



**SMALL BUSINESS TECHNICAL ASSISTANCE SERVICES
REQUEST FOR QUALIFICATIONS (“RFQ”)**

Revised: April 15, 2016

Motor City Match (MCM) is soliciting qualifications for professional services firms and/or vendors to provide small business technical assistance to new small business start-up and expansion projects taking place across the city of Detroit.

This RFQ specifically seeks qualifications from firms in the following fields:

- Legal
- Accounting and Financial Planning
- Marketing and Branding
- Interior Design and Merchandising Consulting
- Architectural and Engineering Services
- Business Consulting

1. OVERVIEW OF PROGRAM OBJECTIVE AND PROCESS

Each quarter, MCM opens applications for new and expanding businesses that want to open in Detroit. MCM employs a competitive process to select participating businesses. MCM then matches businesses with the space, funding and technical assistance they need to get open.

The goal of this RFQ is to build a roster of qualified and experienced small business service providers that will deliver technical assistance to MCM's business participants.

How MCM matches qualified service providers with participating businesses

- MCM will host match making sessions to facilitate introductions between MCM business participants and the roster of qualified small business service providers.
- MCM will create a list of qualified service providers and will facilitate introductions between MCM business participants and MCM qualified service providers. However, MCM will not recommend or endorse any one service provider.
- Motor City Match will provide MCM business participants with a “bank of technical assistance hours” that MCM participants may spend on services from the qualified service provider(s) of their choosing.
- Should a qualified service provider be selected by a MCM participant for technical assistance, a contractual relationship will be formed with the MCM participant. MCM technical assistance providers will invoice the EDC and receive payment from the EDC, rather than billing and receiving payment from MCM participants. All qualified service providers will be required to enter into a three-party agreement that spells out the contractual relationship and processes between the EDC, MCM participants and MCM service providers.
- Online scheduling tools and technology will be utilized to streamline the scheduling and tracking process. Participant and service providers will be responsible for scoping the services to be delivered based on individual needs of each participating business. Each service provider will be responsible for documentation of the hours and services provided to MCM participants based on the scope of services. Payment will be issued upon delivery of services and receipt of proper documentation, not up front.

How MCM selects qualified small business service providers

- All interested firms must submit qualifications as outlined in this RFQ in the following RFQ online submission form: <https://apply.motorcitymatch.com/submit/49444>
- All qualified service providers must be at least 2 years old at the time of service delivery and in good standing with the City of Detroit, IRS and state and county government.
- **Note: In general, a business cannot be a Motor City Match qualified service provider AND a Motor City Match awardee. If a past Motor City Match awardee is interested in**

becoming an approved TA service provider, these cases can be reviewed on a case-by-case basis, based on CDBG and EDC conflict of interest provision.

- MCM qualified service providers are not required to be located in Detroit, per CDBG funding provisions, however, each service provider must be able to meet in person with MCM participants.
- MCM will contact references supplied by each prospective service provider and conduct a debarment review per CDBG requirements.
- MCM reserves the right to disqualify any Proposer if it determines, in its sole discretion, that a Proposer is non-responsive to the requirements of this RFQ, including without limitation an inability or unwillingness to comply with the terms herein.
- MCM will create a roster of all qualified small business service providers. The interactive roster will be provided to every MCM participant and will include access to the RFQs submitted by each qualified service provider. The roster may be made public at a later date.
- Service period will be one year. New applications must be submitted one year after selection as a provider to remain on MCM's approved list.

Provider Selection

Criteria for selection of TA providers will be based on qualifications, experience, capacity, ability to execute contract, ability to service Detroit-local small businesses and compliance with federal regulations.

- The applications received will be evaluated and ranked according to the following criteria:

Qualifications and Experience	45 Points
Capacity	45 Points
Minority and/or Women's Businesses	10 Points

The minimum score to be selected as a small business technical assistance provider approved by MCM is 70 points.

