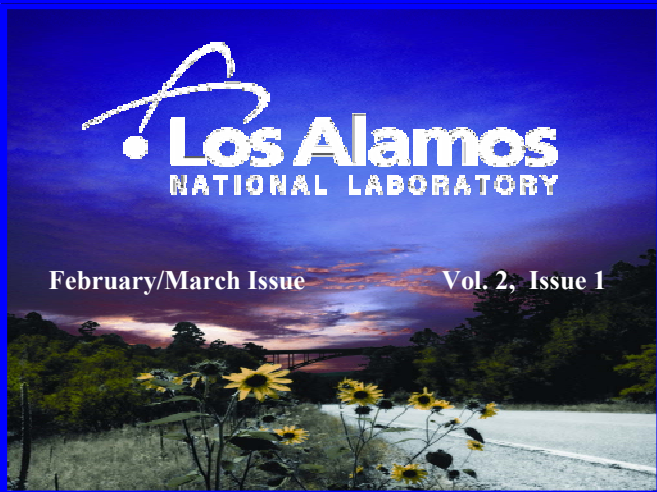


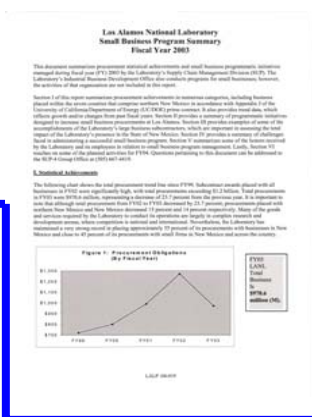
Small Business News Briefs



February/March Issue

Vol. 2, Issue 1

Laboratory Releases its Small Business Program FY03 Annual Report



The Laboratory has released its Small Business Program Annual Report for the 2003 fiscal year (FY03). The report contains information on statistical accomplishments and trends, as well as outreach, inreach, and training activities conducted by the Laboratory's Supply Chain Management (SUP) Small Business Program. This is the second year in which such a report has been released.

"The purpose of the report is to keep Laboratory personnel, the small business community, as well as national and local community leaders apprised of the activities the Laboratory is pursuing to engage small business participation in Laboratory procurements," said Teresa Trujillo, SUP-4 Leader. "Last year's report was widely read by Laboratory stakeholders interested in small business activity."

The FY03 report indicates that the Laboratory's total procurements in FY03 were \$970.6 million, down 23.7 percent from FY02, when procurements totaled \$1.27 billion. We are pleased to report, however, that procurements placed in northern New Mexico and New Mexico as whole decreased much less, 15 percent and 14 percent respectively. So, the Laboratory has been able to sustain its performance in the state and in the region.

The goods and services required by the Laboratory are largely in the arenas of complex research and development, where competition is both national and international. Nevertheless, the Laboratory has maintained a very strong record by placing approximately 55 percent of its procurements with businesses in New Mexico and close to 45 percent of its procurements with small firms in the state and across the country.

The FY03 Annual Report can be found on the Small Business Office website at <http://sbo.lanl.gov> or you can call the SUP-4 Group Office at (505) 667-4419 for a copy.

Socioeconomic Goals Approved for the 2004 Fiscal Year

The Laboratory is pleased to announce that the Department of Energy (DOE) has approved the Laboratory's proposed socioeconomic goals for the 2004 fiscal year (FY04). The goals are shown below:

Socioeconomic Categories	FY04 Goals (percentage of Laboratory commercial business)
Small Business	42%
Small Disadvantaged Business	10.5%
Small Woman-Owned Business	10.5%
Small Veteran-Owned Business	3%
HUBZone Business	1%

These annual goals are set to ensure that a percentage of Laboratory procurements are placed with small and other socioeconomic businesses. The Laboratory's FY04 goals

were established in accordance with an Office of Government Contracting guidelines document dated July 3, 2003. The document recommends establishing realistic goals based on an "agency's" achievements over the last three years.

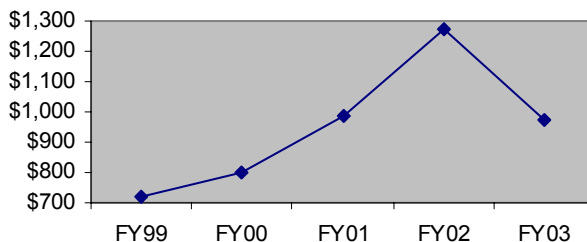
The goals were approved by the Laboratory's Procurement Organization and Richard A. Marquez, Associate Director for Administration, before being submitted to DOE.

