



# MENTOR-PROTÉGÉ PROGRAM APPLICATION

A signed mentor-protégé application for each mentor-protégé relationship should be submitted to the Office of Small Business Development (OSDBU) for approval.

## 1. Mentor Firm Information

Name of Firm	Contact Name	Position Title
Address		Telephone Number
Fax Number	E-mail	Homepage

## 2. Protégé Firm Information

Name of Firm	Contact Name	Position Title
Address		Telephone Number
Fax Number	E-mail	Homepage

The remainder of the information requested may be provided in narrative form.

## 3. Eligibility

Provide a statement certifying that the company is currently eligible pursuant to the following criteria below:

- Must be a small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone, small socially and economically disadvantaged business, and women-owned small business (SBA Regulations: 13 CFR 124 and 126).
- Must be small as determined by the requirements of the specific NAICS code designated by the Mentor and for supplies or services the Protégé may provide to the Mentor under a subcontract with the Mentor.
- The Protégé's NAICS code is \_\_\_\_\_
- The Protégé firm (*check one*):  is  is not eligible for U.S. Government contracts.
- Please check the appropriate box that the mentor firm represents:
  - Small Business       Large Business
- Please check the appropriate boxes that the protégé firm represents:
  - Small Business       Woman-Owned Small Business
  - Small Disadvantaged Business       Veteran-Owned Small Business
  - 8(a)       Service Disabled Veteran-Owned Small Business
  - Hubzone Small Business

List the date (*mm-dd-yyyy*) \_\_\_\_\_ of this representation, on the List of Qualified HubZone small business maintained by the Small Business Administration.

## 4. Developmental Assistance Program

Describe the development program for the protégé firm specifying type of assistance planned. Types of developmental assistance a mentor firm can provide to a protégé firm may include:

- Management guidance relating to -
  - Financial management
  - Organizational management
  - Overall business management/planning and business development
- Technical assistance
- Rent-free use of facilities and/or equipment
- Property

## PAPERWORK REDUCTION ACT STATEMENT

Public reporting burden for this collection of information is estimated to average 12 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: OSDBU, SA-6, L500 Washington, D.C. 20522

#### 4. Developmental Assistance Program (continued)

- Temporary assignment of personnel to the protégé firm for the purpose of training
- Loans; and
- Any other types of mutually beneficial assistance

Annually after initial agreement, please provide an accomplishment report describing the following:

Summary of the value of the Mentor-Protégé agreement:

- Supporting the Department of State mission and objectives
- Increasing the protégé's ability to participate in DOS, Federal, and/or commercial contracts and subcontracts
- Improving small business subcontracting opportunities in industry categories where eligible protégés or other small business categories are not dominant in the mentor's vendor base
- Progress in meeting your agreed upon objectives
- Recommendation for continuation of the agreement for the previous FY

Please attach Mentor Protégé Agreement.

#### 5. Milestones

Define milestones for providing the identified developmental assistance.

#### 6. Metrics

In addition to the developmental assistance plan, provide factors to assess the protégé firm's developmental progress under the program.

#### 7. Subcontract Awards to Protégé(s)

The number and total dollar amount of subcontract awards made to the identified protégé firm(s) during the two preceding fiscal years (if any).

##### Total Subcontract Awards to Protégé(s)

	Number	Dollar Amount
FY-		
FY-		

#### 8. Estimate of Cost

Provide an estimate of the total cost of the developmental assistance.

#### 9. Program Participation Term

State the period of time over which the developmental assistance will be performed.

#### 10. Potential Subcontracts

Provide the anticipated dollar value and type of subcontracts that may be awarded to the protégé firm consistent with the extent and nature of mentor firm's business, and the period of time over which they may be awarded.

#### 11. Mentor Termination Procedures

Describe the procedures for the mentor firm to notify the protégé firm in writing at least 30 days in advance of the mentor firm's intent to voluntarily withdraw its participation in the program.

#### 12. Protégé Termination From the Program

Describe the procedures for a protégé firm to notify the mentor firm in writing at least 30 days in advance of the protégé firm's intent to voluntarily terminate the mentor-protégé agreement.

#### 13. Other Termination Procedures

Describe the procedures for the mentor firm to terminate the mentor-protégé agreement for cause which provide:

- The protégé firm shall be furnished a written notice of the proposed termination, stating the specific reasons for such action, at least 30 days in advance of the effective date of such proposed termination.
- The protégé firm shall have 30 days to respond to such notice of proposed termination, and may rebut any finding believed to be erroneous and offer a remedial program.
- Upon prompt consideration of the protégé firm's response, the mentor firm shall either withdraw the notice of proposed termination and continue the protégé firm's participation, or issue the notice of termination.
- The mentor shall submit a plan for accomplishing work to the OSDU-Mentor Protégé Program Manager should the work be terminated.

#### 14. Signed Agreement

Mentors and Protégés are asked to sign and date the agreement. The parties shall state they agree to comply with the obligations in all clauses and provisions governing the program. Titles of the individuals should also be included.

Mentor		Protégé	
Mentor Name	Mentor Title	Protégé Name	Protégé Title
Mentor Signature	Date (mm-dd-yyyy)	Protégé Signature	Date (mm-dd-yyyy)