



Small Business Program Office
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Small Business News Brief

A Word from the Small Business Program Manager

Colleagues,

Summer has sprung and we are all chugging along. This is the first newsletter of 2007 and we have welcomed a new year full of many seasonal changes. The last newsletter was issued at a time when we were waiting for the snow to arrive and now we are anxiously awaiting a beautiful summer due to the bountiful snowfall we received this past winter.

In addition to the change in season, our small business program team has also transformed from a team of 7 to a team of 4, yet doing more with less. That is because all of our procurement staff are taking more of an active roll in supporting our small business program. I will introduce my team in the following article.

This publication will also provide you with recent articles published in the Daily NewsBulletin. Our Community Program Office also has been in the news for the initiation of the VolunteerMatch Program. We encourage such generosity and thank all who are participating.

In the past few months, Acquisition Services Management (ASM) has hosted several forums and in this newsletter you will read about the most recent forums that was held by ASM-Subcontracts. Additionally, two Forums were held on May 15th and May 23rd for subcontractors working on LANL property.

We will also include a few good notes recognizing those ASM employees who have recently been identified for their efforts. In addition, a schedule of upcoming small business events is posted for your consideration.

Sending these newsletters is a great way to share the activities that are taking place within our Division. All feedback is appreciated. If you have any questions or suggestions for future publications, please e-mail them to business@lanl.gov or call (505) 667-4419.

Sincerely,
 Dennis A Roybal
 Small Business Program Manager



Pictured from Left to Right:
 Dennis Roybal, Andrea Martinez-Lucero,
 Carolyn Trujillo, Moe Zamora

Meet the Small Business Program Office

As many of our readers know, our Small Business Program Office has changed quite a bit over the years. At one point, we were a team of 7 but with re-organizations over time and individual decisions, our team currently consists of four individuals.

Laura Lovato and James Kloeppel have recently taken other positions. Mrs. Lovato is working at Sandia National Laboratories, in the Supply Chain Resource and Development Department. Mr.

Kloeppel has transferred to ASM-Acquisition Operations. Monica Ortiz has recently resumed her position in Procurement. Mrs. Ortiz contributed to the Small Business Program Office, while on a three-month rotational program.

With such change, one must wonder, who is left in the Small Business Program Office? The four individuals in the Small Business Program Office are: Dennis Roybal, Moe Zamora, Carolyn Trujillo

and the latest addition, Andrea Martinez-Lucero. Most of the readers are familiar with Mr. Roybal, Mr. Zamora and Ms. Trujillo, as they have been the friendly faces in this office for some time. Andrea started in the office on February 20th and has had to hit the ground running.

Our office may be smaller but we will pack a bigger punch with the help of our many wonderful buyers and contract administrators.

Laboratory business symposium a success



Joyce Matthews, center, of Subcontracts, visits with attendees at the Laboratory sponsored New Mexico Business Symposium February 8 at the Cities of Gold Conference Center in Pojoaque. The symposium was an opportunity for business owners and procurement staff to meet and network. "The symposium was a big success," said Dennis Roybal the Laboratory's Small Business Program manager. "The comments I have received back from many suppliers, is that our symposium exceeded their expectations and that all expos should be this productive."

Credit: Gregory D. Harkins

More than two hundred vendors and suppliers from around the region and as far away as Virginia and Georgia attended the Laboratory's business symposium, which was co-sponsored by the New Mexico 8(a) and Minority Business Association and the Northern New Mexico Supplier Alliance. The symposium brought together business owners, procurement management and staff, and technical end users from the Laboratory to understand more about the good and service needs of the Laboratory.



Forums provide information on new Lab requirements

ASM-Subcontracts hosted a Construction and Environmental Forum for all active subcontractors on May 15, 2007. On May 23rd, an additional forum was held for all on-site subcontractors. The forums were held to provide LANL subcontractors with the changes to LANL procurement requirements.

