.grants.org

Las Vegas Chamber of Commerce

www.lasvegasnm.org

Los Alamos Chamber of Commerce

<http://losalamoschamber.com>

Raton Chamber of Commerce

<http://www.raton.info>

San Miguel, New Mexico Chamber of Commerce

www.lasvegasnm.org

Santa Fe Chamber of Commerce

<http://www.santafechamber.com/>

Taos Chamber of Commerce

<http://www.taoschamber.com/>

Small Business Programs

Small Disadvantaged Business (SDB)

A small business is one 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. Following are several Small Disadvantaged Business resources and programs:

Minority Business Net

<http://www.mbnet.com/>

Minority Business and Professionals Network

<http://www.minorityprofessionalnetwork.com/>

National Minority Business Council

<http://www.nmbc.org/>

United States Hispanic Chamber of Commerce

<http://www.nhba.org/>

Small Development Business Programs Specifically for Native American Firms

SBA – Office of Native American Affairs

<http://www.sba.gov/naa/>

Native American Procurement and Technical Assistance Center

<http://www.uida.org/mission.html>

SBA – Tribal Business Information Centers (TBICs)

<http://www.sba.gov/naa/tribes/>

The National Center for American Indian Enterprise Development

<http://www.ncaied.org>

National Indian Business Association (NIBA)

<http://nibanetwork.org/>

National Congress of American Indians

<http://www.ncai.org/>

Women-Owned Small Business

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

SBA – Online Women’s Business Center

<http://www.onlinewbc.gov/>

WOMENBIZ.GOV

The gateway for women-owned businesses selling to the federal government.

<http://www.womenbiz.gov/>

National Women’s Business Council

<http://www.nwbc.gov/>

Women’s Business Enterprise National Council (WBENC)

<http://www.wbenc.org/>

Center for Women’s Business Research

<http://www.cfwbr.org/>

SBA – Special Interests: Women Entrepreneurs

<http://www.sbaonline.sba.gov/financing/special/women.html>

Department of the Army – Women-Owned Small Business

<http://www.sellingtoarmy.info/User/ShowPage.aspx?SectionID=13>

Business Women’s Network

<http://www.bwni.com/>

Veteran-Owned Small Business

A veteran-owned small business is one that is (1) not less than 51% of which is owned by one or more veterans or, in the case of any publicly owned business, not less than 51% of the stock is owned by one or more veterans; and (2) the management and daily business operations are controlled by one or more veterans. Following is a listing that provides a listing of veteran-owned small business resources.

VETBIZ GOV

The Federal Web Portal for Veterans in Business

<http://www.vetbiz.gov/>

Department of Veterans Affairs Office of Small and Disadvantaged Business Utilization

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

SBA – Veterans Business Development

<http://www.sbaonline.sba.gov/vets/>

Association for Service Disabled Veterans

<http://www.asdv.org/index2.cfm>

The Veterans Corporation

<http://www.veteranscorp.org/>

Service–Disabled Veteran-Owned Small 8 (a) Business

A service-disabled veteran-owned small 8(a) business is one that is (1) not less than 51% of owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51% of the stock 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% 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 US Government. Executive Order 13360 (Service-Disabled Veterans Executive Order) will increase federal contracting and subcontracting opportunities for service-disabled veteran businesses.

8(a) Business

The SBA Act provides that 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. The following offers a listing of 8(a) Business resources.

SBA – 8(a) Business Development

<http://www.sba.gov/8abd/>

DOE – Instruction Regarding 8(a) Contracts

<http://professionals.pr.doe.gov/ma5/MA-5web.nsf/Procurement/AG-Chapter19?OpenDocument>

Department of the Army – 8(a)

<http://www.sellingtoarmy.info/User/ShowPage.aspx?SectionID=14>

Historically Underutilized Business Zones (HUB Zones)

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. Following is a listing of HUBZone resources.

SBA –HUBZone

<http://www.sba.gov/hubzone/>

Department of the Army –HUBZone

<http://www.sellingtoarmy.info/User/ShowPage.aspx?SectionID=17>

HUBZone Empowerment Contracting

<https://eweb1.sba.gov/hubzone/internet/index.cfm>

Economic Development

The 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 recourses.

