

MEMO

Economic Development

To: Gregory Rose, City Manager
From: Denyse Airheart, Economic Development Director
Subject: Incubator Services/ Month-to-Month
Date: 10/2/2017

The City of Maricopa has contracted with the Northern Arizona Center for Entrepreneurship and Technology (NACET) to operate the Maricopa Center for Entrepreneurship (MCE). The City signed a two- year lease from September 16, 2014 to September 16, 2016, with three- one-year extensions. The City is currently at the end of the first one-year extension, at this time the City would like to sign a month-to-month agreement with NACET for a minimum of 3 months to a maximum of one year. The current scope of services is listed below and a full description is attached.

Current Scope (see attached for details)

- 1.1. Personnel, Training, Creation and Operations
- 1.2. Outreach and Recruitment
- 1.3. Educational Programs
- 1.4. Budget/Performance Metrics

Including the Revolving Loan Fund

- \$92,500 USDA Grant dollars, \$25,000 NACET dollars - \$117,500.00

Month-to-Month Proposal

The City is committed to having the Maricopa Center for Entrepreneurship (MCE) continue to offer its services to the residents and businesses within the area. The City is interested in continuing to have the current scope of services executed in addition to the items below.

The month-to-month agreement with NACET will be to continue execute the current scope of services. The City seeks for the consultant to implement “business basics training” beginning October, in an effort to recruit 10 – 15 participants for *Track 1: Solving a Problem* to begin after January 1. *Track 1: Solving a Problem* is to be offered at two different times of the day (ie. mid-day and evening) to accommodate for the City’s workforce patterns. NACET will begin to offer *Track 2: Planning for Launch* after *Track 1* has successfully completed.

MCE will also be open for business from 9:00 a.m. to 6:00 p.m. Monday - Friday, with the Office Coordinator or Executive Director on premise. Should different hours need to be



observed, MCE will communicate with the public and provide a phone number to reach the Executive Director and or Office Coordinator.

The City will meet with President/CEO of NACET and Executive Director of MCE bi-weekly to discuss programming, reporting, and provide a monthly written update to City leadership. The monthly report will include a detailed status update on the Scope of Services.

The agreed upon monthly fee is \$12,500.