Effective May 25, 2007 LANL began the implementation of new subcontract pro formas, as well as a new standard Request for Proposal pro forma. The purpose of the new pro formas is to make LANL issued RFPs and subcontracts more consistent and clear with regards to the location, within the RFP and subcontract, of various types of requirements such as the terms and conditions, statement of work, drawings, ES&H, QA, and Security requirements. An example of this is that all of the ES&H requirements will be contained in Exhibit F, and all Security requirements will be contained in Exhibit G of the subcontract, rather than scattered among general provisions, special provisions, the statement of work, and other parts of the subcontract, as may have been the case in the past.

Another purpose for the new pro formas was to address the requirements of 10 CFR 851, which took effect at all DOE sites on May 25, 2007. All prime contractors, and all lower tier subcontractors at any tier, working at DOE sites, are subject to the requirements of 10 CFR 851. Part of LANL's DOE/NNSA approved 851 safety program is the implementation of the new subcontract pro forma Exhibit F.

A forum for all potential subcontractors interested in doing business with Los Alamos is planned for late summer. Once the details are established, they will be posted on the Small Business Web Site. Training for reverse auctions will also be available for LANL subcontractors interested in learning more about reverse auctions. Please visit the web site for all upcoming events. If you have any comments, questions, or suggestions regarding any of the forums, please contact: business@lanl.gov.

ASM In the News

Reverse auctions save Lab money

By Steve Sandoval

January 23, 2007

Business practice improvement

Buying goods and services can take time to issue requests for proposals, review bids and then award a contract. But, a new "reverse auction" process used in recent purchases is proving that there is a better way to do business and save the Laboratory money and time.

"It's another procurement tool we use to get the best deal for the Laboratory and the government," said Nick Perry of Purchasing (ASM-PUR).

The reverse auction, also known as eAuction, has been used by one of the parent companies now managing the Laboratory, said Perry, and has saved the company almost 20 percent on procurement costs.

It is called reverse auction because unlike a traditional auction where the highest bidder gets the item, the company that submits the lowest bid is awarded a contract, explained Perry. Lowest cost isn't always the deciding factor: quality and the ability of the winning bidder to service their product and be responsive to the Lab's needs also are factors, he added.

At a recent reverse auction, the Laboratory bought 5,000 pagers. Two companies submitted bids. The initial bids from the companies were \$43 and \$51 per pager. When the bidding closed, the successful bidder lowered its price to \$38 per pager, while the second company's closing bid was \$39 per pager.

Perry said the Lab saved about \$45,000, explaining that the last time the Laboratory purchased pagers it paid \$47 per pager. He added that the reverse auction process also narrows the price difference between companies bidding on a product or service.

On another occasion, the Lab purchased software maintenance services and saved about 6 percent, said Perry.

At a reverse auction, Lab buyers view a computer monitor or screen that displays the bids from competing companies. The companies also see a computer screen displaying their rank in the bid process, but not competitors' actual bid prices. "We do not sacrifice the integrity of the bidders' prices," said Perry. Reverse auctions, he said, give companies the incentive to adjust their bid. "From the bidders' perspective, it gives them multiple chances to lower their prices to remain competitive," he said.

Perry said when the reverse auction ends, the successful company is notified and asked to send written confirmation on their bid, and all companies who bid are notified by letter on the winning company. The Lab has formally awarded the contract for the pagers to ATI Wireless.

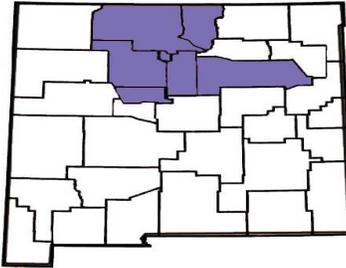
Henry Flemming of Telecommunications (CTN-4) said of the recent reverse auction on the pagers: "In an era of reduced budgets, I am pleased the Laboratory has adopted a process that allows us to receive products at the best price."

Reverse auctions aren't feasible for all procurements, but Perry said the Lab intends to use this new tool in future procurements whenever possible.

Kudos....

A job well done often goes unrecognized. We would like to dedicate this section to the ASM staff. ASM employees have overwhelming workloads and their efforts are greatly appreciated by many. Sometimes a satisfied customer will take some time to send a note of appreciation and we have included a few of those notes below. If someone you know is doing an exceptional job, please take the time to acknowledge your appreciation; it goes a long way!!