- MCM staff will score applications using the above selection criteria before final review by MCM management. A qualified CDBG consultant will perform due diligence and complete final review for application approval.
- Applications will be reviewed on an on-going basis. Communication regarding approval or denial of participation in the MCM Technical Assistance Program will be sent via email to the Proposer one month after the application is received.

2. MOTOR CITY MATCH PROCESS AND TECHNICAL ASSISTANCE AWARDS

Motor City Match helps businesses locate and thrive in Detroit by matching the best businesses from the city and around the world with Detroit’s best available real estate. The program provides competitive grants, loans and technical assistance to help building and business owners realize their dreams in Detroit.

Motor City Match offers two application tracks:

- The **Building Owner Track** is for Detroit property owners with a vacant space looking for quality new tenants.
- The **Business Owner Track** is for businesses from Detroit and around the world that are looking to start or expand in Detroit.

Within each application track, building and business owners apply for competitive financial and technical assistance to help them through build-out and startup.

Competitive awards are available for entrepreneurs at various stages of the business development process. Motor City Match breaks these stages into the following categories:

	If you have:	Apply for:	Award Details:
Technical Assistance	A great idea	BUSINESS PLAN	Up to 50 winners each round will receive: <ul style="list-style-type: none"> • Free business planning class
	A great idea AND a great business plan	SPACE	Up to 25 winners each round will receive: <ul style="list-style-type: none"> • Match making with top real estate • Financial planning assistance
	A great idea AND a great business plan AND a space secured	DESIGN	Up to 7 winners each round will receive: <ul style="list-style-type: none"> • Design, build assistance • Priority permitting • Financial planning assistance

Financial Assistance	A great idea AND a great business plan AND a space secured AND a development plan AND quotes for all improvements and business needs Ready for investment	CASH	Up to 10 winners each round will receive: <ul style="list-style-type: none"> • Up to a \$100,000 grant per winner. • Grants fill the financial gap on the project. • \$500,000 in total grants per round for business and building owners. • Opportunities to apply to panel of lending partners for financing.
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Note: Technical assistance procured through this RFQ will be limited to business owners only. These services may be extended to building owners at a later date. See Appendix A for a brief overview of potential technical assistance services provided for each award level.

3. ANTICIPATED PROJECT SCHEDULE

RFQ Schedule:

- Open submission for applications through December 31, 2017. Application will be available online at www.motorcitymatch.com.
- Applications will be processed, and providers notified of their approval status, within one month of application.

Motor City Match Business and Building Owner Application and Selection Schedule:

March 1, 2016	Round 4 applications open
April 1, 2016	Round 4 applications close Round 3 participants selected
June 1, 2016	Round 5 applications open
July 1, 2016	Round 5 applications close Round 4 participants selected
September 1, 2016	Round 6 applications open
October 1, 2016	Round 6 applications close Round 5 participants selected
December 1, 2016	Round 7 applications open
January 1, 2017	Round 7 applications close Round 6 participants selected
March 1, 2017	Round 8 applications open
April 1, 2017	Round 8 applications close Round 7 participants selected
June 1, 2017	Round 9 applications open
July 1, 2017	Round 9 applications close Round 8 participants selected
October 1, 2017	Round 9 participants selected

Motor City Match Business Owner Technical Assistance Schedule:

- January 1 – March 1, 2016: Match making between Round 2 business participants and service providers, technical assistance service period*
- April 1 – June 1, 2016: Match making between Round 3 business participants and service providers, technical assistance service period.
- July 1 – September 1, 2016: Match making between Round 4 business participants and service providers, technical assistance service period.
- October 1 – December 1, 2016: Match making between Round 5 business participants and service providers, technical assistance service period.
- January 1 – March 1, 2017: Match making between Round 6 business participants and service providers, technical assistance service period.
- April 1 – June 1, 2017: Match making between Round 7 business participants and service providers, technical assistance service period.

