



City of Seattle

**CITY PURCHASING AND CONTRACTING SERVICES**

# FREE TECHNICAL ASSISTANCE PROGRAM

City Purchasing & Contracting Services is hosting free technical assistance in our offices, twice-weekly, for any interested firms in the Seattle Municipal Building, 41st floor.

## *technical assistance includes*

**BUSINESS ASSESSMENT AND/OR MARKET RESEARCH**

**BUSINESS TRAINING AND COUNSELING**

**INVOICE PREPARATION**

**BONDING ASSISTANCE**

**DISPUTE RESOLUTION**

**SHORT TERM LOAN ADVICE**

**INFORMATION ON CONTRACTING OPPORTUNITIES**

**NETWORKING TIPS**

**ASSISTANCE WITH GENERAL BID LANGUAGE**

**AT SEATTLE MUNICIPAL TOWER**

*Contact Lily Keefe at (206) 718-7250*

*or [lilyk@economicalliancesc.org](mailto:lilyk@economicalliancesc.org)*

*to schedule a Tuesday or Friday appointment.*