- **Melissa Lopez** of ASM-AO was recently recognized by Diane McHugh of ASM-SUB for supporting a project team on the drilling, installation and testing of the Alluvial Wells. This was a difficult sole source procurement to a SDB/8A company, which required a professional like Melissa to mentor the Subcontractor in their pricing of proposals. Melissa was patient with the SDB/8A Company and eventually obtained the information to complete the Cost Analysis. Melissa was available during negotiations and supported the team with the 5.6% cost savings as a result of her evaluation of the pricing details. Thank you Melissa for supporting our small businesses!!
- Bill Zwick of Central Training Division sent the following email to **Vanessa Velarde**: "Vanessa... I understand that you have--once again--bailed us out of a tight spot by helping expedite a procurement action (actually, I believe there were two separate "urgent" procurement requests in the last two weeks--one to support the TRU disposition project and the other to support a forthcoming Management Institute session).! I want to personally thank you for the consistent, high-quality service you are providing the Central Training Division and for your tolerance of our too-frequent urgent requests for help.! I truly appreciate the level of support you are providing the Laboratory and us.! Thanks... Bill"
- Mark Everett of EP-WSP sent the following email concerning **Barbara Martinez**: "I have recently had the pleasure of working with one of your staff, Barbara Martinez. I needed to get a piece of laboratory analytical equipment purchased quickly and Barbara helped me through the process in an efficient, professional, and supportive manner. Barbara took the time to understand my needs, explain the requirements, and then put in the extra time to help me meet my schedule. As we all adjust to the changes under LANS, I felt it was important to acknowledge those among us that perform at higher levels. Thanks to you and your team for your procurement support."
- **Greg Harkins, Barbara Martinez and Chris Fresquez** received kudos from Mark Gamble for their hard work on getting the "T&C's broken loose on the ChemCam Project with Atmel." Gamble has expressed a high degree of satisfaction with the continued high level of service he receives from ASM-PUR.
- Networx Inc., - Darryl Sandoval of CTN-5 was highly complimentary of the efforts of **Renaé Atencio and Patrick Padilla**, ASM-PUR, regarding cycle time on a software purchase. Sandoval was very pleased that the purchase was completed in two days and that this quick turnaround resulted in a temporary pricing discount of 54% (~\$70K).
- The ASM- SBPO commends **Mike McHugh** for his extraordinary effort and tenacity in facilitating an approved small business Xerox agent, Southwest Office Solutions, for Laboratory work. As a result, the Laboratory will be able to channel an annually estimated \$2.5 million in Xerox products, leases and maintenance to this woman-owned minority small business. Before this, all sizeable Xerox requirements were awarded directly to Xerox Corporation. The migration of procurement dollars from large business to small business is estimated to take place in FY07.
- The New Mexico Small Business Week Awards Celebration was held on April 27, 2007 at the Albuquerque Marriott. The Small Business Office would like to thank the following Contract Administrators for their nominations:
 - Alison Stransky
 - Feliz Vigil
 - Jim Palmer and Scott Havemann
 - Rita Smotherman
 - Jesse Castanon
 - Diane McHugh
 - Patrick Padilla
 - Bill Bryant
 - James McGill
 - Jolene Vigil



Regional Purchasing Program Plan

The Regional Purchasing Program Plan was approved by NNSA Contracting Officer, Anthony Lovato on May 16, 2007. The Plan is in accordance with Appendix M of Prime Contract No. DE-AC52-06NA25396. Los Alamos National Security, LLC (LANS) is committed to building a strong supplier base in Northern New Mexico businesses and the local Native American pueblos and tribes in the purchases of goods and services. This program has been enhanced and provides more substantive preferences to Northern New Mexico businesses and local Native American pueblos and tribes, such as a pricing preference, supplier assistance, regional procurement advisory efforts, and a sustainable procurement strategy.

