



Dear Third Party Provider Applicant:

Thank you for your interest in working with FloridaMakes as a Third Party Provider of services.

### **About Us**

FloridaMakes is a statewide, industry-led, public-private partnership with the sole mission of strengthening and advancing Florida's economy by improving the productivity and technological performance of its manufacturing sector, with an emphasis on small- and medium-sized Florida manufacturers. We do this through providing information and decision support, assistance and training in adopting improved manufacturing techniques and business best practices, access to technology, and assistance with commercialization of new manufacturing technologies. FloridaMakes depends on a network of partners, including Florida's Regional Manufacturers Associations, to bring the resources needed by our clients. As a NIST MEP approved center, FloridaMakes is the official representative of the MEP National Network in the State of Florida.

Additional information about FloridaMakes and how we work can be found on our website, [www.FloridaMakes.com](http://www.FloridaMakes.com).

### **About FloridaMakes Third Party Providers**

FloridaMakes seeks to expand its Third Party resource network with providers to deliver specific high-quality, market-driven, cost-effective services. The following information outlines how we develop and manage partnerships with external, third party resources.

#### **1. What are the benefits of working with FloridaMakes?**

FloridaMakes provides our Third Party resources with:

- *A Sales and Distribution Channel* - Access to more than 20,000 small- to medium-sized manufacturing companies in Florida, reducing your sales and marketing costs and providing an opportunity for you to increase sales.
- *Pre-qualified Prospects* - Our field Business Advisors conduct an initial assessment and bring in delivery resources only after a need has been identified, significantly reducing your selling cost and cycle time.
- *Project Management* - Our Business Advisors manage the overall project, continuity of client communications, and invoicing and collections, thereby significantly reducing your time spent on "overhead" activities.

## **2. What is the Process?**

The first step to becoming a FloridaMakes Third Party Provider is to complete the Third Party Provider Application. The application asks for basic information about your organization, general qualifications, areas of expertise, and industry focus. The application also requires submission of the Third Party Provider Professional and Client Reference Forms. Your completed application should be emailed along with your completed Form W-9 to [TPPapplication@floridamakes.com](mailto:TPPapplication@floridamakes.com). Likewise, please ask at least two references to forward their completed reference forms to [TPPapplication@floridamakes.com](mailto:TPPapplication@floridamakes.com). Two in-person interviews will be scheduled once all these documents are received.

## **3. How is a client project conducted?**

A FloridaMakes Business Advisor handles the contracting process with the Third Party resource for a specific project with a FloridaMakes client. Pre-contract activities may include a preliminary meeting or conference call with the client, negotiating project cost and payments, and creating project contracts. All contracts are priced by project. FloridaMakes does not pay travel expenses separately. See the sample FloridaMakes' Independent Consultant Cover Agreement and Project Schedules Template, which are on the FloridaMakes website. During the project, FloridaMakes will manage the overall project to ensure the project is delivered on schedule, is within budget, and meets quality expectations.

## **4. How is project quality monitored?**

In addition to constant monitoring by the FloridaMakes Business Advisor, the client is surveyed six to 12 months after project completion, for customer satisfaction and bottom-line impact of the services received. A copy of the NIST-sponsored Client Impact Survey is on the web site. Feedback will be provided to the Third Party resource. Additionally, the FloridaMakes Business Advisor will collect information and submit a performance evaluation at the conclusion of the first project engagement with a Third Party resource, and again about once a year following that. A sample Third Party Provider Evaluation Form is also provided for reference on the web site.

Thank you for your interest in FloridaMakes. We look forward to hearing from you.

Phil Centonze  
FloridaMakes Director of Client Engagement Services