



The LANL BUSINESS RESOURCE GUIDE

A Resource Guide for New Mexico Businesses
Interested in Government Contracting or in
Utilizing Various Statewide Business Resources.





Introduction	3	Section 2: Business Resources	17
Section 1: Government Contracting	4	A. General Business Resources	18
A. General Small Business Support Orgs. ..	5	B. Financial Resources	19
Small Business Administration		Venture Capital Financing	
Ofc. of Small and Disadvantaged Business Util.		Small Business Loan Providers	
Minority Business Development Agency		Other Assistance to Offset Business Cost	
Small Business Development Centers		Tax Relief	
Procurement Technical Assistance Centers		Assistance for Minority Businesses	
Local SB Resources		C. Marketing Assistance	24
National Minority Supplier Development Council		D. Training and Education	25
Local Chambers of Commerce		E. Government Resources	27
B. Small Business Programs	8	Procurement Assistance	
Small Disadvantaged Business (SDB)		Involvement in the Political Process	
Woman-Owned Small Business		F. Technical Assistance	28
Veteran-Owned Small Business		G. Economic Development	29
Service-Disabled Veteran-Owned Small Business		H. Native American Assistance	30
8(a) Business		Small Disadvantaged Business Programs	
Historically Underutilized Business Zones		Specifically for Native American Firms	
(HUBZone)		Pueblo Governors and Tribal Officials–2006	
C. Procurement Organizations	11	Section 3: Appendices	34
DOE, NNSA, LANL, SNL		A. Additional Business Resource Guides ..	34
United States Air Force/Kirtland Air Force Base			
United States Army			
US Navy			
US Army Corps of Engineers			
NASA			
GSA			
Department of Interior			
Federal Acquisition Jumpstation			
State of New Mexico			
City of Albuquerque			
University of New Mexico			
D. Addtl Assistance for Small Business	14		
Small Business Innovative Research (SBIR) and			
SB Technology Transfer (STTR) contract-based			
mentor-protégé programs			
E. Gov't Regulations/Requirements	15		
Federal Acquisition Regulation			
North American Industry Classification System			
(NAICS)			
Central Contract Registration (CCR)			
Types of Government Contracts			
Purchase Cards			
Contract Administration			
Glossary/Dictionary of Acronyms			



Los Alamos National Laboratory (LANL) is dedicated to assisting small businesses throughout the state of New Mexico. The Laboratory, as a demonstration of this commitment, dedicated the resources needed to develop the guide and in the future, maintain it so that it contains accurate and comprehensive information.

The Government Contracting section and the Business Resources section provide numerous business tips of immense value to start-up enterprises and established firms. The wide variety of resources in this guide should help all businesses that 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 information is listed under each resource and identifies their name, a description of their services, contact information, and website address. The guide is a work-in-progress and will be reviewed and maintained regularly. Los Alamos National Laboratory encourages suggestions and information that will improve the utility of the guide.

The intent of this Guide is for New Mexico Businesses and Community Organizations interested in identifying Resources to improve their businesses or organization.

The LANL Business Advisory Council (BAC), an organization of key New Mexico suppliers, created this guide for use by businesses and community organizations interested in building their capacity and improving services to their clients. The guide is divided into two major sections, Government Contracting and Business Resources. If you would like to provide comments or feel your organization should be listed in this resource guide please email community@lanl.gov or call 667-2194. Only organizations who meet predetermined criteria will be considered.



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 intranet 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.



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.business.gov/topics/government_contracting. 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

- **Contracting Overview** – Lists over a dozen additional sites for information.
http://www.business.gov/topics/government_contracting/contracting_overview/index.html
- **Where to start** – contains a number of excellent information resources
http://www.business.gov/topics/government_contracting/where_to_start/index.html
- **Procurement Library** – Lists some very good information in the area of government procurements
http://www.business.gov/topics/government_contracting/procurement_library/index.html

A-1. Small Business Administration

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. In this document, we will only address the government contracting. Listed below are helpful websites offered by the SBA.