One Civic Plaza, Room 3047
Albuquerque, NM 87102

Phone: (505) 768-3270
E-mail: fmondragon@cabq.gov
Web: <http://www.cabq.gov/econdev/>

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 the economy in our region.

P.O. Box 715
Los Alamos, NM 87544
Phone: (505) 662-0001
E-mail: lacdc@losalamos.org
Web: <http://www.losalamos.org/lacdc/>

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

1010 Marquez Place, Suite A
Santa Fe, NM 87505
Phone: (505) 820-1226
E-mail: info@rdcnm.org
Web: www.rdcnm.org

Small Disadvantaged Business Programs

A small disadvantaged business for Native American firms 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 a “preponderance of 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. Following is a list of programs specific to Native American firms.

Native American Assistance

SBA – Office of Native American Affairs
<http://www.sba.gov/naa/>

New Mexico Native American Development Center
<http://www.indiansbusiness.org/New%20Mexico/>

Native American Procurement and Technical Assistance Center
<http://www.uida.org/mission.html>

SBA – Tribal Business Information Centers (TBICs)

<http://www.sba.gov/naa/tribes/>

The National Center for American Indian Enterprise Development

<http://www.ncaied.org/>

National Indian Business Association (NIBA)

<http://nibanetwork.org/>

Native American Business and Services Directory

<http://nadirectory.com/>

National Congress of American Indians

<http://www.ncai.org/>

Pueblo Governors and Tribal Officials 2007

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.

Southern Pueblos:

Pueblo of Acoma

Governor Jason Johnson

1st Lt. Gov. B. Gregory Hista

2nd Lt. Gov. Randall Vicente

Pueblo of Acoma

P.O. Box 309

Acoma, NM 87034

Phone: (505) 552-6604/6605

Fax: (505) 552-7204

Pueblo of Cochiti

Governor Cippy Crazyhorse

Lt. Gov. Leroy Arquero

Pueblo of Cochiti

P.O. Box 70

Cochiti Pueblo, NM 87072

Phone: (505) 465-2244

Fax (505) 465-1135

Pueblo of Santa Ana

Governor Leonard Armjijo

Lt. Gov. Bruce Sanchez

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

Pueblo of Isleta (2nd term)
Governor Robert Benevidez
1st Lt. Gov. Max Zuni
2nd Lt. Gov. Michael Jojola
Pueblo of Iseleta
P.O. Box 1270
Iseleta Pueblo, NM 87022
Phone: (505) 869-3111/6333
Fax: (505) 869-4236

Pueblo of Sandia
Governor Lawrence R. Gutierrez
1st Lt. Gov. Scott Paisano
Pueblo of Sandia
P.O. Box 6008
Bernalillo, NM 87004
Phone: (505) 867-3317
Fax: (505) 867-9235

Pueblo of Zuni
Governor Arlen P. Quetawki Sr. (final 4-year term)
1st Lt. Gov. Carmelita Sanchez
Pueblo of Zuni
P.O. Box 339
Zuni, NM 87327
Phone: (505) 782-7022
Fax: (505) 782-2700

Pueblo of San Felipe
Governor Sam Candelaria
Lt. Gov. Earl Patrick Sandoval
Pueblo of San Felipe
P.O. Box 4339
San Felipe, NM 87001
Phone: (505) 867-3381/3382
Fax: (505) 867-3383

Pueblo of Zia
Governor Rudy Shije
1st Lt. Gov. David Pino

Pueblo of Zia
135 Capital Square Dr.
Zia Pueblo, NM 875053-6013
Phone: (505) 867-3304
Fax: (505) 867-3308

Pueblo of Santo Domingo

Governor Julian Coriz
Lt. Gov. Sammy Garcia
Pueblo Santo Domingo
P.O. Box 99
Santo Domingo Pueblo, NM 87052
Phone: (505) 465-2214/2215
Fax: (505) 465-2688

Pueblo of Jemez

Governor Roger Madalena
1st Lt. Gov. Michael Loretto
2nd Lt. Gov. Joseph Alfred Toya
Pueblo of Jemez
P.O. Box 100
Jemez Pueblo, NM 87024
Phone: (505) 834-7331
Fax: (505) 834-7331

