



*Solving New Mexico's Small Business Challenges*

**New Mexico Small Business  
Assistance (NMSBA) Program  
Call for Proposals  
2020 COVID-19 Pandemic Proposals for  
Leveraged Projects**

In response to the COVID-19 Pandemic, the New Mexico Small Business Assistance (NMSBA) Program is accepting COVID-19 Pandemic Leveraged Project Proposals on a rolling basis. Proposed projects must support the near term response to the acute care surge in New Mexico. Specifically, the efforts of NM's Small Businesses to provide masks, gowns, gloves, ventilators, ventilator valves, medical saline, and testing kits.

This effort enables small for-profit New Mexico businesses to solve critical challenges and issues related to the COVID-19 Pandemic by accessing Los Alamos and Sandia national laboratories' unique expertise and capabilities. Technical assistance is provided at no cost to the businesses and is rendered in the form of laboratory staff time and their use of specialized equipment and incidental materials.

A Leveraged Project allows multiple small businesses that share technical challenges to request assistance collectively to address immediate and unique problems presented by the COVID-19 Pandemic. COVID-19 Pandemic Proposal Projects must be complete by the end of calendar year 2020.

Projects can be funded up to the sum of the assistance for which each participating company is eligible. Assistance requested must not be available in the private sector at a reasonable cost. The program does not provide cash or equipment to small businesses.

<b>Submissions</b>	<p><b>Submit proposals via email or fax</b></p> <p>SNL Proposals: Sharon Evans, <a href="mailto:sfevans@sandia.gov">sfevans@sandia.gov</a>, 505-845-9671</p> <p>LANL Proposals: Julia Wise, <a href="mailto:jlwise@lanl.gov">jlwise@lanl.gov</a>, 505-665-5827</p>
<b>Review Process</b>	<ol style="list-style-type: none"> <li>1) Proposals will be accepted continuously during the COVID-19 Pandemic Leveraged Project rolling call.</li> <li>2) Initial review: Proposals will be reviewed for company eligibility and alignment with program guidelines.</li> <li>3) Successful proposals will move forward to a remote presentation to the NMSBA Advisory Council.</li> </ol>
<b>Final Project Decision</b>	Following the Advisory Council call a funding decision will be provided.

## **PROPOSAL**

Each proposal consists of two parts.

**Part 1: a single page project summary that includes the information below.  
(Completed by the lead business POC)**

1. Project Title
2. A description of:
  - The problem faced by the small businesses: How this project addresses a problem unique to the COVID-19 Pandemic related to masks, gowns, gloves, ventilators, ventilator valves, medical saline, and testing kits.
  - What is the proposed work laboratory staff will perform to assist the small business?
    - Is this a laboratory capability not available in the private sector at reasonable cost?
    - Will this work be completed at the laboratory or remotely?
  - The anticipated ability of the small business to scale production in the response to needs created the COVID-19 Pandemic.
3. Name and contact information for the laboratory technical staff member who will lead the project.
4. Name, address (including county), and contact info for all participating New Mexico small businesses. As well as each businesses POC.
  - *Note: All small businesses must be for-profit, located and registered to do business in New Mexico, and meet the U.S. Small Business Administration's Small Business Size Standards (<https://www.sba.gov/document/support--table-size-standards>).*
5. For each requesting company, the industry category that best describes the main activities of the business (select one industry for each company from the following list):

(1) Manufacturing	(6) Oil & Gas, Utilities and Mining
(2) Professional, Scientific, and Technical Services	(7) Educational and Health Services
(3) Agriculture and Natural Resources	(8) Real Estate, Finance, Insurance and Management Services
(4) Retail & Wholesale	(9) Other Services
(5) Media & Hospitality	

**Part 2: Attachment B (Completed by PI). Attachment B identifies project milestones, tasks, and budget.**

### **ADVISORY COUNCIL CALL:**

Proposals selected to move forward will have a remote presentation scheduled with the NMSBA Advisory Council. The lead business POC and the Laboratory PI will create a brief slide presentation summarizing the single page proposal. The NMSBA Advisory Council will evaluate the proposed project, as a response to the COVID-19 Pandemic. Companies whose proposals are selected for funding will be notified.

**For more information on leveraged projects, please contact:**

Julia Wise, 505-665-5827, [jlwise@lanl.gov](mailto:jlwise@lanl.gov) (Los Alamos National Laboratory)

Sharon Evans, 505-845-9671, [sfevans@sandia.gov](mailto:sfevans@sandia.gov) (Sandia National Laboratories)