



ENROLLMENT INSTRUCTIONS

I. OVERVIEW

On September 30, 2011 the U.S. Small Business Administration (SBA) announced the award of a \$500,000 Cooperative Agreement to San Diego State University Research Foundation (SDSURF) to fund the Network for Enabling Small-Business Teaming (NEST) pilot program. NEST is a new program hosted by San Diego State University College of Business Administration – Entrepreneurial Management Center (EMC). It is funded by SBA to help small businesses to identify large federal procurement opportunities, form teams, and submit winning proposals.

NEST is comprised of partners from academia, industry, economic focused non-profits, and others. Its main objective is to support local small businesses to pursue large (at least \$10 million) procurement opportunities in the Departments of Defense, Homeland Security, Energy, Justice, and others as appropriate to San Diego small business clusters.

As one of eleven awardees, NEST provides a set of services including training, mentoring, team building, bid and proposal support, and other services to assist teams of small businesses to compete for multi-million dollar federal contracts.

II. ENROLLMENT

The NEST Enrollment Form is to be prepared in accordance with these instructions and may be submitted to the NEST Program Office at any time. Enrollment consists of a single document, the NEST Enrollment Form. The form is a “fillable” pdf which may be downloaded from the NEST website. It is self explanatory. Interested small business concerns shall complete the form and submit it electronically to the project office, which will review the form and contact the applicant within 10 working days.

The NEST Enrollment Form is intended to provide the NEST team with key company contact information and brief profiles of the company; its technology, services and management; teaming experience; and interests. The NEST team will review the information in its efforts to facilitate the formation of teams for known procurement opportunities, to market the companies to other small business concerns seeking team partners, and to include enrollees on the invite list for various team workshops, training sessions, and other local events. The following information is provided to assist in the preparation of the synopses:

Section 3.a and 3.b - Company Profile and Government Interests: The intent of the company profile is to gather key publicly available and non-proprietary information about the company such as the company’s business model, maturity, size (personnel, revenues, etc), market sector, development plans, unique capabilities (e.g., testing facilities, manufacturing facilities, laboratories etc.), and procurement experience. In addition, please indicate from the selection of government departments which ones are of particular interest to your company.

Section 4.a and 4.b - Technology, Services & Management Profile and Services: The intent of the profile section is to better define the companies technology products, services and related capabilities (manufacturing, testing, etc); current IP, market status, and fielded applications (as applicable); and other information that will help the NEST team facilitate the matching of your company to a federal large procurement opportunities. In addition, this section is an opportunity for the company to provide a self-assessment and further define its needs for support from NEST. Part 4.b identifies the key services that are available. Please indicate from the selection of services, which ones you are most interested at this time.

Section 5. - Teaming Experience: The intent of this section is to gather information about any experience the company has in teaming with other companies to go after and win procurement opportunities. The applicants is requested to provide a brief statement if its experience in teaming, bid and proposal development, procurement successes, etc.

Section 6. – Teaming Opportunities: The intent of this section is to gather information about any large federal procurement opportunities that the applicant may be aware of and interested in pursuing as either the lead or a team member. The applicant should identify the opportunity, link to the web posting, and other information that the NEST Team can use to assess the opportunity and its qualification under the NEST program. Identification of potential small business partners should be provided as well as any specific capability that the applicant is looking for such as a manufacturing company, engineering firm, systems integrator, etc. This information will be used by the NERST team to help recruit interested and qualified companies to partner in the opportunity.

III. GENERAL INSTRUCTIONS

1. The NEST Enrollment Form shall be submitted via email as a “pdf” attachment to NEST at ccat@foundation.sdsu.edu.
2. Company may include other attachments or provide links to company information. s
3. Proprietary/Sensitive Information: Applications should NOT contain proprietary or business sensitive information.
4. Questions pertaining to the application may be submitted to Thomas Sheffer, NEST Program Manager, at the following e-mail address: tsheffer@foundation.sdsu.edu. Please include “NEST Enrollment” in the subject line for any email submitted in regarding this project.