- **The entry point for SBA** – provides information on SBA opportunities
<http://www.sba.gov/businessop/index.html>
- **The SBA website**- dedicated to government contracting
<http://www.sba.gov/GC/indexresources.html#Tools>
- **Additional information** provided by the SBA
<http://www.sba.gov/yourgovt/osdbu.htm>
- **SCORE** – an initiative called the Service Corp of Retired Executives – provide SBs with a range of assistance.
<http://www.sba.gov/yourgovt/osdbu.html> (The Santa Fe branch)
- The **SBA Small Business profile of New Mexico**
<http://www.sba.gov/advo/research/profiles/O5nm.pdf>
- The **SBA Pocketbook** – summarizes many of its programs
http://www.doi.gov/osdbu/pocket_guide.pdf

A-2. 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.osdbu.gov/>
- The following website lists **contact information for each Federal OSDBU Office**
<http://www.osdbu.gov/Listofmembers.htm>



A-3. 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 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. 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.
<http://www.nmsbdc.org/>

A-5. 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.
- Listing of **New Mexico Procurement Assistance Centers**
- 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://aptac-usorg.zcreative.com/new/Govt_Contracting/index.php

A-6. Local SB Resources

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

- | | |
|---|---|
| <ul style="list-style-type: none"> ➤ Regional Development Corp.
http://www.rdcnm.org/ ➤ Santa Fe Economic Development Inc.
http://www.sfedl.org/index.html ➤ Los Alamos Commerce and Dev.. Corp.
http://www.losalamos.org/lacdc/ ➤ Santa Fe Business Incubator
http://www.sfbli.net/ ➤ Taos Business Alliance
http://www.taosba.org/abouttba.html | <ul style="list-style-type: none"> ➤ Albuquerque Economic Development Inc.
http://www.abq.org/ ➤ The Metro NM Development Alliance
http://www.nmsitesearch.com/ ➤ UNM Small Business Inst. (Offers free business consulting)
http://nmnow.mgt.unm.edu/sbi/ ➤ Northern New Mexico Supplier Alliance
http://www.nnmsa.org/ |
|---|---|



A-7. 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

A-8. Local Chambers of Commerce

- **Greater Albuquerque Chamber of Commerce**

<http://abqchamber.com/>

- **Albuquerque Hispano Chamber of Commerce**

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

- **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/>

- **Española Chamber of Commerce**

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



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 is Small Disadvantage Business resources and programs specific to Native American firms.

- **Minority Business Net**
<http://www.mbnnet.com/>
- **Minority Business and Professionals Network**
<http://www.mbpn.org/>
- **National Minority Supplier Development Council**
<http://www.nmsdcus.org/index.html>
- **National Minority Business Council**
<http://www.nmbc.org/>
- **United States Hispanic Chamber of Commerce**
<http://www.usbcc.com/>
- **National Hispanic Business Association**
<http://www.nhba.org/>

- SDB Programs Specifically for Native American Firms**
- **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 (NIDA)**
<http://nibanetwork.org/>
- **Native American Business and Services Directory**
<http://nabsdirectory.com/>
- **National Congress of American Indians**
<http://www.ncai.org/>



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. Below is a listing of Women-Owned Small Business resources.

- **SBA – Online Women’s Business Center**
<http://www.onlinewbc.gov/>
- **WESST Corp.**
<http://www.wesst.org/>
- **Count-Me-In for Women’s Economic Independence**
<http://www.count-me-in.org/>
- **Digital Women “Women with their modems running...”**
<http://www.digital-women.com/>
- **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.nfwbo.org/>
- **National Women’s Business Center**
<http://www.womensbusinesscenter.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/>

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. Below 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/default2.htm>
- **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/>



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

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. The list below provides a listing of 8(a) Business resources.

- **SBA – 8(a) Business Development**
<http://www.sba.gov/8abd/>
- **DOE – Instructions regarding 8(a) contracts**
<http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/Procurement/AG-Chapter19?OpenDocument>
- **SBA 8(a) Program – Details**
[http://www.sbda.com/sba_8\(a\).htm](http://www.sbda.com/sba_8(a).htm)
- **Department of the Army – 8(a)**
<http://www.sellingtoarmy.info/User/ShowPage.aspx?SectionID=14>

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. Below 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**
http://www.business.gov/topics/government_contracting/contracting_overview/hubzone_empowerment.html



C-1. 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 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. United States Air Force/Kirtland Air Force Base

- The **USAF SB** webpage has drill down capability to provide more in-depth information on most subjects of interest to SBs.
<http://selltoairforce.org/Programs/programs.asp>
- **Kirtland AFB SB Page**
http://www.kirtland.af.mil/Business_Opportunities/index.htm.
- The **DOD Guide, "Doing Business with the DOD"**, is a very good introduction and lists other resources as well:
http://www.acq.osd.mil/sadbu/doing_business/DoD_Contracting_Guide.pdf.