For more information on the goals, please call the SUP-4 Group Office at (505) 667-4419. Information on the Laboratory's socioeconomic goals prior to FY04 can be found on the Small Business Program FY03 Annual Report.

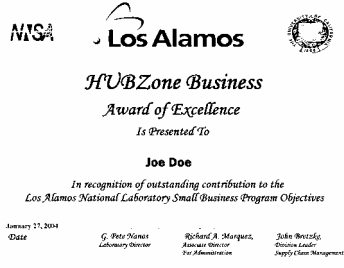
This is one of several statistical charts you can view in the FY03 Annual Report.

FY03 LANL Total Business Is \$970.6 million (M).

Figure 1: Procurement Obligations by Fiscal Year (in millions of dollars)



Laboratory Procurement Personnel Recognized for Small Business Efforts



The Laboratory recognized 35 procurement personnel for their efforts in contributing to the success of the Laboratory's 2003 fiscal year program for small businesses. The employees were honored during the 2003 Fiscal Year Procurement Awards Recognition Ceremony.

See Recognized Page 2



Recognized

Continued from Page 1

The Small Business Office (SBO) hosted the event on January 27, 2004, at the Bradbury Science Museum in Los Alamos. Managers from the Associate Director's Office and the Supply Chain Management (SUP) Division, as well as officials with the Department of Energy, were in attendance.

"The Procurement Awards Program is an opportunity for the Laboratory to thank the procurement personnel for their efforts in utilizing small businesses to provide products and services to the Laboratory," said Richard Marquez, Associate Director for Administration (ADA).

The employees honored were selected by their team leaders to receive awards in one of the following five socioeconomic categories: HUBZone, Northern New Mexico, Small Disadvantaged, Woman-Owned, and Small Businesses. The selection criteria were based on the number of dollars and transactions each employee placed within those socioeconomic categories during



Pictured Above: (Right) Richard Marquez, ADA Director, and (Left) John Bretzke, Acting Division Leader for SUP, during the 2003 Procurement Awards Program

the 2003 fiscal year, as well as the overall effort of each employee to identify and utilize small businesses.

"In April of 2003, Laboratory Director, G. Peter Nanos, issued a statement emphasizing the institutional position on small business subcontracting," said Teresa Trujillo, SUP-4 Leader. "While managers at Los Alamos must recognize the importance of small business to the Laboratory, it is the efforts of our procurement personnel who execute the contracts that directly affect the Laboratory's small business prime

contract requirements."

Associate Director Marquez emphasized, "while 35 procurement personnel were recognized by their team leaders, I would also like to acknowledge that it is all the procurement staff and their technical customers that support the achievement of the institutions small business goals."

The Laboratory's overall achievements in the 2003 fiscal year were:

HUBZone Business: \$6.5 million
Northern New Mexico Business: \$384.2 million
Small Business: \$370.7 million
Small Disadvantaged Business: \$90.5 million
Small Woman-Owned Business: \$93.0 million

For more information on the socioeconomic statistics mentioned above, please refer to the Laboratory's Small Business Program 2003 Fiscal Year Annual Report. It can be found at <http://sbo.lanl.gov>.

Information Assets Management, Inc., Saves the Laboratory Time and Money

Thousands of documents and blueprints from multiple architectural and engineering firms; scores of reviewers from numerous Laboratory departments and other government agencies; and strict federal, state, and local regulatory requirements and deadlines. These are some of the challenges facing the Chemistry and Metallurgy Research Building Replacement (CMRR) project team, which must oversee the complex design and construction of this new multi-million dollar nuclear facility.

"This is a huge project, and we have many milestones to meet over the next three years during the design phase of this highly technical and advanced facility," explains Juan Corpion, CMRR Project Operations Leader.

The traditional document review and approval process goes something like this: a truckload of boxes, each containing hundreds of paper documents, is delivered to LANL project management teams. Those teams must review each document and then categorize, distribute, assign, track, aggregate, analyze, revise, approve, and forward them. When performed manually, this

review process may require weeks, even months, for any given document—time and resources that the Laboratory does not have.

"Since the timely delivery of this project is a high priority to the National Nuclear Security Administration, we needed to improve the quality and speed of design reviews, as well as the traceability of facility designs and specifications," said Corpion.

Corpion and his team conducted an extensive nationwide search for a company that could deliver an electronic, real-time, collaborative document review and control system. They finally found one, right in their own backyard.

Information Assets Management, Inc., is a small, woman-owned, northern New Mexico business. The company began working with Corpion's team in 2002 after providing an electronic review system that transforms what is normally a two-month manual (pen and paper) review process into a two to three-day, online collaborative process.