Pueblo of Laguna

Governor Roland Johnson (2nd term)
1st Lt. Gov. Virgil Slow
2nd Lt. Gov. Charles Poncho
Pueblo of Laguna
P.O. Box 194
Laguna Pueblo, NM 87026
Phone: (505) 552-6654/6655/6598
Fax: (505) 552-6941

Northern Pueblos:

Pueblo of Nambe

Governor Dennis Vigil
1st. Lt. Gov. Phillip Perez
Pueblo of Nambe
Route 1 Box 117-BB
Santa Fe, NM 87506
Phone: (505) 455-2036
Fax: (505) 455-2038

Pueblo of Picuris

Governor Richard Mermejo (2nd term)
Lt. Gov. Manual Archuleta
Pueblo of Picuris
P.O. Box 127
Penasco, NM 87553
Phone: (505) 587-2519
Fax: (505) 587-1071

Pueblo of Pojoaque

Governor George Rivera (2nd term)
1st Lt. Gov. Linda Diaz
Pueblo of Pojoaque
78 Cities of Gold Road
Santa Fe, NM 87506
Phone: (505) 455-3334
Fax: (505) 455-0174

Pueblo of San Ildefonso

Governor James Mountain
1st Lt. Gov. Martin Wayne Aguilar
2nd Lt. Erik Fender
Pueblo of San Ildefonso
Route 5 Box 315-A
Santa Fe, NM 87506
Phone: (505) 455-2273
Fax: (505) 455-7351

Pueblo of Santa Clara

Governor Michael Chavarria
1st Lt. Gov. Alvin Warren
Pueblo of Santa Clara
Espanola, NM 87532
Phone: (505) 753-7330/7326
Fax: (505) 753-8988

Pueblo of Tesuque

Governor Gil Vigil
1st Lt. Gov. Anthony Dorame
Pueblo of Tesuque
Route 42, Box 360-T
Santa Fe, NM 87506
Phone: (505) 983-2667
Fax: (505) 982-2331

Ohkay Owingeh

Governor Joseph Garcia (2nd term)
1st Lt. Gov. Peter Cata
Ohkay Owingeh
P.O. Box 1099
Phone: (505) 852-4400/4210
Fax: (505) 852-4820

Pueblo of Taos

Governor James Lujan, Sr.
1st. Lt. Gov. Clyde M. Romero, Sr.
Pueblo of Taos
P.O. Box 1846
Taos, NM 87571
Phone: (505) 758-9593
Fax: (505) 758-4604

Reservation Officials:**Jicarilla Apache Nation**

President Levi Pesata
Vice President Ty Vicenti
Jicarilla Apache Nation
P.O. Box 507
Dulce, NM 87528
Phone: (505) 759-3242
Fax: (505) 759-3005

Navajo Nation

President Joe Shirley, Jr.
Vice President Frank Dayish, Jr.
Navajo Nation
P.O. Box 9000
Window Rock, AZ 6515
Phone: (928) 871-6352/6357
Fax: (928) 871-4025

Navajo Nation Council

Lawrence Morgan Speaker of the House
Navajo Nation Council
Office of the Speaker
P.O. Box 3390
Window Rock, AZ 86515
Phone: (928) 871-7255
Fax: (928) 871-7255

Mescalero Apache Tribe

President Mark Chino
Vice President Ferris Palmer, Sr.
Mescalero Apache Tribe
P.O. Box 227
Mescalero, NM 88340
Phone: (505) 464-4494
Fax: (505) 464-9191

Other Tribal Officials:**All Indian Pueblos Council**

Chairman Amadeo Shije
Vice Chairman Gilbert Vigil
All Indian Pueblos Council
2401 12th Street, NW
Albuquerque, NM 87103
Phone: (505) 881-1992
Fax: (505)883-7682

Eight Northern Indian Pueblos Council

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

Five Sandoval Indian Pueblos

Executive Director Roger Madalena
Five Sandoval Indian Pueblos, Inc.
1043 Highway 313
Bernalillo, NM 87004
Phone: (505) 867-3351
Fax: (505) 867-3514

Procurement Technical Assistance Centers

Procurement Technical Assistance Centers (PTAC) are national resources, comprised of procurement professionals who provide assistance to SBs. Local offices are distributed across the country.

