

Technical Assistance Services Frequently Asked Questions

Q: What is the Technical Assistance Services program?

A: The Technical Assistance Services (TAS) program provides technical assistance to firms looking to learn about 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 training, phone inquiries, and other services. TAS involves a tailored curriculum-based approach to equip firms with the tools necessary to succeed 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 register with the City of Seattle's online business directory.
- How to find city solicitations.
- How to respond to an RFQ, RFP, etc.
- How to get certified through the State of Washington's Office of Minority & Women's Business Enterprises (OMWBE).
- How to develop a marketing strategy for the City of Seattle.
- Understanding terms and conditions in city solicitations.
- Advising firms to match their expertise and capabilities with city opportunities.
- Assisting firms and preparing them for interviews or contract negotiations.
- Informing city WMBE advisors when WMBEs are seeking bid/proposal opportunities.

Q: How are Technical Assistance Services provided?

A: Technical Assistance Services are most often delivered via one-on-one virtual meetings, scheduled group training sessions, and recorded seminars, but may be delivered by 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 financial or accounting 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), select TAS Seattle from the navigation menu. Once on the TAS page, scroll down to the second navigation menu and select [How do I qualify?](#) Then select **Small Business TAS Intake Form**. Or click [here](#).

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) select TAS Seattle from the navigation menu. Once on the TAS page, scroll down to the second navigation menu and select [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: Can I come into your office to get support or is support given only via email and phone?

A: While we are currently working a hybrid schedule, we may be available in office to address concerns. 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 discuss the needs and capabilities of your business and create an individualized plan. 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.