C-3. United States Army

- The **US Army SB** webpage provides national information to help SBs
<http://www.sellingtoarmy.info/user/showpage.aspx?SectionID=9>
- In addition, **White Sands Missile Range** (WSMR) also has a SB 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/amc/smlbus/sbpguide-govandind-nov05.pdf>

C-4. United States Navy

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.abm.rda.hq.navy.mil/navyaos/content/view/full/193>

C-5. US Army Corps of Engineers

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.html>. The website for the Albuquerque District Office is <http://www.spa.usace.army.mil/>.

C-6. NASA

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://www.hq.nasa.gov/office/codek/>. You can find their SB Specialists' listing at http://www.hq.nasa.gov/office/codek/center_special_directory.htm. The following site lists all the NASA Centers: <http://procurement.nasa.gov/cgi-bin/nais/nasaproc.cgi>.

C-7. 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. Below is a listing of GSA websites.

- **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
- **Small Business Acquisition Center**
<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-13266>
- **“How to get on a GSA Schedule”**
<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-13464>
- **Small Business Publications**
<http://www.gsa.gov/Portal/gsa/ep/programView.do?pageTypeId=8199&oid=10382&programPage=%2Fep%2Fprogram%2FgsaDocument.jsp&programId=9603&channelId=-13325>

C-8. 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, 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. Federal Acquisition Jumpstation

- 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 **Procurement Virtual Library** is another site that contains links to all government procurement organizations.
<http://www.treas.gov/usss/proc/jump.htm>.
- The primary source for publication of all government requirements >\$25,000 is at Fed Biz Ops.
<http://www.fedbizopps.gov/>.

C-10. State of New Mexico

The **State of New Mexico** has a number of programs, which provide SB assistance.

- **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/spd/spd_how.html



Procurement Organizations

C-11. City of Albuquerque

- City of Albuquerque
<http://www.cabq.gov/econdev/>
- Office of Economic Development :
<http://www.cabq.gov/econdev/smallbusinesssupport.html>

C-12. University of New Mexico

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



- D-1. The Small Business Innovative Research (SBIR) and SB Technology Transfer (STTR)**
SBIR and 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. Below is a list of various SBIR/STTR resources.

SBIR/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/arrowash/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/>

D-2. 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. Below is a list of several mentor-protégé programs.

- **Department of Defense - Mentor Protégé Program**
http://www.acq.osd.mil/sadbu/mentor_protege
- **SBA - Mentor Protégé Program**
<http://www.sba.gov/8abd/indexmentorprogram.html>
- **Department of the Army – Mentor Protégé Program**
<http://www.sellingtoarmy.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>

E-1. Federal Acquisition Regulation

There are a myriad of regulations in connection with government contracting. The prime regulation is the **Federal Acquisition Regulation** <http://205.130.237.11/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. 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 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. Central Contract Registration (CCR)

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:
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 website is: <http://www.arnet.gov/far/current/html/FARTOCP16.html>. TABLE 15 lists the primary contract types.

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



E-5. 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.

<http://www.acq.osd.mil/dpap/pcard/index.htm>

E-6. 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 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.

FAR Subpart G – 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>

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.dau.mil/pubs/glossary/11th%20Glossary%202003.pdf>



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 Community Relations Office at (505) 667-2194**. Only organizations that meet predetermined criteria will be considered.



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

1-800-281-7232
Santa Fe Community College
6401 Richards Avenue
Santa Fe, NM 87508

Santa Fe:

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

Centers in Northern New Mexico:

Española:

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

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.

(505) 346-7909
625 Silver SW, Suite 320
Albuquerque, NM 87102
<http://www.sba.gov/regions/states/nm/>
albuquerque.nm@sba.gov



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.

(505) 843-4293

1155 University, S.E.

Albuquerque, NM 87106

<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.

(505) 843-4054

One Technology Center

1155 Univ. Blvd., SE, Ste N219

Albuquerque, NM 87106

<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.

(505) 843-4277

1155 University SE

Albuquerque, NM 87106

<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.

(505) 843-4275

1155 University SE

Albuquerque, NM 87106

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

(505) 982-2200

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

Santa Fe, NM 87505

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 \$4M.