The Northern New Mexico Community includes Taos, Santa Fe, Rio Arriba, Sandoval, Mora, San Miguel, and Los Alamos Counties, and the eight regional Pueblos of Nambe, Picuris, Pojoaque, San Ildefonso, San Juan, Santa

San Ildefonso, San Juan, Santa Clara, Taos and Tesuque.

The LANS Regional Purchasing Program in conjunction with the LANS Community Commitment Plan will contribute to the continued economic development of Northern New Mexico while continuing to meet NNSA program expectations. LANS will maximize procurement opportunities for regional small businesses by providing for a pricing preference for Northern New Mexico small business concerns for acquisitions exceeding the LANL competitive threshold that are solicited from qualified suppliers residing within and outside of the Northern New Mexico region.

The price preference will be given by adding a 5% adjustment factor to be applied to the proposed total evaluated bid/cost of those qualified suppliers whose businesses do not meet the definition of a Northern New Mexico business concern.

What is a Northern New Mexico Business Concern?

A Northern New Mexico Business (NNM) Concern is one that is actively engaged in doing business in the region, including the existence of a local labor pool and operative business location. A NNM business must be able to demonstrate, through the submission of NM gross receipts tax and unemployment compensation tax forms or otherwise, that for the calendar year preceding the submission of its offer or bid, it has been properly authorized to do business and has been operating in NNM with a staff of three or more full time equivalent employees (of which 51% must reside in NNM), and that is currently has a facility in NNM that can support the business activity contemplated by the RFP Statement of Work.

Additionally, this pricing preference will be flowed down via LANS contract special provisions to Laboratory major subcontractors on purchase orders and subcontracts for product or services with a value of \$5 million or greater. The Regional Purchasing Preference Program Plan is available on the Small Business Program website: <http://business.lanl.gov>.

Mentor-Protégé Program



What is a Mentor-Protégé Program?

According to the Office of Small & Disadvantaged Business Utilization Web site...

A proven method of increasing the participation of small businesses in the award of DOE prime contracts is the use of teaming arrangements for small businesses. DOE and SBA both have in place Mentor-Protégé programs that promote teaming.

The DOE Mentor-Protégé Program

The U.S. Department of Energy (DOE) Mentor-Protégé Program is designed to encourage DOE prime contractors to assist small disadvantaged firms certified by the Small Business Administration (SBA) under Section 8(a) of the Small Business Act, other small disadvantaged businesses, women-owned and serviced disabled veteran owned small businesses, Historically Black Colleges and Universities, and other minority institutions of higher learning, in business and technical areas.

The program seeks to foster long-term business relationships between these small business entities and DOE prime contractors, and to increase the overall number of small businesses that receive DOE contract and subcontract awards.

The SBA Mentor-Protégé Program

The SBA regulations provide for a mentor-protégé relationship whereby the mentor and an 8(a) protégé can form a joint venture or teaming arrangement to perform government contracts. The mentor has to be a current or former 8(a) firm, other small business or a large business. Such a teaming arrangement will be recognized as 8(a) as long as the participating protégé 8(a) firm is "substantially involved" in the performance of the contract and qualifies as small for the size standard to the code assigned to the procurement. To learn more about SBA Regulations and the SBA Mentor-Protégé Program, please visit SBA's website at <http://www.sba.gov>.

The Office of Small and Disadvantaged Business Utilization (OSDBU) is the Program Manager for the DOE Mentor-Protégé Program and the information office for firms seeking to utilize the SBA Mentor-Protégé Joint Venture arrangement to bid or propose on DOE contracts. Click below for basic information about the DOE Mentor-Protégé Program. For information about the DOE's program, please visit the Mentor site at:

<http://hqlnc.doe.gov/osdbu/osdbuProtege.nsf/homeFrame2?OpenFrameset>



Save the Dates

Calendar of Upcoming Events

Tis the season for small business events. Below is a listing of some of the small business events planned this spring and summer. These events provide great networking opportunities, information on upcoming procurements, organizational changes, and awareness of the marketplace. We look forward to seeing you at one or all of these events.

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- **Event: Eighth Annual Small Business Conference**
 Host: DOE, its Prime Contractors and Co-Sponsor: The Veterans Corporation
 Date: June 26-28, 2007
 Place: Hilton Washington Hotel, Washington D.C.