- July 1 – September 1, 2017: Match making between Round 8 business participants and service providers, technical assistance service period.
- October 1 – December 1, 2017: Match making between Round 9 business participants and service providers, technical assistance service period.

*The goal of Motor City Match is to select participants every 90 days. These participants will then be matched with service providers based upon award level and individual business needs, and authorized to proceed with technical assistance services approved by MCM. The time required for participant selection may vary depending on the number of applications. Therefore, technical assistance match making and service may take place before or after the targeted 90-day selection process window.

4. RFQ SUBMISSION REQUIREMENTS

The following information must be submitted in response to this RFQ in the order indicated below. All information must be submitted online using the following form:

<https://apply.motorcitymatch.com/submit/49444>

- Category of service (select the categories that best describe the services you provide)
 - Legal
 - Accounting and Financial Planning
 - Marketing and Branding
 - Interior Design and Merchandising Consulting
 - Architectural and Engineering Services
 - Business Consulting
- Firm name and contact information: address, telephone number, e-mail and website
- Individual point of contact for this RFQ: name, title, telephone number and email address
- Business Profile. Provide a brief description of the Proposer's general capabilities by including the following information:
 - Business entity information including legal and assumed names of the business, address of the business headquarters, organizational structure (e.g., sole proprietorship, corporation, etc.), length of time the business has been in operation and total number of professional and clerical staff. Please also include your Employment Identification Number (EIN) and D-U-N-S number.
 - Core mission and competencies including the business' mission statement or values, brief history and description of the business, primary products or services offered and primary industries served.
- Business Experience. Provide a brief demonstration of the Proposer's experience by including the following information:
 - Three case examples of past experience serving small business with references. Each case study should include a summary of services, total contract value of services delivered, and reference contact information including name, address, telephone number and email.
- Personnel and Organization. Provide a description of the Proposer's personnel and proposed organization to execute the project by providing the following information:
 - Identify the Project Principal(s) who will be primarily responsible for providing service.

- Listing of staff that will participate in the day-to-day provision of services.
- Staff qualifications. Provide a brief resume for each person proposed to work on the project, including any professional certifications.
- Local availability and capacity. Provide a statement of the Proposer's local availability and capacity to serve businesses locating in Detroit. If the Proposer is not located in Wayne County, give specifics as to how the requisite accessibility will be provided and charged. Please also provide a statement of the project principal(s) and staff current workload and capacity to work with new clients.

¹ Providers will need a DUNS number to apply for the program, since the program uses federal funds to assist local businesses. A Dun & Bradstreet, or D-U-N-S, Number, is a unique nine-digit identification number for each physical location of your business. D-U-N-S Number assignment is free for all businesses required to register with the federal government for contracts or grants. Apply here and receive your DUNS number in one business day. <http://fedgov.dnb.com/webform>

- Fees and Expenses. Please furnish a proposed fee schedule for the types of services your organization provides and the underlying method of determining such fees (flat fee, hourly, etc). Note: This information will not be shared with Motor City Match participants. Hourly rates are collected for internal purposes to compare the rates submitted with rates supplied to MCM participants.
 - **Cost of services provided.**
 - **Hourly rates for staff.**
 - **Indicate the Proposer's policy regarding out-of-pocket and or indirect cost expenses** including, but not limited to, travel, lodging, faxes, telephone calls, deliveries, etc. Please note travel costs outside of SE Michigan area are not eligible expenses.
- Other – Provide Affidavits and Statements on Proposer's letterhead attesting to the following provided in Appendix B:
 - "Statement of Avoidance of Personal and Organizational Conflicts of Interest." (See sample statement provided)
 - Statement and/or evidence that the Proposer and its proposed sub-consultants have or will obtain City Human Resources Department (HRD) Affirmative Action Clearances. (See sample statement provided)
 - Proposer "Statement of Non-Collusion and/or Conflict of Interest" that all the prices and information in the Proposal were independently obtained and were not disclosed prior to the award of a contract, and the Proposer will not and has not induced any other person or firm to submit, or not to submit a proposal. (mandatory statement on company letterhead; see form included in Part IV).