PTAC's Web site describes the range of services they can provide to small businesses. Most services are provided free of charge.

Listing of New Mexico Procurement Assistance Centers

http://www.aptac-us.org/new/Govt_Contracting/find.php?what=search&State=NM

Procurement Organizations

DOE, NNSA, LANL, SNL

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 following list includes links for information on the Small Business Offices for the DOE, NNSA, LANL, and SNL.

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>

United States Air Force/Kirtland Air Force Base

The USAF SB Web page has drill-down capability to provide more in-depth information on most subjects of interest to SBs.

<http://selltoairforce.org/Programs/programs.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/DoD_Contracting_Guide.pdf

United States Army

The US Army Small Business Web page provides national information to help Small Businesses

<http://www.sellingtoarmy.info/user/showpage.aspx?SectionID=9>

In addition, White Sands Missile Range (WSMR) also has a Small Business site:

<http://www.wsmr.army.mil/DOCPAGE/pages/SDBA.htm>

The WSMR contracting site is:

<http://www.wsmr.army.mil/DOCPAGE/DOCPAGE.htm>

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/>

United States Navy

The US Navy doesn't have a large presence in New Mexico, but it can represent a potential market outside of New Mexico for some SBs. Their SB site is

<http://www.hq.navy.mil/sadbu/>

US Army Corps of Engineers

The US Army Corps of Engineers has nationwide procurement opportunities.

<http://www.usace.army.mil/business.html>

Albuquerque District Office

<http://www.spa.usace.army.mil/>

NASA

NASA has a facility in Southern New Mexico and is a major buying entity nationwide

<http://www.hq.nasa.gov/office/codek/>

NASA SB Specialists

http://www.hq.nasa.gov/office/codek/center_special_directory.htm

All NASA Centers

<http://procurement.nasa.gov/cgi-bin/nais/nasaproc.cgi>

GSA

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. Following is a listing of GSA Web sites:

GSA Home Page

<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>

Office of Small Business Utilization

<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelId=-13325>

GSA Schedules

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=8106&contentType=GSA_OVERVIEW

Department of Interior

The Department of Interior has several procurement offices in NM including the Bureau of Indian Affairs, Bureau of Land Management, National Park Service, Bureau of Reclamation, US

Fish and Wildlife Service, and the US 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>

Federal Acquisition Jumpstation

The Federal Acquisition Jumpstation lists the Web sites 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/>

State of New Mexico

The State of New Mexico has a number of programs, which provide SB assistance, including:

New Mexico Workforce Connection, Northern Area

<http://www.onestopnm.org/>

NM Economic Development Department

<http://www.edd.state.nm.us/>

State Purchasing Office

<http://www.state.nm.us/spd/>

Guide for Doing Business with the State

http://www.state.nm.us/gsd/spd/spd_how.html

City of Albuquerque

The official Web site for the city of Albuquerque is:

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

Office of Economic Development

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

University of New Mexico

The University of New Mexico Purchasing Web site is:

<http://www.unm.edu/~purch/>

The Web site, which lists buyers and contact information is:

<http://www.unm.edu/~purch/staff.html>

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

Additional Assistance for Small Business

The Small Business Innovative Research (SBIR) and SB Technology Transfer (STTR) are US 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. Following is a list of various SBIR/STTR resources.

Small Business Innovative Research (SBIR) and SB Technology Transfer (STTR) Resources

Department of the Navy – SBIR/STTR
<http://www.navysbir.com/>

Department of Defense – SBIR/STTR
<http://www.acq.osd.mil/sadbu/sbir/>

United States Army – SBIR/STTR
<http://www.aro.army.mil/arowash/rt/sbir/sbir.htm>

NASA – SBIR/STTR
<http://sbir.gsfc.nasa.gov/SBIR/SBIR.html>

Department of Energy – SBIR/STTR
<http://sbir.er.doe.gov/sbir/>

Contract-Based Mentor-Protégé Programs

Contract-based mentor-protégé programs assist small businesses (protégés) in allowing participants 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. Following is a list of several mentor-protégé programs.

