

Selby AreaCDC

Selby Area CDC
 626 Selby Ave
 St. Paul, MN 55104
 T 6512917704
 F 6512939090
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www.selbyareacdc.org

ProBid Training Program® Application

Applicant: _____ Phone: _____

Address: _____

City, Zip: _____

Email: _____

Name of Company:

Your Company			
1.	Is your company currently open?	Yes	No
2.	How long has your company been operating?		
3.	Do you expect your company to be your sole income?	Yes	No
4.	Do you have a residential general contractor license?	Yes	No
5.	Have you ever been a general contractor?	Yes	No
6.	Have you ever been a subcontractor?	Yes	No
7.	How many employees do you have?	PT	FT
8.	Are you a union member? Which union _____(Janitorial... etc)	Yes	No
9.	Do you have experience in managing a company?	Yes	No
10.	What is the biggest job you've completed to date? (Optional)	\$	
11.	What type of project was it? (residential, commercial eg) (Optional)		
12.	Do you have year to date financial statements for 2006?	Yes	No
13.	Are you current on filing and paying taxes? (Optional)	Yes	No

Application Due September 24, 2007

Your Company			
14.	Do you have a complete business plan?	Yes	No
15.	Have you had difficulties financing overhead and materials?	Yes	No
16.	Do you have a working relationship with a larger contractor?	Yes	No
17.	What is the highest level of education you've received?		

Please answer the best you can and be complete on these questions.

18. What is your primary business?

a. What is your secondary business?

19. How do you currently estimate your projects?

a. What type of software do you have or use?

b. What type of formal training/instruction have you received for this industry?

20. How do you seek out jobs? (newspaper ads, general leads...)

21. What governmental bodies or municipalities have you completed contracts with?

22. What is your annual sales? Your target for 2007? (Optional)

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23. What is your ideal target market?

24. What certifications do you have? (Ramsey County, State of Minnesota, SBA eg...)

25. If you do not currently have your business open why do you want to start your own company?

Demographics: The Selby Area CDC does not discriminate in providing services to individuals on the basis of race, color, religion, creed, national origin, disability, sexual orientation, or status with regard to public assistance or refugee status. This information will be used for anonymously for funding and demographic purposes only. It is not required for admittance to the class.

Age _____

Race/Ethnic Background:

How did you hear about the class? _____

- African American
- Asian American
- American Indian
- Asian
- Caucasian
- Hispanic
- Oromo
- Somali
- _____

The cost of the class is \$900. Scholarships are available dependent on income. Please fill out this information to be eligible for the scholarship. Status will be determined at the interview, minimum payment will be \$100.

Applicant Household Size _____ Adults _____ Children

Annual Household Income \$ _____

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ProBid Training Program® Application

The Selby Area CDC ProBid Training Program is a 8 week class designed to help small, emerging, and expanding construction, janitorial, landscaping and other businesses.

Business owners will...

- ✓ Learn how to read an RFP.
- ✓ Find out how to pinpoint only the relevant parts of a project for their business to save time and money.
- ✓ Calculate their overhead.
- ✓ Write a bid.
- ✓ Learn how to compute markup.
- ✓ Evaluate contracts.
- ✓ Create a marketing plan for growing the business.

The class will be every Saturday morning for 8 weeks at the Selby Community Room above the Mississippi Market at Selby and Dale from 9 until 11:30 am.

Business owners will also set up one-on-one time to work with Erroll Foster, the instructor, to work specifically on their needs. This will allow a focus on a specific bid, the technical details of a cash flow projection, or other things the business owner needs assistance with.

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