



Dear Third Party Provider Applicant:

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

### **About Us**

For more than 20 years ManufacturingWorks has been delivering training, experience, and solutions for creating value. With our partners we're here to help Wyoming businesses to grow to their full potential. We provide broad technical assistance, engineering solutions, general business assistance, marketing assistance, and financial counseling. We are committed to helping businesses by delivering solutions for creating wealth and, in conjunction with others, we can deliver complete solutions for companies. ManufacturingWorks is a not-for-profit organization with professionals positioned throughout Wyoming, with current offices located in Laramie, Casper, Cheyenne, Sheridan, and Afton. Manufacturing-Works' mission is to assist Wyoming manufacturers, producers and entrepreneurs, in growing their revenues, increasing their productivity and performance, and strengthening their global competitiveness. We are Wyoming's most trusted resource for manufacturers.

### **About ManufacturingWorks Third Party Providers**

ManufacturingWorks 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 ManufacturingWorks?**

ManufacturingWorks provides our Third Party resources with:

*A Sales and Distribution Channel* - Access to more than 1,400 small- to medium-sized manufacturing companies in Wyoming, 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 ManufacturingWorks 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 [info@manufacturing-works.com](mailto:info@manufacturing-works.com) Likewise, please ask at least two references to forward their completed reference forms to [info@manufacturing-works.com](mailto:info@manufacturing-works.com). Two in-person interviews will be scheduled once all these documents are received.

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

A ManufacturingWorks Business Advisor handles the contracting process with the Third Party resource for a specific project with a ManufacturingWorks 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. ManufacturingWorks does not pay travel expenses separately.

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

In addition to constant monitoring by the ManufacturingWorks 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 ManufacturingWorks 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 ManufacturingWorks. We look forward to hearing from you.

James David Lee  
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