5. MEANS OF SUBMISSION AND SERVICE PERIOD

Applications are accepted online at www.motorcitymatch.com through December 31, 2017.

All interested firms must submit qualifications as outlined in this RFQ in the following online submission form: <https://apply.motorcitymatch.com/submit/49444>

Please email your questions concerning this RFQ to info@motorcitymatch.com

6. COMMUNITY DEVELOPMENT BLOCK GRANT (FUNDING)

1. In the event Federal funds are used to finance services to be performed under this Agreement in whole or in part, the TA Provider agrees to comply with the provisions of this Section.
2. The TA Provider shall comply, and shall require all employees, subcontractors and consultants to comply, with all applicable assurances and regulations pursuant to Title I of the Housing and Community Development Act of 1974, as amended, and HUD regulations at 24 CFR Parts 85 and 570.
3. Notwithstanding the provisions of Article 6 herein:
 - (a) Costs to be paid under this Agreement shall be allowable only if such costs are consistent with the Federal cost principles set forth in the Federal regulations at 48 CFR Chapter 1 Part 31; and
 - (b) Payments under this Agreement are contingent upon the EDC's receipt of grant funds from the City; accordingly, the EDC reserves the right to delay payment until receipt of adequate funds from the City, without penalty or interest.
4. (a) The TA Provider shall maintain full and complete books, ledgers, journals, accounts, documents and records, and any other supporting data (collectively, "Records") in auditable form in accordance with generally accepted accounting practices, wherein are kept all entries reflecting all of the TA Provider's operations pursuant to this Agreement. The Records shall document all services performed under or pursuant to this Agreement and shall include all financial records associated therewith.
 - (b) Said Records shall be kept in sufficient detail by the TA Provider and its subcontractors, and the TA Provider shall provide to the EDC all data and information requested by the EDC, so as to enable (1) the City to meet all of its Federal reporting and monitoring obligations, and (2) the EDC to meet all of its reporting and monitoring obligations under any related agreement between the City and the EDC, including for the EDC's obligations for project close-out submissions to the City of Detroit or the U.S. Department of Housing and Urban Development.
 - (c) The TA Provider shall make available, and shall require any subcontractor to make available, at all reasonable times all Records directly pertinent to this Agreement for monitoring, audits, inspections and examinations, the making of excerpts and transcriptions, and for the evaluation of costs and pricing of services under this Agreement by the EDC, P&DD, the U. S. Department of Housing and Urban Development, the Comptroller General of the United States, and any other City, State, or Federal agencies.
 - (d) All such required Records shall be maintained for four (4) years: (1) after the TA Provider completes the Services to be completed pursuant to this Agreement, (2) after final payment under this Agreement, or (3) after all pending matters pursuant to or relating to this Agreement are closed, whichever comes later.

(e) In the event of any dispute between the parties hereto as to the reporting or maintenance of records requirements required hereunder or to be required of the subcontractors, the reasonable determination of the EDC shall govern.

5. The TA Provider shall comply with all requirements of the rule entitled "New Restrictions on Lobbying" found at 24 CFR 87 (the "Lobbying Rule"). The Lobbying Rule requires, but is not limited to, requiring, that the TA Provider, and any subcontractor, not use any Federal appropriated funds to pay for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, including sub awards at all tiers, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement, including sub awards at all tiers. If compensation to be paid to the TA Provider, as provided in Section 4.01, exceeds \$100,000, the TA Provider shall submit to P&DD the Certification Regarding Lobbying, Exhibit C herein (the "Certification") and, if applicable, Disclosure of Lobbying Activities, Exhibit D herein (the "Disclosure"). The TA Provider shall require any subcontractors to comply with all requirements of the Lobbying Rule applicable to subcontractors and shall include the language of the certification, and require that the language of the certification be included, in the award documents for any subcontracts.

