

## **Technical Assistance Services Frequently Asked Questions**

### **Q: What is the technical assistance services program?**

A: The Technical Assistance Services (TAS) program provides assistance for firms seeking to learn and understand the process of doing business with the City of Seattle. The general scope of TAS includes a combination of consultation outreach, group sessions, one-on-one sessions, phone inquiries and other services. TAS involves a tailored curriculum-based approach to equip firms with the tools necessary in doing business with the City of Seattle.

### **Q. What services are included in the Technical Assistance Services program?**

A: The services provided by the Technical Assistance Services program include, but are not limited to:

- How to respond to an RFQ, RFP, etc.
- How to find city solicitations.
- How to register with the City of Seattle's online business directory.
- How to get certified through the state of Washington's OMWBE.
- How to develop a marketing strategy for the City of Seattle.
- Understanding terms and conditions in city solicitations.
- Making go/no-go decisions when exploring city work.
- Assisting and advising firms to match their expertise and capabilities with city opportunities.
- Assisting and advising firms in their preparation of materials pricing and other aspects for bid submittals or proposal response preparations.
- Assisting firms and preparing them for interviews or contract negotiations.
- Informing city WMBE advisors when WMBE's are seeking bid/proposal opportunities.

### **Q: How are Technical Assistance Services provided?**

A: Technical Assistance Services may be in the form of phone assistance, one-on-one live meetings, group training sessions or other means the TAS consultant determines necessary.

### **Q: What services does the Technical Assistance Services program not provide?**

A: Services excluded from the Technical Assistance Services program are as follows:

- Direct administrative support services such as reception services
- Direct accounting services
- Direct financial services
- Direct legal or advocacy services
- Direct graphic design or other direct marketing services

**Q: How do I enroll into Technical Assistance Services program?**

A: From the Northwest Mountain MSDC website homepage ([www.nwmmsdc.org](http://www.nwmmsdc.org)), select **TAS Seattle** from the navigation menu. Once on the TAS page, scroll down to the second navigation menu where you will find **How do I qualify?** Select **How do I qualify?** Then select **Small business TAS intake form**. This form is downloadable and you may submit it to the TAS email address [TAS@nwmmsdc.org](mailto:TAS@nwmmsdc.org). Or select the link here [Small Business TAS Intake Form](#)

**Q: Are there any events where I can learn more about the Technical Assistance Services program or the specific services provided?**

A: Yes. From the Northwest Mountain MSDC website home page ([www.nwmmsdc.org](http://www.nwmmsdc.org)) select **TAS Seattle** from the navigation menu. Once on the TAS page, scroll down to the second navigation menu where you will find **Outreach Events**. Select **Outreach Events**.

Or select the link here [Outreach Events](#)

**Q: Will TAS help me pay for an office aid or staffing?**

A: No. TAS does not pay for direct administrative support or staffing. Additionally, TAS does not cover direct accounting services, direct financial services, direct legal or advocacy services, direct graphic design or other direct marketing services.

**Q: Is there a number I can call to speak with a real person about the TAS program?**

A: Yes. You can contact the TAS office at (253) 243-6964.

**Q: Can I come into your office to get support or is support given only via email and phone?**

A: You can definitely come into our office to get the support you need. Our office is located at:

545 Andover Park West,  
Building 1, Suite 109  
Tukwila, WA 98188

We do recommend you schedule an appointment first by calling (253) 243-6964.

**Q: What can I expect once enrolled into the TAS program?**

A: Once enrolled, you will have a meeting with the TAS consultant to gain an understanding of you and your business. The consultant will recommend the appropriate training based on your specific needs. This tailored curriculum-based approach will cover one or more areas of improvement including, but not limited to marketing, bonding, finance, contracting and negotiations, operations, program development, RFP processes and methodology, sales, pricing and access to capital.