

MPP

MENTOR
PROTÉGÉ
PROGRAM

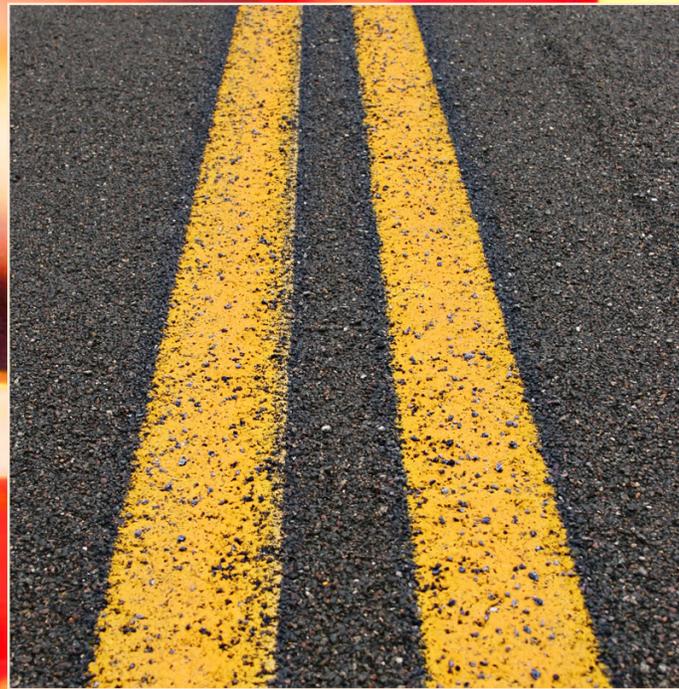


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The South Carolina Department of Transportation (SCDOT) Division of Minority & Small Business Affairs has initiated a Mentor Protégé Program for federal-aid and state-funded highway projects. The Mentor Protégé Program is a collaborative effort between the Federal Highway Administration and SCDOT. The Mentor Protégé Program is uniquely tailored to allow for flexibility and is in keeping with business development program requirements as outlined in 49 CFR Part 26.35 of the Federal Regulations.

The Mentor Protégé Program has meaningful objectives - and is in line with SCDOT's Strategic Plan initiative. The primary objectives of the program are: (1) to develop the program with the intent of growing the number of Disadvantaged Business Enterprises (DBEs) successfully participating on SCDOT projects and contracts; and (2) to increase the capacity and services of DBE firms.

The pairing of a SCDOT contractor/service provider that has exhibited successful project performance, with a DBE seeking to become a competitive, proficient resource for SCDOT contracts is an outstanding endeavor. By promoting the practices and performance of the more established prime contractor who provides education and guidance to DBEs, SCDOT will continue to meet Federal guidelines for the support of DBE firms and provide an avenue to assist with building relationships to enhance contractor performance.

It is exciting to initiate a program that will advance the economic development of South Carolina and eventually perpetuate the goal of increasing the number of DBEs performing on SCDOT projects.

Christy A. Hall, P.E.
Acting Secretary of Transportation
South Carolina Department of Transportation

Emily Lawton
Division Administrator - SC
Federal Highway Administration

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION
DBE Supportive Services Program
Mentor-Protégé Program

Purpose:

The purpose of the Mentor-Protégé Program (MPP) is to establish a link between businesses certified under the South Carolina Unified Certification Program (UCP), successful professional service providers, and general contractors who contract with the South Carolina Department of Transportation (SCDOT) on highway design/ engineering and construction projects. The program is sponsored by SCDOT in coordination with the Federal Highway Administration (FHWA) and is designed to build a more effective, competitive and diverse pool of contractors capable of bidding on future projects.

Objectives:

The objectives of the Mentor-Protégé Program include:

- Promoting the development of business management and technical skills for certified Disadvantaged Business Enterprises (DBEs) to compete more successfully.
- Developing an effective method for engineering consultants, general contractors and subcontractors who wish to participate in the MPP and help certified DBEs to acquire greater access to business support systems that facilitate growth and development.