"Juan Corpion presented the problem to us, and we were able



Above: Alice Quintanilla

to develop an effective solution that was light years ahead of our competition," said Alice Quintanilla, CEO and owner of the company. "We delivered it in only a few months."

"They've done a great job of anticipating how to best tackle the volume of data that are being produced during design and anticipating how best to use these data during actual construction and commissioning of the CMRR facilities," said Corpion.

The CMRR project team has so far reviewed hundreds of documents using the company's electronic review system. The new paperless review system not only saves the Laboratory time and money but also reduces the

Information

Continued from Page 2

impact upon the environment.

“Our capabilities enabled us to build a business relationship with the Laboratory that began as a month-to-month engagement, but was recently extended to a multi-year contract with the Laboratory,” said Quintanilla.

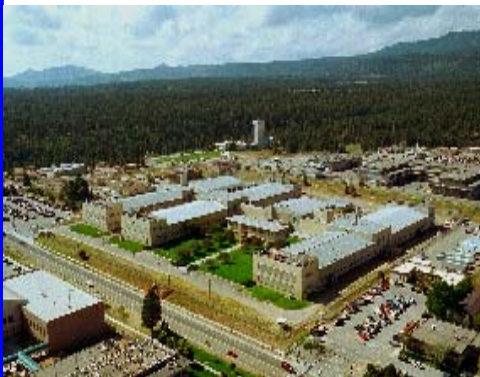
Quintanilla adds that she and her staff are thrilled to be given the opportunity to work on such an important Laboratory project. “This is an exciting time, because not only do the Laboratory and our company benefit from this contract but also the local community as money is pumped back into the economy through the hiring of additional workforce,” said Quintanilla.

Information Assets Management, Inc., hired additional staff when they began working on the CMRR project, including an on-site coordinator. The company plans on hiring more technical personnel within the next few months.

Quintanilla notes that it is her company’s policy to search first for employees from northern New Mexico. If the necessary technical skills can’t be found locally, then she may have to extend her search.

“I am very happy with the results they have provided us,” said Corpion. “Information Assets Management, Inc., has successfully met our initial requirements, which were to improve Laboratory subject-matter expert reviews and rapidly incorporate their comments using our design management and document control system that meets the complex quality assurance and configuration control requirements for nuclear facility design and construction.”

For more information about Information Assets Management, Inc., please visit their Web site at <http://www.info-assets.com>. See the sidebar for details about the CMRR project.



Above: Current CMR Building. Left: Sketch of CMR Replacement Building
Photos Courtesy of Juan Corpion (CMRR Project Operations Leader)

Upcoming Workshops March-April

Due to lack of space in this newsletter, the list of upcoming workshops will not be listed, but you can view the list online at <http://sbo.lanl.gov>.



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**TECHNOLOGY TRANSFER
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WEB: <http://www.lanl.gov/partnerships>**

LALP-04-024

CMRR Project

In July 2002, the Laboratory received approval from the Department of Energy and Congress to begin the conceptual design and prepare an Environmental Impact Statement for a new facility to replace the current Chemistry and Metallurgy Research (CMR) building. The new building is expected to be located at TA-55 because of the Laboratory’s nuclear consolidation effort to reduce operational costs and improve efficiency. Plans are focusing on roughly 45,000 net square feet of nuclear laboratory space, resulting in a total gross area of 200,000 square feet. The new laboratories will include capabilities for actinide analytical chemistry, actinide materials characterization, and actinide research and development. Plans also call for a separate support building that will include 20,000 net square feet of radiological laboratory, utilities, and office space to accommodate people from the existing CMR building. The current CMR facility was built in 1952 and was one of the world’s first research and experimental facilities for analytical actinide chemistry, metallurgy, and materials. Today, the facility houses research and experimental activities for analytical chemistry as well as plutonium and uranium chemistry and metallurgy. It also supports all nuclear operations at the Laboratory. The current building is scheduled to become inoperative as a nuclear facility around 2010.

Information Assets Management, Inc., Company Information

Founded: 1993

Mission: “Helping People Think Together at a Distance.”

Industry: Knowledge Management and Electronic Document Control

President and CEO:
Alice Quintanilla

No. of Employees: 18

Appointments:

- The President of the United States’ Information Technology Advisory Committee - The Cyber security Subcommittee
- LANL Business Advisory Council

Community Service:

- Chairwoman, New Mexico Small Business Advisory Council
- Mentor-Protégé with Digital Migration, a Native American business

Awards: Department of Energy Exceptional Service Award, 2000

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