Preferred Supplier Summit

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LA-UR-22-21031
LANL’s Small Business Commitment

Los Alamos National Laboratory (LANL) is committed to purchasing quality products and services from small businesses while ensuring that the needs of the Laboratory and its customers are met.

FY21 $1,399,794,294

Total Laboratory procurement spending.
(includes awards for subcontracted goods and services, and Purchase Card acquisitions)

Laboratory procurements with suppliers help drive economic growth in New Mexico and the nation.

Procurement spending in the coming years will continue to grow.

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LANL’s Small Business Commitment

Overall, the Laboratory spent $819,136,048 on goods and services with small businesses. (64% of its total spend)

Small Business Dollar Value by socio economic category in FY21

- Small Disadvantaged Business: $282,887,057
- Women Owned Small Business: $159,548,016
- Veteran Owned Small Business: $64,074,868
- Service Disabled Veteran Owned: $25,436,732
- HUBZone: $59,743,516
- 8(a): $1,762,430
- Native American: $6,422,334

A single small business can qualify for more than one socio economic category

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Small Business Opportunities in Ariba

• LANL strives to create opportunities for small businesses through many channels in Ariba
  • Ariba Discovery (Subcontract opportunities for items >$250K)
  • Ariba Guided Buying
    • Catalogs
    • Tactical Sourcing
    • Collaborative Requisitions

• The LANL Small Business Program and procurement personnel work closely with small businesses to learn about the goods and services available to the Laboratory and inform them about subcontracting requirements and opportunities.
Preferred Suppliers in Ariba

- Small businesses that have registered with LANL in Ariba will be marked as “Preferred Suppliers” for the commodity types identified on their Supplier Registration Form.

- **Ariba Guided Buying** provides LANL with unique capabilities to highlight our small business partners and enable LANL users to connect with them to source commercial items not available on LANL catalogs.

- **Tactical Sourcing** in Ariba Guided Buying, which are available to all lab employees with purchasing ability in Ariba, feature suppliers identified as “Preferred Suppliers” for the commodity and allow the LANL requesters to send out a request for quote directly to the businesses to source their items.
Tactical Sourcing Training
Participating in a Tactical Sourcing Event

What is Tactical Sourcing?

Casual Buyers at LANL will use Guided Buying to send a form directly to the supplier(s) specified. Suppliers will review the information provided and respond with a quote. After the quotes are returned to the LANL Casual Buyer, the Casual Buyers are able to review the quotes in Guided Buying and select an awardee. This action converts the form into a requisition. The Supplier will wait while the requisition is routed internally for approval before it becomes a PO. When this activity is complete, the PO is returned to the awarded supplier. SAP Ariba refers to this method of obtaining quotes as *Tactical Sourcing*.

Step-By-Step Instructions for Tactical Sourcing

LANL Casual Buyers complete required sections of the Goods Under 10K RFQ form.

**Title:** LANL Casual Buyers will create a title that describes the item they would like to purchase.

**Respond by date:** LANL Casual Buyers will provide a reasonable time for you to review and respond with a quote.

**Detailed Information:** LANL Casual Buyer's description of the item they would like to purchase from you, which should include sufficient detail here or in the attachments section for you to understand exactly what they would like to purchase.

**Contact Information:** Contains in the Requester's name (the LANL Casual Buyer) their phone number and email address.

**Attachments:** Uploaded files are optional.

**Suppliers:** LANL Casual Buyers will select more than one supplier to ensure that they are getting the best price and delivery dates for the item they intend to purchase.

A: Supplier will receive an email inviting them to participate in an event called a "Tactical Sourcing Request."
B: Suppliers can access their dashboard by selecting Ariba Proposals and Questionnaires.
C: Suppliers can access the Events and take note of events in which they have participated and those that are open. Select the event to continue.

D: Click on the event; in this example, you have selected RFQ254.
E: Select Intend to Participate.

F: From this screen, you can select Download Content, Select Lots, or Print Event Information.
G: **Select Lots** allows you to confirm the items on which you intend to provide a bid. In cases where more than one lot is available, you can select one or more lots.

![Select Lots Screenshot](image)

H: Continue by filling out each field, providing a complete response to the RFQ. Although fields for shipping and tax appear in the RFQ response (as seen in the following picture), Suppliers should not use these fields to add shipping or tax to a requisition. LANL's configuration of Ariba Sourcing drops these charges when the LANL Casual User/Requester converts the RFQ form into a requisition.

Include any additional costs, such as shipping and tax, in the price of the item that is being quoted in your response.
I: After completing all fields, you can choose to:

1. Submit Entire Response
2. Update Totals
3. Save Draft
4. Compose Message
5. Excel Import

I1: Submit Entire Response
J: Confirm your submittal by selecting **OK**.
K: You will then see that your response was submitted successfully. If you select **Done**, you are taken back to the home screen for additional actions in your queue.