Department of Defense – Mentor Protégé Program
http://www.acq.osd.mil/osbp/mentor_protege/

SBA – Mentor Protégé Program
<http://www.sba.gov/8abd/indexmentorprogram.html>

Department of the Army – Mentor Protégé Program

<http://www.sellintoarmy.info/User/ShowPage.aspx?SectionID=12>

Department of Energy – Mentor Protégé Program

http://smallbusiness.doe.gov/Small_Business_Programs/Mentor-Protege/mentor-protege.html

Sandia National Laboratories – Mentor Protégé Program

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

Government Regulations/Requirements

Federal Acquisition Regulation

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

North American Industry Classification System (NAICS)

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 US business economy. 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. Following, are some sites that provide additional information, which include a list of the codes, description of the business, and size standard.

NAICS Web site:

<http://www.naics.com/>

Specific NAICS information

<http://www.census.gov/epcd/www/naics.html>

Central Contract Registration (CCR)

The 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 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>

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:

http://www.arnet.gov/far/current/html/Subpart%2014_1.html#wp1091043

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

http://www.arnet.gov/far/current/html/Subpart%2015_1.html#wp1095839

Part 16 of the Federal Acquisition Regulation describes the types of contracts used in government contracting, the Web site is:

<http://www.arnet.gov/far/current/html/FARTOCP16.html>

Primary Contract Types

Firm Fixed Price

http://www.arnet.gov/far/current/html/Subpart%2016_2.html#wp1091104

Cost Reimbursement

http://www.arnet.gov/far/current/html/Subpart%2016_3.html#wp1077348

Indefinite Delivery

http://www.arnet.gov/far/current/html/Subpart%2016_5.html#wp1093133

Time and Material

http://www.arnet.gov/far/current/html/Subpart%2016_6.html#wp1080953

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

http://www.arnet.gov/far/current/html/Subpart%2016_1.html#wp1085495

Purchase Cards

Purchase Cards are a special streamlined procurement method used for lower-value purchases. The government-wide commercial purchase card may be used to:

- Make micro-purchases.
- Place a task or delivery order (if authorized in the basic contract, basic ordering agreement, or blanket purchase agreement).
- Make payments, when the contractor agrees to accept payment by the card.

For more information, visit <http://www.acq.osd.mil/dpap/pcard/index.htm>.

Contract Administration

The policies and procedures for performing contract administration and contract audit services are contained in: http://www.arnet.gov/far/current/html/Subpart%2042_1.html.

Once a business has 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. Some of the specific parts of FAR Subpart G Contract Management that are of particular importance follow.

Contract Management

Contract Modifications

<http://www.arnet.gov/far/current/html/FARTOCP43.html#wp232933>

Government Property

<http://www.arnet.gov/far/current/html/FARTOCP43.html#wp232933>

Quality Assurance

<http://www.arnet.gov/far/current/html/FARTOCP46.html#wp226846>

Terminations

<http://www.arnet.gov/far/current/html/FARTOCP49.html#wp226845>

Glossary/Dictionary of Acronyms

The dictionary that defines government procurement terms:

<http://www.nsf.gov/bfa/dcca/contracts/procterm.jsp>

Government Resources

Procurement Assistance

The New Mexico Procurement Assistance Program offers procurement assistance to local businesses through 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.

Web: <http://www.state.nm.us/gsd/spd/pap/consultants.html>

The following is a list of the business procurement consultants and the counties they serve:

Rose Lopez

Business Procurement Consultant
Quality Center for Business
5101 College Blvd., Room 5009
Farmington, NM 87402
Phone: (505) 325-0327
Fax: (505) 325-1688
E-mail: lopezr@sanjuancollege.edu
Counties served: Cibola, McKinley, and San Juan

Vacant

1100 St. Francis Dr.
Joseph Montoya State Building
Santa Fe, NM 87503
Fax: (505) 827-0499
Counties served: Colfax, Harding, Los Alamos, Mora, Rio Arriba, San Miguel, Santa Fe, Taos, and Union

Eddie Sosaya, Sr.