(505) 982-7007
1155 University NE
Albuquerque, NM 87106
<http://www.tullisdickerson.com/>
hr@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.

(505) 424-2500
2055 S. Pacheco Suite 100
Santa Fe, NM 8750
<http://www.state.nm.us/nmsic/>
charles.wollmann@state.nm.us

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.

505-246-2882
1155 University Blvd. SE
Albuquerque, NM 87106
<http://www.techventures.org/>
tv-c-hq@techventures.org

B-2. Small Business Loan Providers

Accion 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.

(505) 243-8844
20 First Plaza NW, Suite 417
Albuquerque, New Mexico 87102
www.accionnm.org
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.

(505) 848-4753
414 Silver SW
Albuquerque, NM 87102
wesst@swcp.com

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

(505) 843-9232
www.elcdc.com

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

(505) 243-3196
700 4th Street SW
Albuquerque, NM 87102
www.nmcdlf.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 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.

(505) 827-0300

NM Economic Development
1100 St. Francis Drive, Suite 1060
Santa Fe NM 87505

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

(505) 827-0300

NM Economic Development
1100 St. Francis Drive, Suite 1060
Santa Fe NM 87505

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

(505) 827-7434

New Mexico Department of Labor
301 West DeVargas,
Santa Fe, NM 87501

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

(505) 827-7434

301 West DeVargas,
Santa Fe, NM 87501

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

(505) 883-6240

PO Box 36960
Albuquerque, NM 87176

<http://www.swcp.com/~albcfdn/>,
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.

(505) 827-0300

NM Economic Development

1100 St. Francis Drive, Suite 1060

Santa Fe NM 87505

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

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.

(505) 827-0300

New Mexico Economic Development

100 St. Francis Drive, Suite 1060

Santa Fe NM 87505

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

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.

(505) 827-0300

NM Economic Development

1100 St. Francis Drive, Suite 1060

Santa Fe NM 87505

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

edd.info@state.nm.us

B-5. Assistance for Minority Businesses

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

(505) 346-7909

Small Business Administration

Albuquerque District Office

625 Silver SW Suite 320

Albuquerque, NM 87102

<http://www.sba.gov/regions/states/nm/>

albuquerque.nm@sba.gov



SBA 8(a) Program: Set asides by the federal government for contracts to small minority businesses, socially and economically disadvantaged individuals.

PHONE: (505) 346-7909

Small Business Administration

Albuquerque District Office

625 Silver SW Suite 320

Albuquerque, NM 87102

<http://www.sba.gov/regions/states/nm/>

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.

(505) 843-7114

718 Central Ave SW Ste 2

Albuquerque, NM 87102

info@nedainc.net

<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.

(505) 766-3156

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.

(505) 766-3156

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.

(505) 848-4753

414 Silver SW

Albuquerque, NM 87102

wesst@swcp.com



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.

(505) 400-0816
1835 Candelaria NW
Albuquerque, NM 87107
keepitquerque.org
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
P.O. Box 30504
Albuquerque, NM 87190
www.nmama.org
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.

(505) 827-0307
TRADE Division
1100 St. Francis Drive
Santa Fe, NM 87505
www.NewMexicoDevelopment.com
trade@edd.state.nm.us



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.

(505) 872-0164

www.aqnetwork.org

aqn@aqnetwork.org

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

(505) 243-1430

P.O. Box 30887

Albuquerque, NM 87190

www.nawbonm.org

nawbo-nnm@earthlink.net

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

PHONE: (505) 843-900

P.O. Box 9587

Albuquerque, NM 87119

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.

(505) 346-6750

625 Silver SW Suite 320

Albuquerque, NM 87102

<http://www.sba.gov/nm/sconm.html>

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.

1-800-281-7232

Santa Fe Community College

6401 Richards Avenue

Santa Fe, NM 87508

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.

(505) 277-6471

1924 Las Lomas NE

Albuquerque, NM 87131

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

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.

(505) 944-2001

500 4th St. NW, Suite 215

Albuquerque, NM 87102

www.qualitynewmexico.org

QNM@quality-newmexico.org



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.

(505) 827-0423

1100 S. St. Francis Dr.

P.O. Drawer 26110

Santa Fe, NM 87502

www.state.nm.us/gsd/gsd.htm

carlos.martinezjr@state.nm.us

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.

