

# **MERC Consultant Application**

*Please fill out each section below and send a completed application, along with* ***two client references*** *and a* ***pricing schedule,*** *to the Maine Entrepreneurial Resource Corps (MERC) Coordinator, Emily Braley, at* [*ebraley@mainetechnology.org*](file:///C%3A%5CUsers%5CEmilyBraley%5CDownloads%5Cebraley%40mainetechnology.org)*.*

## Company Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Name: |  |  |  |  Date: |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | *Street Address* | *Unit #* |

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| --- | --- | --- | --- |
|  |  |  |  |
|  | *City* | *State* | *ZIP Code* |

## Contact Information

*Please provide the name and contact information for the individual you wish to manage communications with MERC.*

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| --- | --- | --- | --- |
| Contact Name: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Title: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  |  E-mail:  |  |

## Background Information

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| Website Link: |  |  |

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| --- | --- | --- |
| LinkedIn Profile (If available): |  |  |

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| Years of Experience: |  |

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| [UEID](https://www.mainetechnology.org/recovery-funding/unique-entity-identification-ueid-number/) Number (register at [sam.gov](https://sam.gov/content/home)): |  |

Are you registered with the Maine Secretary of State? Yes [ ]  No [ ]

Business Introduction

*Please briefly describe (1-2 paragraphs) the services your business offers. If you and/or your business specialize in providing services in a particular sector and/or sized company, please include that as well. This description will be used to introduce your business to future MERC clients.*

Project Examples

*Please briefly describe (under 50 words per project) 2-4 projects you have completed with past clients. These descriptions will be used to highlight your accomplishments to future MERC clients.*

## Referral

*Please select how you were referred to MERC.*

[ ]  MTI Employee or Consultant

[ ]  Maine Venture Fund (MVF)

[ ]  University of Maine

[ ]  Coastal Enterprises, Inc. (CEI)

[ ]  Maine Center for Entrepreneurs (MCE)

[ ]  SCORE

[ ]  Maine Department of Economic and Community Development (DECD)

[ ]  Maine Council of Governments

[ ]  Referred by Client

[ ] Other:

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## Expertise

*Please select the expertise categories which best describe the consulting services offered by your business. If you believe your company provides all the services listed below, please select “All Fields” under “General Business Consulting.”*

**Corporate Governance and Projects**

[ ]  BOA & BOD Development

[ ]  BOD & Senior Staff Compensation

[ ]  BOD Effectiveness Management & Measurement

[ ]  Capital Formation Strategy

[ ]  Corporate Org Structure & Company Charter Creation

[ ]  ESOP Program Development

[ ]  KPI & KPI Dashboard Development

[ ]  General Business Assessment

**Engineering**

[ ]  Process Engineering

[ ]  Product Design & Development

**Financial Resources**

[ ]  Financial Modeling & Forecasting

[ ]  AR & AP Processing

[ ]  Chart of Accounts Creation

[ ]  QuickBooks Setup and Security

[ ]  Payroll & Payroll Processing Set-up

[ ]  Sales Taxes

[ ]  Financial Reporting & Resources

[ ]  Financial Statement Preparation

[ ]  Business Valuation

**Training**

 [ ]  Safety/OSHA

[ ]  State Mandated

[ ]  Cyber Security

**General Marketing Consulting**

[ ]  Customer Segmentation Analysis

[ ]  E-commerce

[ ]  Graphic Design

[ ]  Marketing Dashboard Creation

[ ]  PR Consulting

[ ]  Brand Positioning

[ ]  SEO/SEM Campaigns

[ ]  Branding & Messaging

[ ]  Marketing Strategy

[ ]  Content Creation

[ ]  Product Pricing Strategy

[ ]  Market Research

**Information Technology/Website Development**

[ ]  Custom Website Design (ex. WordPress)

 [ ]  Excel & Access Consulting

[ ]  E-commerce Design & Build (Shopify, Stripe)

[ ]  Marketing Platform Consulting (ex HubSpot)

[ ]  Customer Relationship Management (CRM) (ex. Salesforce)

[ ]  CRM Training

[ ]  Google Analytics & Integration

**Legal Resources**

 [ ]  Customer Contract Template Creation

 [ ]  ESOP Plan Development

 [ ]  HR Policy Review

[ ]  Labor Relations

 [ ]  Licensing Agreement

 [ ]  LLC to S or C Corporation Conversion

 [ ]  Term Sheet Development Review

 [ ]  Patent/Trademark Review

**Custom Software Development**

[ ]  User Experience Research

 [ ]  User Experience Design

[ ]  Stack Development

[ ]  Wireframe Development

[ ]  Software Architecture Development

[ ]  App Development

**Manufacturing Consulting**

[ ]  Manufacturing Efficiency/LEAN Training

[ ]  Reporting

**Human Resources**

[ ]  General HR Consulting

[ ]  Recruitment & Hiring

[ ]  Employee Compensation

[ ]  ER Policy Development Consulting

[ ]  Healthcare

**Regulation Compliance**

 [ ]  Health and Safety Compliance (ex. FDA)

 [ ]  IT and Data Compliance (ex. HIPPA, GDPR)

 [ ]  Financial Compliance

 [ ]  Legal Compliance

**Grants**

[ ]  Federal Grant Writing

[ ]  Non-profit Grant Writing

[ ]  General Grant Writing

**Organizational Development Resources**

 [ ]  Corporate Planning/Strategic Planning

[ ]  Product Management

 [ ]  DEI Program Development

 [ ]  Leadership Development & Coaching

[ ]  Operations

 [ ]  Project Management

 [ ]  Change Management

 [ ]  Quality Jobs Training

 [ ]  Team Building/Group Effectiveness

 [ ]  Culture Assessment & Culture Development

**Sales Resources**

 [ ]  Channel Partner Management

 [ ]  CRM Training

 [ ]  Sales Audit

 [ ]  Sales Organization Structure

 [ ]  Targeted Sales Training

**Cyber Security**

 [ ]  Cyber Security Risk Assessments

[ ]  Independent Verification and Validation for Security Posture

 [ ]  Forensics

 [ ]  Cyber Security Policy and Plan Development

[ ]  Penetration Testing/Vulnerability Management

 [ ]  Incident Response and Recovery

## Additional Documents

1. *Please attach two,* ***written client references (1-2 paragraphs)*** *from past clients to your application. These references will be used to assess your fit for the MERC program and will also be sent to MERC clients.*
2. *Please attach a document outlining a* ***pricing structure for all services noted above****. We understand fees may vary by project; however, we would like to provide some sense of your costs to potential clients. In this case, please provide a price range and/or average price for each service. We expect the final cost to be negotiated between the consultant and client.*

*Example Fee Schedule: “Fees range from $60-$120/hour depending on the scope of the project and project deadlines.  A final specific price will be determined after working with the client to develop an SOW for the project.”*

1. *Optional: You may also include* ***one page*** *of marketing material to be sent to MERC clients as part of your company profile.*
2. *Please* ***review and sign*** *the “MERC Consultant Participation Agreement” found on the* [*MERC Consultant webpage*](https://www.mainetechnology.org/mti-funding/merc/consultants/)*.*

## Signature

By signing this document, I certify that the above information and required documents are correct, accurate, and complete to the best of my knowledge.

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| --- | --- |
|  |  |
| *Signature of Authorized Representative* | *Date* |

|  |  |
| --- | --- |
|  |  |
| *Print Signatory Name* |  |

|  |  |
| --- | --- |
|  |  |
| *Print Signatory Title* |  |