

City of Minneapolis  
Community Planning and Economic Development  
Small Business Technical Assistance Program  
Request for Proposals

Proposals due April 13, 2012

**This is for informational purposes. Do not complete this form.**

**EXHIBIT B**  
**Scope of Services**

**OBJECTIVES**

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List the objectives that will be achieved within the contract period.

**OUTCOMES**

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List the specific outcomes that will be achieved within the contract period. Examples may be number of new businesses that open, number of businesses successfully linked to loan packaging, number of businesses provided with technical assistance, jobs created, etc.

**DELIVERABLES**

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List the *specific* deliverables and the associated *dollar amount* that will be paid to the contractor that will serve as documentation that the agreed outcomes have been achieved and the objectives set forth in this document have been accomplished. Examples may be business plans, class roster, agendas, meeting notes, consultant's report, print materials such as brochures, documentation regarding referrals, etc.

**REIMBURSEMENT**

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Submit no more than one invoice per month. Invoice must include documentation (see DELIVERABLES).

Invoices should be for a minimum of 20 % of the total contract amount.

Include the contract number (C- ) on **each** invoice.

Send each invoice to the City Contract Manager listed above by mail or email.

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**Exhibit B (Continued)**

**City Contract Manager:**

(PC's Name)

105 5<sup>th</sup> Ave S, Suite 200

Crown Roller Mill

Minneapolis, MN 55401

612-673- phone

612-673-5113 fax

**EQUAL OPPORTUNITY**

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The services provided by will be available without discrimination due to race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, or other handicap, age, marital status with regard to public assistance.