(505) 842-0644

P.O. Box 9706

Albuquerque, NM 87119

www.aci.nm.org

aci@sandia.net



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

(505) 228-8703

P.O. Box 80233

Albuquerque, NM 87198

www.nmbio.org

NMBBAinfo@aol.com

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.

1-800-MEP-4MFG

4501 Indian School Rd. NE Ste 202

Albuquerque, NM 87110

www.newmexicomep.org

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.

(505) 284-9548

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

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.

(505) 820-1226

428 Sandoval, Suite 201

Santa Fe, NM 87501

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

info@rdcnm.org



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.

(505) 768-3270

One Civic Plaza, Room 3047

Albuquerque, NM 87102

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

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.

(505) 662-0001

P.O. Box 715

Los Alamos, NM 87544

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

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

(505) 820-1226

1010 Marquez Place, Suite A

Santa Fe, NM 87505

www.rdcnm.org

info@rdcnm.org



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 is a list of programs specific to Native American firms.

SDB Programs Specifically for Native American Firms

- **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 (NIDA)**
<http://nibanetwork.org/>
- **Native American Business and Services Directory**
<http://nabsdirectory.com/>
- **National Congress of American Indians**
<http://www.ncai.org/>

H-2. Pueblo Governors and Tribal Officials – 2006

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
 PO Box 309
 Acoma, NM 87034
 Phone: (505) 552-6604/6605
 Fax: (505) 552-7204
 1st Lt. Gov. B. Gregory Hista
 2nd Lt. Gov. Randall Vicente

PUEBLO OF COCHITI
 Governor Cippy Crazyhorse
 Pueblo of Cochiti
 PO Box 70
 Cochiti Pueblo, NM 87072
 Phone: (505) 465-2244
 Fax: (505) 465-1135
 Lt. Gov. J. Leroy Arquero



SOUTHERN PUEBLOS, continued

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

PUEBLO OF SANTA ANA
Governor Leonard Armijo
Pueblo of Santa Ana
2 Dove Road
Santa Ana Pueblo, NM 87004
Phone: (505) 867-3301
Fax: (505) 867-3395
Lt. Gov. Bruce Sanchez

PUEBLO OF JEMEZ
Governor Roger Madalena
Pueblo of Jemez
PO Box 100
Jemez Pueblo, NM 87024
Phone: (505) 834-7359
Fax: (505) 834-7331
1st Lt. Gov. Michael Loretto
2nd Lt. Gov. Joseph Alfred Toya

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

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

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

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

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

PUEBLO OF ZIA
Governor Rudy Shije
Pueblo of Zia
135 Capitol Square Dr.
Zia Pueblo, NM 87053-6013
Phone: (505) 867-3304
Fax: (505) 867-3308
1st Lt. Gov. David Pino



NORTHERN PUEBLOS

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

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

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

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

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

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

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

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



RESERVATION OFFICIALS

JICARILLA APACHE NATION

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

NAVAJO NATION

President Joe Shirley, Jr.
Navajo Nation
P.O. Box 9000
Window Rock, AZ 86515
Phone: (928) 871-6352/6357
Fax: (928) 871-4025
Vice Pres. Frank Dayish, Jr.

MESCALERO APACHE TRIBE

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

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

OTHER TRIBAL OFFICIALS

ALL INDIAN PUEBLOS COUNCIL

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

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

EIGHT NORTHERN INDIAN PUEBLOS COUNCIL

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



A. Additional Business Resource Guides

- **Small Business Administration Resource Guide**
<http://www.sbaguides.com/en>
- **Albuquerque Economic Development: Business Resources**
<http://www.abq.org/resources.html>
- **South Carolina Department of Commerce Business Resource Guide**
<http://www.sccommerce.com/teamscpdfs/ResourceGuide.pdf>
- **Lawrence County, Ohio – Business Resource Guide**
http://www.lawrencecountyohio.org/the_procurement_opportunities_guide.htm
- **New Mexico Business Resource Center**
<http://www.brc.nm.org/>
- **New Mexico Small Business Development Center – Resources**
http://www.nmsbdc.org/nm_resources.html
- **TVI – Small Business Resources**
<http://planet.tvi.cc.nm.us/wtc/sbdc/sbdc/sbsource.htm>
- **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 State University**
<http://www.ruraleconomics.nmsu.edu/docs/dir.pdf>