6. (a) The TA Provider shall not, directly or indirectly, employ, award contracts to, or otherwise engage the services of, or fund any contractor, or subcontractor, or principal as defined in the Federal regulations at 24 CFR 24.105, during any period of debarment, suspension, or placement in ineligibility status under the provisions of 24 CFR, part 24, or during any period during which the contractor or subcontractor or principal is proposed for debarment under 48 CFR part 9, Subpart 9.4. If during the term of this Agreement, the TA Provider is placed on the HUD debarred list, or is placed in ineligibility status, or is suspended, pursuant to the regulations at 24 CFR part 24, the Professional Subcontractor shall immediately notify the EDC.

(b) The TA Provider shall submit to the EDC a certification regarding debarment, suspension, ineligibility and voluntary exclusion utilizing the form attached hereto as Exhibit E, and in conformance to the instructions thereon.

(c) The TA Provider shall require all parties who occupy a position with the TA Provider defined in 24 CFR 24.105 as a principal to submit said certification to the TA Provider, who in turn, shall submit said certification to the EDC. The TA Provider shall require all parties who stand in a lower tier relationship to the TA Provider to submit said certification to the TA Provider, and the TA Provider shall submit said certification to the EDC, if such lower tier relationship is a covered transaction defined in 24 CFR 24.110.

7. ADDITIONAL NOTES REGARDING CONTRACTING WITH MOTOR CITY MATCH

Program Administration

At the request of the City of Detroit Mayor's Office, the EDC is currently developing Motor City Match in collaboration with the City's Jobs and Economy Team, Planning and Development Department, Department of Neighborhoods and other key city and neighborhood stakeholders.

The Economic Development Corporation of the City of Detroit (EDC) is a public development entity of the City of Detroit that supports private investment and business growth within the

neighborhoods throughout the city of Detroit using a combination of taxes, grants, and other funds. The EDC is staffed and managed by the Detroit Economic Growth Corporation.

The Detroit Economic Growth Corporation (“DEGC”) established in 1978, is a non-profit corporation exclusively devoted to supporting Detroit’s economic development initiatives. Structured as a public – private partnership between city government and the business community, the DEGC brings together public sector policies and priorities with private sector development and investment interests to strengthen Detroit’s Economic base. The DEGC and EDC use a robust understanding of the context of the local business climate and commercial corridor conditions to build awareness, capacity, services and programs to address to the issues faced by Detroit’s business community and neighborhood business districts.

Contract Awards

The EDC will utilize each Proposer’s application information to vet a select pool of service providers in each field of discipline. These successful Proposers will be introduced to MCM participants, each of which will select those service providers it deems necessary and appropriate for its business situation. The EDC anticipates each successful Proposer will enter into a three party contract with the EDC and an MCM participant, if Proposer is selected by an MCM participant. The EDC will only enter into such a three party agreement with a technical assistance service provider if selected by an MCM participant subject to an approved scope of work and compliance with all program processes and policies. The basis for EDC contract awards are based on federal procurement policies set forth in 24 CFR 85.36. More specifically, this solicitation is being made pursuant the “small purchase procedure” method of procurement per 24 CFR 85.36(d)1.

The Proposer understands that responding to this RFQ does not constitute an offer or a contract with the EDC, the DEGC or and MCM participant. An official contract or agreement is not binding until proposals are reviewed and accepted by appointed staff, approved by the appropriate level of authority within the EDC and executed by the parties, including the MCM participant.

The EDC reserves the right to reject all proposals, to abandon the project, or to re-advertise for and solicit other proposals. The EDC reserves the right to request clarification on information submitted and request additional information of more than one vendor. The EDC may, in its discretion, waive any informalities and irregularities contained in the proposal or in the manner of its submittal and award a contract thereafter. The EDC further reserves the right to negotiate any and all terms of the proposal. Neither the EDC or the DEGC can guarantee that any MCM participants will select a service provider and engage their services.

