ITAC Resource –
Application Worksheet

This document is a <u>worksheet</u> provided so that you know what questions the ITAC Resource Application asks and can consolidate the appropriate information prior to starting the application online.

Please note this is a worksheet only, the actual resource application MUST be <u>completed online.</u>

COMPANY INFORMATION

- Company Name

- Company Address

PRINCIPAL CONTACT INFORMATION

- Company Principal Contact Name

- Company Principal Contact Title

- Company Principal Contact Phone

- Company Principal Contact Email

GENERAL INFORMATION

- Year Established

- Number of Employees

- Website

- Employer Identification No. (EIN#)

- What is your company's current Standard Hourly Billing Rate? *We understand this rate may vary over time; right now we need your typical/ average hourly rate to get a sense of the general cost of your services.*

- MWBE Status

INDUSTRY INFORMATION

- Is your company's expertise/knowledge applicable ONLY to certain industries? If yes, please specify.

- Are their certain industries you PREFER to work in? If yes, please specify.

YOUR COMPANY'S RELATED EXPERIENCE

- Please provide a descriptive summary of your company's expertise and capabilities (up to 100 words). Include a response to the following questions:

a. What do you do?
b. How will ITAC clients benefit from your services?
c. How can we create a win-win-win situation for the client, you and ITAC?

- Please summarize your company's most significant experience working with manufacturing clients and/or working in manufacturing (If your company's experience working with manufacturers is limited, state that and then please also include key relevant items from working with small and medium sized businesses, in general).

- What do you see as the top two emerging initiatives in the manufacturing sector related to your expertise or industries you serve?

- Please indicate the geographic area in which you are willing to work. Choices provided, boroughs of NYC and other.

- Please indicate the number of different clients you have served as a consultant in the past two years.

ATTACHMENTS

In this section you will have the ability to upload files.
Accepted file formats: PDF, DOC, DOCX, JPG, JPEG or GIF (PDFs preferred)
File size limit: 16MB

- Resume of applicant and key employees

- Provide Marketing Materials: Brochures, information booklets or similar materials describing your company/ services (if available)

AREAS OF EXPERTISE

- Please select the categories under which your company's core areas of expertise fall (refer to here):

a. Accounting
b. Certifications/ Legal Requirements
c. Engineering
d. Facilities Management
e. Financial Planning & Analysis
f. Grants/ Financing
g. HR/ Workforce Development
h. IT Systems
i. Manufacturing
j. Marketing/ PR
k. New Product Development
l. Quality/ Continuous Improvement
m. Sales/ New Markets
n. Strategy
o. Supply Chain
p. Sustainability
q. Taxes
r. Technology/ Equipment

   s. Transportation & Shipping
- Now that you have identified under which categories your company's areas of expertise fall, we'll dive into each category that you selected to better understand your company's core areas of expertise. Here, when filling out the actual application online, you will be prompted with additional questions based off your answer to the question immediately above.

REFERENCES

- We require references as part of your Resource Application. Does your company have three recent references to provide that we can contact? Please share:

   a. Client Name
   b. Client Location
   c. Client Contact Name
   d. Client Contact Title
   e. Client Contact Phone
   f. Client Contact Email
   g. Engagement Year Completed
   h. Engagement Summary