

## **Schedule 1**

### **Administration of Support Programs for Small Business Entities Scope of Services and Guidelines for Reimbursement**

1. M/W/V/SBE, OMSDC and EDGE Certifications: Assistance and guidance on the certification process, document collection and review.
  - Expected outcome of applicant business becoming certified for procurement actions in appropriate public and/or private sector agencies.
  - 5 Hours maximum billable hours per client
2. Capability Statements: Assistance in developing comprehensive capability statement and leveraging it for procurement and marketing opportunities.
  - Expected outcome of statement creation and submission to public and private sector organizations.
  - 10 Hours maximum billable hours per client.
3. Business Plan Development: Assistance in creating comprehensive business plans outlining goals, strategies, market analysis, financial projections, etc. Not to include amounts already funded by the SBA.
  - Expected outcome - Development and implementation of the plan
  - 20 Hours maximum billable hours per client
4. Financial Management: Guidance on financial planning, budgeting, cash flow management and projections, inventory valuation, productivity measurements, business valuation, evaluating the need for and attractiveness of debt options and other access to capital issues.
  - Expected outcome – Measurable Improved financial performance and/or readiness for sale.
  - 20 Hours maximum billable hours per client
5. Training classes
  - Expected outcome – New business management skills developed by attendee
  - Documented cost of event plus hourly staff time
  - Curriculum and other event details must be approved by the County prior to the event. The County, in its sole discretion, may refuse to reimburse the costs of training not previously approved.
  - Must be related to SBE/MBE Technical Assistance

6. Business Development: Help with identifying growth opportunities, strategic partnerships, expansion strategies, and market diversification.

- Expected outcome – New opportunities/markets for client business
- 20 Hours maximum billable hours per client

7. Lending

- Expected outcome – Loan to MBE/SBE
- Reimbursement at discretion of Cuyahoga County
- Small Business Loan Fee Tiers
  - Under \$10,000.00 – 15%
  - \$10,000.00 to \$24,999.99 – 7.0%
  - \$25,000.00 to \$49,999.99 – 5.0%
  - \$50,000.00 to \$99,999.99 – 2.5%
  - Over \$100,000.00 – 1.5%

8. Technical Assistance Rate

- Hourly rate is not to exceed \$100.00

Other Conditions

- Invoices must be categorized by the above listed categories.
- Reporting of outcomes will be done online and additional documentation/information may be requested.
- Reimbursement will only be for completed activities that have been reported (client services completed or client is “Closed”).
- All reimbursements are subject to final approval by Cuyahoga County, at the County’s sole discretion.
- Vendor may request additional hours over the maximum on an as-needed basis