Development Costs

Neither the EDC nor its representatives shall be liable for any expenses incurred in connection with preparing a response to this RFQ. Proposers are encouraged to prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer’s ability to meet the requirements of the RFQ.

Insurance

The Proposer, if awarded a contract, during the performance of the services under the contract shall maintain insurance coverage reflecting the minimum amounts and conditions specified herein, as more particularly described in the final contract, and shall provide originals or certified

copies of all policies, which shall be written by an insurance company authorized to do business in Michigan. Misrepresentation of any material fact, whether intentional or not, regarding the Proposer's insurance coverage, policies, or capabilities may be grounds for rejection of the proposal and rescission of any awarded contract. To the extent obtainable, the policies shall contain an agreement by the insurer that such policies shall not be canceled or materially changed without at least thirty (30) days prior notice to the EDC. Such policies other than Workers' Compensation and Employers' Liability shall name the "City of Detroit" and "Economic Development Corporation of the City of Detroit" as additional insureds, and shall state that the Proposer's insurance is primary, with respect to the City of Detroit, and the EDC as additional insureds, and not excess over any insurance already carried by the City of Detroit, and the EDC.

Where required by law, Workers' Compensation insurance which meets Michigan statutory requirements and Employers' Liability insurance with minimum limits of \$500,000 for each accident, each disease, and each employee. This insurance shall be kept in force and effect until receipt of final payment by the Proposer. Comprehensive General Liability insurance (occurrence based) which conforms to the following requirements: the minimum policy limits shall be \$1,000,000 each occurrence for bodily injury and \$1,000,000 each occurrence for property damage, and shall cover indemnification claims.

Unless otherwise approved by the EDC, Professional Liability (error and omission) insurance with minimum limits of \$1,000,000 each occurrence. This insurance shall be kept in force and effect for two (2) years after receipt of final payment by the Proposer. The Professional Liability Policy, when renewed or replaced, must have a retroactive date that coincides with, or precedes, the start of work under this Agreement.

Automobile Liability insurance covering all owned, non-owned, or hired automobiles with minimum limits for bodily injury and property damage of \$1,000,000 combined single limit. Such insurance shall comply with the provisions of the Michigan No Fault Insurance Law. This insurance shall be kept in force and effect until receipt of final payment by the Proposer.

In the event that the subcontractors used by the Proposer do not have insurance, or do not meet the insurance limits, Proposer shall indemnify and hold harmless the EDC for any claim in excess of the subcontractor's insurance coverage, arising out of negligent acts, errors or omissions of the subcontractor.

Proposer shall not commence work under the contract until all insurance required as stated herein has been obtained and such insurance has been approved by the EDC.

Indemnification/Hold Harmless Agreement

Proposer shall, to the fullest extent permitted by law, in addition to any other obligation to indemnify the EDC under the contract or law, indemnify, defend, and hold harmless the EDC, the City, and their respective agents, elected officials and employees, against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, losses, and expenses (including, without limitation, actual fees and expenses of attorneys, expert witnesses, and other consultants) which may be imposed upon, incurred by, or asserted against the EDC, or the City arising out of any actual or alleged (a) bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use resulting therefrom, or any other damage

or loss arising out of or resulting in whole or in part from any actual or alleged act or omission of the Proposer, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable in the performance of the work; (b) violation of law, statute, ordinance, governmental administrative order, rule regulation, or infringement of patent rights by Proposer, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable in the performance of the work; (c) liens, claims or actions made by the Proposer or any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable in the performance of the work under workers compensation acts; disability benefit acts, other employee benefit acts or any statutory bar; or (d) any misrepresentation by or any failure by the Proposer, or any of its subcontractors to perform its obligations, either implied or expressed, under this Agreement.

The indemnification obligations hereunder shall not be limited by any limitation on the amount, type of damages, compensation or benefits payable by or for the Proposer or any subcontractor under worker's compensation acts; disability benefit acts, other employee benefit acts or any statutory bar. All expenses, including attorney's fees, incurred by the EDC in enforcing this provision shall be borne by the Proposer.

