



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. 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 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: NRSA1 NRSA2 NRSA3 NRSA4 NRSA 5 Not Applicable
 NRSA Code: _____ Expiration Date of Agreement: _____

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