

Guidance and Instructions for completing Mentor-Protégé Agreement\

Information to be found on Department of Transportation Website - www.dot.osdbu.gov

Mentor-Protege Process

OSDBU requests that firms interested in becoming a mentor firm submit a copy the mentor-protégé arrangement to OSDBU. This will provide OSDBU the opportunity to evaluate the nature and extent of technical and managerial support, and traditional subcontracting support involved in the mentor-protégé relationship, enabling OSDBU to provide advice and assistance to the parties

The Mentor Protégé arrangement should contain:

1. Name, address, phone, and email of mentor and protégé firm(s) and a point of contact within both firms who will oversee the arrangement.
2. A description of the type of developmental program that will be provided by the mentor firm to the protégé firm, including a schedule for providing assistance, and criteria for evaluation of the protégé's developmental success.
3. Program participation term.
4. Other terms and conditions, as appropriate.
5. Procedures for the mentor's voluntary withdrawal from the program including notification of the protégé firm and the OSDBU. The Mentor should provide at least 30 days' written notice to OSDBU before withdrawing from the program.

OSDBU will review a Mentor Protégé arrangement no later than 30 days after receipt. Following OSDBU review, the mentor may implement the developmental assistance program.