



New Mexico SATOP Center
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 Santa Fe, NM 87505
 Phone: 505-428-7762
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 www.rdcnm.org

Providing Business With Technical Solutions At No Cost!

Request for Technical Assistance

Company Information

Company Name: _____ Phone: _____
 Address: _____ Fax: _____
 County: _____ Biz Type: _____
 Contact Name / Position: _____ Product: _____
 Web/Email: _____ Age of Company: _____
 # of Employees (Locally): <25 25-100 100-250 250-500 >500 Est. Annual Sales: <1M 1-5M 5-25M >25M
 How did you hear about the SATOP? _____

*Add additional pages as needed

Problem Title: _____

Brief definition of technical problem (background, context, description):

Action to date (what has already been done in attempting to solve the problem?):

Desired type of solution (e.g. technical recommendation, analysis, design recommendation):

Desired date of solution: _____

NOTES:

1. Provide full, stand-alone explanation and background; use additional sheets, if necessary.
2. Use this form to address problems with technical, rather than administrative or managerial solutions. No software or computer related problems can be addressed.
3. Do not include problems calling for comparative evaluation of competing commercial products or services.
4. Action on this request is subject to review and acceptance by a Technology Applications Board.
5. We may request you to provide feedback about the effectiveness of the technical assistance to improve the program and document results.
6. Administrative information pertaining to this Request for Technical Assistance may be provided to the Economic Development Organization responsible for the requestor's location, for the purpose of assisting in the solution effort.

DISCLAIMER and RIGHTS: The SATOP Centers, sponsors and participating partners do not assume any liability, expressed or implied, resulting from the use of proposed solutions and other related information pertaining to the submitted technical problems, or warrants that such use will be free from privately owned rights. Upon receipt of any assistance under this program, the requesting company does hereby hold the SATOP Centers, its members, staff and participating technical providers harmless from any liability, legal actions or other consequences caused by or in any way resulting from the assistance rendered. By signing and submitting this form, the company agrees that the SATOP Centers has full authority to receive, evaluate, and disclose the technical problem to the SATOP sponsors and participating partners for appropriate action. The SATOP Centers reserve the right to reject or request re-submittal of any Request for Technical Assistance. The SATOP Centers will work to ensure that all proprietary information submitted by the requestor will not be disclosed, other than to effectively work on the request or as required by law.

SIGNATURE: _____

DATE: _____

Version: BB012803

Please detach and fax to 505-983-8654

Guidelines for Requests

- Is the request focused and task specific?
 SATOP can help businesses solve well-defined technical challenges. However, we cannot take a project from start to finish, or resolve a vague, unclear issue. A SATOP Project Engineer will help focus your request, if necessary.
- Does the task fall within one of the following engineering specialties?
 Mechanical Electrical Electronics
 Manufacturing Chemical Materials
 Industrial Structural Environmental
 SATOP does not accept software, internet, or information technology requests.
- Have you looked for a solution in the private sector?
 SATOP does not wish to compete with commercial services. Please exhaust any other option before submitting an RTA.
- Do you believe this task is "solvable" by expert engineers within 40 hours?
 SATOP Project Engineers can help assess this.
- If applicable, can you provide a drawing, picture, prototype, or patent?
 Complete information is vital to help us find an Alliance Partner to solve your request.
- Do you have time to address this issue?
 Please be sure you have the time to work with the SATOP Engineer and Alliance Partner, to return their calls or provide additional information quickly, so we can provide a solution in a timely manner.

Fax Requests to 505-983-8654, or submit online at
 www.spacetechsolutions.com
 Please call us at 505-428-7762 if you have any questions about SATOP, or about submitting requests.