Business Procurement Consultant
South Valley Small Business Development Center
318 Isleta Blvd., SW, Room 12
Albuquerque, NM 87102
Phone: (505) 848-8224
Fax: (505) 766-9876
E-mail: esosaya@abq.com
Counties served: Bernalillo, Curry, De Baca, Quay, Roosevelt, Sandoval, Socorro, Valencia, and Guadalupe

Elizabeth Maldonado

Business Procurement Consultant
South Valley Small Business Development Center
318 Isleta Blvd., SW, Room 11
Albuquerque, NM 87102
Phone: (505) 243-2127
Fax: (505) 766-9876
E-mail: emaldonado@abq.com
Counties served: Bernalillo, Curry, De Baca, Quay, Roosevelt, Sandoval, Socorro, Valencia, and Guadalupe

Edward Ybarra

Business Procurement Consultant
c/o Mesilla Valley Economic Development Alliance
505 South Main St., Suite 134
Las Cruces, NM 88004
Phone: (505) 523-7653

Fax: (505) 523-7670

E-mail: procure@mveda.com

Counties served: Hidalgo, Grant, Luna, Sierra, Otero, Dona Ana, Lincoln, Eddy, Chaves, and Lea

Rene Saenz

Business Procurement Consultant

P.O. Box 851

1211 North Hudson Street

Silver City, NM 88062

Phone: (505) 388-2147

Fax: (505) 388-1267

E-mail: nmpass@qwest.net

Counties served: Catron, Sierra, Grant, Luna, and Hidalgo

Office space for the procurement assistance program is provided by the junior colleges throughout the state and the SB development centers. Funding is provided by the State of New Mexico General Services Department and the US Defense Logistics Agency.

Technical Assistance

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

P.O. Box 80233

Albuquerque, NM 87198

Phone: (505) 288-8703

E-mail: NMBBAinfo@aol.com

Web: www.nmbio.org

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

4501 Indian School Rd., NE, Suite 202

Albuquerque, NM 87110

Phone: (800) MEP-4MFG

E-mail: info@newmexicomep.org

Web: <http://www.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 from other partnerships that have been established.

Phone: (505) 284-9548

E-mail: mjohns@sandia.gov

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

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.

428 Sandoval, Suite 201

Santa Fe, NM 87501

Phone: (505) 820-1226

E-mail: info@rdcnm.org

Web: <http://www.rdcnm.org/pSATOP.aspx>

Additional Economic Development Organizations

New Mexico Industrial Development Executives Association (NMIEDEA)

<http://www.nmidea.org/>

International Economic Development Council (IEDC)

<http://iedconline.org/>

The New Mexico Chapter of the National Association of Industrial and Office Properties

<http://www.naiopnm.org/>

Angel Fire/Eagle Next Economic Development

<http://www.angelfirecondev.com/>

Cibola Communities Industrial Development Foundation, Inc.

<http://mttaylor.com/ciboladev/html/facl.html>

Four Corners Partnership

<http://www.littlecolorado.org/fcsfor.htm>

City of Gallup Economic Development

<http://www.ci.gallup.nm.us/index.htm>

City of Las Vegas Economic Development

<http://www.ci.north-las-vegas.nv.us/Departments/EconomicDevelopment/EconomicDevelopment.cfm>

Raton Economic Development Council

<http://www.nmtourism.org/place/loc/travel/page/DB-place/category/99/place/449.html>

Santa Fe Economic Development, Inc.
<http://www.santafe.com/shopping/bookstores.html>

San Juan Economic Development Service, Inc.
<http://www.sanjuaneds.com/>

Tri-Area Association for Economic Development
<http://acronyms.thefreedictionary.com/Tri-Area+Association+for+Economic+Development>

Additional Business Resource Guides

Albuquerque Economic Development: Business Resources
<http://www.abq.org/resources.html>

New Mexico Business Resource Center
<http://www.brc.nm.org/>

New Mexico Small Business Development Center – Resources
http://www.nmsbdc.org/nm_resources.html

US Department of Housing and Urban Development – Small Business Resources in New Mexico
<http://www.hud.gov/offices/osdbu/resource/guide/local/nmexico.cfm>

2005 Directory, New Mexico Economic Development Organizations – New Mexico University
<http://www.ruraleconomics.nmsu.edu/docs/dir.pdf>

Los Alamos National Lab Business Resource Guide
http://community.lanl.gov/business_resource_guide/docs/resourceguide.pdf