Scope:

The program is designed to allow the Mentor firm to provide the Protégé with guidance, technical support as well as the benefit of the Mentor's expertise and experience in:

- Strategic Planning
- Marketing and Business Development
- Financial Management
- Contract Procurement
- Purchasing/Leasing
- Bid Preparation and Procedures
- Request for Proposal Preparation
- Business Management
- Personnel Management
- Operational Management

Each approved Mentor-Protégé Program will be conducted over a period no longer than (24 months) during which time, the Mentor-Protégé team will identify strategies to assist the Protégé with accelerating growth, securing resources and entering target markets. A final report documenting "lessons learned" by both the Mentor and Protégé will be submitted to SCDOT and FHWA.

At the end of the program, the Protégé should be empowered to grow and thrive as a successful growing business.

Methodology:

The Mentor Protégé Program (MPP) will be introduced through a series of public informational meetings and a carefully planned advertisement initiative that will explain the intent and purpose of the program, along with a list of the requirements.

An informational packet will be distributed to professional service providers and contractors who perform design, engineering, and other professional and construction services on SCDOT projects and firms certified with the South Carolina UCP.

An orientation/overview session will be held to review the key components of the MPP and solicit potential mentors and protégés. An application list will be maintained by the Division of Minority & Small Business Affairs. Based upon the criteria established, the Division of Minority & Small Business Affairs, along with Construction and Pre-construction offices will determine which firms will be recommended as mentors and protégés.

SCDOT will identify potential projects for MPP relationships and will solicit proposals from professional service providers and contractors. A Memorandum of Understanding will be developed by SCDOT, the mentor and the protégé outlining the responsibilities of each entity and the monitoring requirements established for participation in the program.

The MPP relationship will have periodic reviews to ascertain the progress of the relationship and consider any further assistance SCDOT may be able to provide. Upon completion of the Mentor-Protégé relationship, a final review will be conducted by the SCDOT to evaluate the goals and objectives established for the MPP.

Mentor Requirements:

- The Mentor firm must have at least seven (7) years of experience as a contractor (preferably, but not necessarily as a prime contractor) of SCDOT highway construction contracts.
- A brief outline of the type of assistance, services and/or resources the Mentor will provide to the Protégé and describe how this assistance will benefit the Protégé.
- Information that demonstrates the Mentor's ability to provide management and technical assistance to the Protégé.
- The Mentor firm must agree to devote a minimum of fifteen (15) hours per month to working with the Protégé.
- Mentors must specify the lead individual responsible for implementing the plan as identified in the Mentor application.
- The Mentor must give assurance of a solid financial foundation, maintain good-standing with state and federal agencies, and maintain a minimum CPS (Contractor Performance Score) score of 71 or above. A consultant evaluation score of 300 or above for Professional Services. A score below either threshold will require a written request and justification for approval.

Protégé Requirements:

- The Protégé firm and/or the firm's CEO/President/Managing Member must have at least three (3) years of experience in the highway construction industry, be an SCDOT certified DBE, and remain an eligible DBE firm, in good standing, throughout the duration of program participation.
- Complete a company assessment and business plan, which includes a marketing plan prior to the implementation of the Mentor-Protégé Team.
- Provide a written description of the anticipated benefits that will be gained from the relationship with the Mentor firm.
- Priority consideration will be given to those who become pre-qualified as a prime bidder with SCDOT (construction only).
- The Mentor-Protégé team will identify areas for improvement; set targets for improvements; and establish deadlines to accomplish the goals and objectives of the MPP team.

- The Protégé firm must agree to devote a minimum of fifteen (15) hours per month to working with the mentor.
- Protégés must specify the lead individual responsible for implementing the plan as identified in the Protégé application.
- Protégés must have minimum Annual Gross Receipts (Three year average) of:
 - o Professional Services: \$1.5 Million not to exceed \$5 Million
 - o Construction Services: \$ 1.5 Million not to exceed \$5 Million

SCDOT Participation:

The South Carolina Department of Transportation will provide support to the Mentor Protégé

Program as follows:

- Host periodic networking session for Mentors and Protégés.
- Review all Mentor Protégé applications and announce the firms that are approved for the Mentor Protégé program.
- Assist with development and approve MOU
- Facilitate a "Partnering Session" with the Mentor and Protégé.
- Identify projects that are potentially feasible for mentor protégé relationships.
- Conduct periodic reviews with the Mentor and/or Protégé to establish the status of the program.
- Identify appropriate construction projects that support business partnerships and foster cooperative, compatible relationships.
- Establish review sessions with Mentors and Protégés to access and monitor the progress of the Protégés toward their achievement of the Program goals.

