Logo

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# **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:\Users\EmilyBraley\Downloads\ebraley@mainetechnology.org)*.*

## Company Information

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

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

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

## Contact Information

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

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

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

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

## Background Information

|  |  |  |
| --- | --- | --- |
| Website Link: |  |  |

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

|  |  |
| --- | --- |
| Years of Experience: |  |

|  |  |
| --- | --- |
| [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:

|  |  |
| --- | --- |
|  |  |

## 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.

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

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

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