No Collusion

By submitting a proposal in response to this RFQ, the Proposer certifies the Proposer has not divulged to, discussed or compared the proposal with other Proposers and has not colluded with any other Proposers or competitive parties. Also, Proposer certifies, and in the case of a joint competitive proposal each party thereto certifies as to its own organization, that in connection with the competitive proposal:

All prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices and/or cost data with any other Proposer or with any competitor.

No prices and/or cost data quoted in the proposal has been knowingly disclosed by the Proposer, and will not knowingly be disclosed by the Proposer, to any competitor prior to the scheduled opening.

No attempt has been made or will be made by the Proposer to induce any other person or company to submit or not to submit a competitive proposal.

The only person(s) or principal(s) interested in the proposal is/are named therein, and no person other than those named has/have any interest in the proposal or in the agreement to be entered into.

No person or agency has been employed or retained to solicit or secure the agreement for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or established commercial agencies maintained by the purchaser for the purpose of doing business.

Conflict of Interest

The Proposer shall provide an affirmative statement that retention as Consultant to the EDC will not result in any conflict of interest or potential conflict with the EDC. If any conflict or potential conflict exists, the nature of the potential conflict and any proposed resolution of such conflict.

APPENDIX A.

Competitive awards are available for entrepreneurs at various stages of the business development process. Motor City Match breaks these stages into the following categories:

	If you have:	Apply for:	Award Details:
Technical Assistance	A great idea	BUSINESS PLAN	Up to 50 winners each round will receive: <ul style="list-style-type: none"> • Free business planning class
	A great idea AND a great business plan	SPACE	Up to 25 winners each round will receive: <ul style="list-style-type: none"> • Match making with top real estate • Financial planning assistance
	A great idea AND a great business plan AND a space secured	DESIGN	Up to 7 winners each round will receive: <ul style="list-style-type: none"> • Design, build assistance • Priority permitting • Financial planning assistance
Financial Assistance	A great idea AND a great business plan AND a space secured AND a development plan AND quotes for all improvements and business needs Ready for investment	CASH	Up to 10 winners each round will receive: <ul style="list-style-type: none"> • Up to a \$100,000 grant per winner. • Grants fill the financial gap on the project. • \$500,000 in total grants per round for business and building owners. • Opportunities to apply to panel of lending partners for financing.

**APPENDIX B.
AFFIDAVIT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST**

STATE OF _____)

_____) SS.
COUNTY OF _____)

_____ being first duly sworn, deposes and says that:

(1) He / she is _____ of _____.
(Owner, Partner, Officer, Agent) (Proposer)

(2) He/she is fully informed with respect to the preparation and contents of the Proposal as well as all circumstances in connection with the same;

(3) Neither the said Proposer nor any of its officers, partners, owners, members, agents, representatives, employees or parties in interest, including this applicant, has any way colluded, conspired, connived or agreed directly or indirectly with any other proposing entity, Firm or person to submit a collusive or sham Proposal in connection with the Contract Agreement for which the Proposal has been submitted or to refrain from proposing in connection with such Contract Agreement, or has in any manner, directly or indirectly, sought by agreement of collusion or communication or conference with any other Proposer, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the EDC or any person interested in the Proposer;

(4) The price or prices quoted in the Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, partners, employees, or parties in interest, including this affiant;

(5) The Proposer has no conflict-of-interest with any federal, state, or local governmental agencies or any persons in connection with the service specified in this Proposal.

(Signature)

(Title)

Subscribed and sworn to before me this _____ day of _____, 20 _____.

Notary Public, _____ County, _____

My Commission Expires: _____

Sample City Human Resources Department (HRD) Affirmative Action Clearances Statement

Per the requirements of the EDC, <FIRM> will obtain City Human Resources Department Affirmative Action Clearances, as needed for contract compliance.

