



# 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 MCM TA Coordinator, Keyra Cokley [MCMTA@degc.org](mailto:MCMTA@degc.org). 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:** \_\_\_\_\_  
**Preferred Phone:** \_\_\_\_\_

**Awardee Business Name:** \_\_\_\_\_  
**Preferred Email:** \_\_\_\_\_

**Award Track:**  BUSINESS PLAN      Technical Assistance Allowance = up to \$1,000  
 (check one)  SPACE                      Technical Assistance Allowance = up to \$4,000  
 DESIGN                              Technical Assistance Allowance = up to \$5,000

**Award Round:**  Round 12    Round 13    Round 14    Round 15    Round 16  
 Round 17    Round 18    Round 19    Round 20    Round 21    Round 22    Round 23

**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   **NRSA Boundary:**  Service Provide or  Awardee  
 NRSA1  NRSA2  NRSA3  NRSA4  NRSA 5    Not Applicable   **NRSA Code:** \_\_\_\_\_

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