



TECHNICAL ASSISTANCE REQUEST WORKSHEET

To utilize your technical assistance (TA) allowance, follow the process to request a professional service:

- ✓ Contact 2-3 approved TA service providers to discuss your needs. Selected your desired provider.
- ✓ Submit a completed TA Request Worksheet, along with a document on the provider's letterhead outlining the scope of work, terms, and quote for services to MCMTA@DEGC.org, attention Keyra Cokley. MCM will review and follow up via email.
- ✓ Enter into a three-party agreement (*Technical Assistance Service Provider Agreement*) between your business, the service provider, and the Economic Development Corporation of the City of Detroit (EDC).
- ✓ MCM will execute the contract on behalf of the EDC and email a copy for your records – the executed contract will serve as the *formal notice to proceed with services*.
- ✓ Upon service completion, the service provider will jointly bill your business and the EDC.
- ✓ Awardee authorizes payment by forwarding signed invoice to MCM. The EDC will issue payment directly to the TA service provider.

A listing of **APPROVED** TA service providers can be found here: <http://www.motorcitymatch.com/technical-assistance-providers/>

Do you have an *existing relationship* with a professional service provider not approved by MCM? Direct the business to apply for approval by responding to the **Small Business Technical Assistance Services RFQ** via the electronic submission form: <https://apply.motorcitymatch.com/submit/49444>

Submit one completed worksheet per TA Service Provider. Electronic submissions encouraged!

Awardee Name: _____ **Awardee Business Name:** _____
Preferred Phone: _____ **Preferred Email:** _____

Award Track: BUSINESS PLAN Technical Assistance Allowance = \$1,000
 SPACE Technical Assistance Allowance = \$4,000
 DESIGN Technical Assistance Allowance = \$5,000

Award Round: Round 3 Round 4 Round 5 Round 6 Round 7 Round 8
 Round 9 Round 10 Round 11 Round 12 Round 13 Round 14

Technical Assistance Service Request (Briefly summarize the TA service request, cost, and relevance to your business start-up process. Attach a copy of the quote from your proposed *approved* TA service provider.)

Category of Service (check one):

Business Consulting Accounting & Financial Planning Other _____
 Marketing & Branding Architectural & Engineering Services
 Legal Interior Design & Merchandising Consulting

TA Service Provider (provide complete information for you direct contact):

Business Name: _____ Phone: _____
Contact Name: _____ Email: _____

INTERNAL USE

APPROVED **DENIED**

By signing below, this request has been approved by authorized MCM program staff. The Awardee is authorized to enter into a three-party contract, and pending execution of the Technical Assistance Service Provider Agreement, authorized to proceed with the requested TA service:

Authorized Program Staff

Date