Deliverables:

1. Memorandum of Understanding

The Department and Mentor will execute a Memorandum of Understanding, and each party will identify the resources allocated to the MPP.

The MOU must be signed by authorized representatives of the Mentor, Protégé and SCDOT. This document will be retained on file.

2. Action Plan

The Mentor-Protégé team will develop an action plan outlining the goals and objectives of the MPP relationship, along with measurable statements of desired outcome. The action plan will identify the roles and responsibilities of the Mentor, the Protégé and SCDOT. Also, review intervals for the MPP relationship and target dates will be established. The action plan and an agreement will serve as a contract between the Mentor and the Protégé and this document will be legally binding. The action plan must be signed by an authorized representative from each entity prior to the implementation of the Mentor Protégé relationship.

3. Monitoring and Reporting

SCDOT will monitor the progress of the Mentor-Protégé relationship and request information for periodic status reports. SCDOT may require representatives of the Mentor and/or Protégé to provide verbal and written intermediate reports of the MPP. A final report will be submitted prior to the termination of the MPP relationship and shall be developed with narratives from all parties including input/data regarding major accomplishments/challenges for the program. SCDOT will submit to FHWA quarterly status reports of active MPP agreements, a report forty-five days upon termination of each agreement and a final program report sixty days upon program completion. Invoices submitted to this program will be evaluated utilizing the attached procedures. (See Attachment #1)

Incentives for the Mentor:

SCDOT has established an incentive program for mentors who desire to participate in the MPP program. The Office of Minority & Small Business Affairs will work with the SCDOT Construction and Pre-construction offices, to determine which projects will be a good fit for the MPP, and work with firms to develop and establish Mentor-Protégé relationships. For construction projects that are identified as Mentor Protégé opportunities, the Mentor will be eligible for compensation for costs associated with the MPP approved Action Plan via a change order. MPP activities performed as a part of the change order will not negatively impact the Contractor's Performance Score.

For professional services and design build projects, SCDOT will consider potential Mentor-Protégé opportunities and may include a Mentor-Protégé component in the evaluation and selection process.

Mentors will have the opportunity to utilize DBE Protégé to perform up to half of the contract DBE goal. The other half of the goal must be performed by other DBEs.

In addition to goodwill and corporate responsibility, the mentor has the opportunity to develop a long-term relationship with a potential subcontractor, develop innovative approaches and technology and potential joint venture with small business.



APPENDIX I

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION
Mentor-Protégé Program
MENTOR INTEREST APPLICATION

Name of firm: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

Website: _____

Pre-qualification #: _____ Current CPS score: _____

Please list areas that you would be interested in mentoring: (check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Bid Preparation/Procedures | <input type="checkbox"/> Personnel Management |
| <input type="checkbox"/> Marketing & Business Dev. | <input type="checkbox"/> Contract Procurement | <input type="checkbox"/> Operational Management |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Purchasing/Leasing | <input type="checkbox"/> Business Management |
| <input type="checkbox"/> Other: _____ | | |

APPENDIX II

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION
Mentor-Protégé Program
PROTÉGÉ APPLICATION

Name of firm: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

Website: _____

DBE Certification #: _____ Pre-qualification #: _____

Please check the area(s) below that you would like mentoring assistance: (check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Bid Preparation/Procedures | <input type="checkbox"/> Personnel Management |
| <input type="checkbox"/> Marketing & Business Dev. | <input type="checkbox"/> Contract Procurement | <input type="checkbox"/> Operational Management |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Purchasing/Leasing | <input type="checkbox"/> Business Management |
| <input type="checkbox"/> Other: _____ | | |