July

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- **Event: Fourth Annual "Building Partnerships for the 21st Century"**
 Host: Hispano Chamber of Commerce
 Date: July 18-20, 2007
 Place: Albuquerque Convention Center
- **Event: 5th Annual Native American Procurement Conference**
 Host: American Indian Chamber of Commerce of NM
 Date: July 30-31, 2007
 Place: Albuquerque Marriot Hotel, Albuquerque, NM

August

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- **Event: Third Annual Service Disabled & Veteran-Owned Small Business Conference**
 Host: NM Department of Veterans' Services
 Date: August 29-31, 2007
 Place: Albuquerque Marriott Hotel @ Louisiana

September

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- **Event: MEDWeek 25: 25th Anniversary National Minority Enterprise Development (MED) Week**
 Host: MBDA, US Dept. of Commerce and SBA
 Date: September 13-14, 2007
 Place: Washington, DC

For more information, please visit:
<http://business.lanl.gov/eventscalendar.shtml>

What is VolunteerMatch?

New program matches Lab employees with volunteer opportunities

By Krista D. Wilde

February 7, 2007



Finding a place to volunteer in 2007 just got easier. As part of the Laboratory's commitment to increase its outreach to nearby communities, the Lab has joined VolunteerMatch, a network of nonprofit organizations that helps match people who want to volunteer with organizations.

VolunteerMatch offers a variety of free online services. Its Web site has a searchable database that allows nonprofits to list volunteer opportunities and potential volunteers to find activities that interest them. Organizations in the database need to be nonprofit or tax exempt to list opportunities and can include civic, social, governmental, and educational institutions.

Along with VolunteerMatch, the Laboratory is partnering with local nonprofits to promote their organizations' mission, recruit volunteers, and highlight their accomplishments. Employees who volunteer, or would like to, are encouraged to explore the Web site or to encourage their nonprofits to register their organizations and post opportunities.

The VolunteerMatch tools also allow employees to track when, where, and how often they volunteer, explained Lillian Montoya-Rael, Community Programs Office (CPO) director.

"Employees across the Laboratory already volunteer countless hours in communities around New Mexico. This program is exciting because it allows employees to manage their volunteer efforts as well as discover opportunities they may not realize are out there," said Montoya-Rael.

"VolunteerMatch is thrilled to include the nearly 10,000-strong work force of Los Alamos Laboratory in our network of skilled volunteers," said Greg Baldwin of VolunteerMatch. "We're pleased to work with such a strong partner to energize volunteerism in New Mexico."

Employees interested in participating in the VolunteerMatch program can go to <http://volunteermatch.lanl.gov> online and enter a zip code to search for volunteer opportunities. The "Advanced Search" allows an employee to narrow their . If interested in an opportunity, click on "I want to help" to express interest to the organization. Employees must create an account and log-in with VolunteerMatch before they can refer themselves to nonprofits.

Once employees have volunteered, they can log their hours on the site to track what organization they are helping and how often. This also allows the Lab to understand more about employee volunteerism in the surrounding communities.

The first 200 employees who register at the Lab VolunteerMatch portal will receive a Vecinos volunteer recognition T-shirt. There also will be small recognition for each 100 hours employees log at the site as well as an annual recognition event for volunteer efforts, said Montoya-Rael.

The Laboratory is the first site in the DOE complex to become a member of VolunteerMatch. The Lab's membership allows nonprofits to register with VolunteerMatch at no cost to their organizations.

The Laboratory sent letters to nonprofit organizations in the area to make them aware that the Lab is joining VolunteerMatch, and encourage them to list their volunteer opportunities. While an organization does not need to be listed for employees to log volunteer hours with them, nonprofits can list themselves through volunteermatch.org or directly through volunteermatch.org/nonprofits/gettingstarted/.

For more information about the VolunteerMatch program or to arrange for a presentation about VolunteerMatch, call Linda Anderman of CPO at 5-4400 or write to anderman@lanl.gov by electronic mail.