SC DEPARTMENT OF TRANSPORTATION MENTOR PROTOGÉ PROGRAM

MPP

MENTOR PROTÉGÉ PROGRAM

SCDOT
South Carolina Department of Transportation

DEPARTMENT OF TRANSPORTATION
UNITED STATES OF AMERICA

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South Carolina Department of Transportation

The South Carolina Department of Transportation (SCDOT) has initiated a Mentor Protégé Program for federal-aided and state-funded highway projects. The Mentor Protégé Program is a purposeful undertaking in line with SCDOT's Strategic Plan initiative to conserve resources.

This is an excellent program that pairs a successful contractor/service provider experienced and familiar with SCDOT policies and practices with a Disadvantaged Business Enterprise (DBE) seeking to become a competitive, proficient resource for SCDOT contracts. By promoting the practices and performance of the more established prime contractor who provides consultation and guidance to DBEs, SCDOT will continue to meet federal guidelines for the support of DBE firms and gain an avenue to assist with building relationships to enhance contract performance.

It is exciting to initiate a service that will advance the economic development of South Carolina and eventually benefit the goal of increasing the number of women-owned and minority-owned contractors performing on SCDOT projects. We believe that transportation stakeholders, especially the traveling public, will benefit from the Mentor Protégé Program.

We thank you for your participation and commitment in ensuring the accomplishment of the program's goals and objectives. By instituting a method to link businesses certified under the South Carolina Unified Certification Program (UCP) with flourishing professional service providers and general contractors who contract with the SCDOT on highway design/engineering and construction projects, the Mentor Protégé Program will build a more effective, competitive and diverse pool of contractors.

H. B. Limehouse, Jr.
Secretary of Transportation
South Carolina Department of Transportation

Robert L. Lee
South Carolina - Division Administrator
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:

1. Promoting the development of business management and technical skills for certified Disadvantaged Business Enterprises (DBEs) to compete more successfully.
2. Developing an effective method for engineering consultants, general contractors and subcontractors who desire participation in the SCDOT Mentor Protégé Program (MPP) and helping certified DBEs to acquire greater access to business support systems that facilitate growth and development.
3. Identifying appropriate construction projects that support business partnerships and foster cooperative, compatible relationships.
4. Establishing review sessions with Mentors and Protégés to access and monitor the progress of the Protégés toward their achievement of the Program goals.

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
- Business Management
- Personnel Management
- Operational Management

The Program will be conducted over a period no longer than (twenty four months) during which time, the Mentor-Protégé team will identify strategies for 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. Based upon the criteria established, the Office of Busi-

ness Development and Special Programs, along with Construction, Pre-construction and Capital Improvements offices will determine which firms will be recommended as mentors and protégés. An application list will be maintained by the Office of Business Development and Special Programs.

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 to evaluate the goals and objectives established for the MPP.

Mentor Requirements:

The Mentor must submit the following:

1. A brief outline of the type of assistance, services and/or resources it will provide to the Protégé and describe how this assistance will benefit the Protégé.
2. Information that demonstrates the firm's ability to provide management and technical assistance to the Protégé.
3. Assurance of a solid financial foundation and in good-standing with state and federal agencies, and maintaining a minimum CPS (Contractor Performance Score) score of 75 or above.

Protégé Requirements:

The Protégé must submit the following:

1. Complete the application forms and agree to the Program requirements.
2. Complete a company assessment and business plan, which includes a marketing plan prior to the implementation of the Mentor-Protégé Team.
3. Provide a written description of the anticipated benefits that will be gained from the relationship with the Mentor firm.
4. Become pre-qualified as a prime bidder with SCDOT.

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.

SCDOT Participation:

The South Carolina Department of Transportation will provide support to the Mentor Protégé Program as follows:

1. Host periodic networking session for Mentors and Protégés.
2. Review all Mentor Protégé applications and announce the firms that are approved for the Mentor Protégé program.
3. Facilitate a "Partnering Session" with the Mentor and Protégé.
4. Identify projects that are potentially feasible for mentor protégé relationships.
5. Conduct periodic reviews with the Mentor and/or Protégé to establish the status of the program.

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 and 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 inter-

vals for the MPP relationship and target dates will be established. The action plan will serve as a contract agreement 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. The Department 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.

Incentives for the Mentor:

The South Carolina Department of Transportation (SCDOT) has established an incentive program for mentors who desire to participate in the MPP program. For construction projects that are identified as Mentor Protégé opportunities, the Mentor will be eligible for compensation as part of the contract by submitting a line item for costs associated with the MPP. However, this amount will not be counted against the bid amount.

For professional services and construction design-build contracts, SCDOT will count an acceptable MPP relationship toward the percentage value of the DBE utilization. This will be considered in conjunction with the other points that will count in the consultant's final ranking.

Please complete the appropriate form and mail to:
ATT: SCDOT Mentor Protégé Program, 955 Park St, Ste 213, PO Box 191, Columbia, SC 29202-0191 or fax to (803) 737-4681

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)

- ☐ Strategic Planning
- ☐ Marketing & Business Dev.
- ☐ Financial Management
- ☐ Bid Preparation/Procedures
- ☐ Contract Procurement
- ☐ Purchasing/Leasing
- ☐ Personnel Management
- ☐ Operational Management
- ☐ Business Management
- ☐ 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)

- ☐ Strategic Planning
- ☐ Marketing & Business Dev.
- ☐ Financial Management
- ☐ Bid Preparation/Procedures
- ☐ Contract Procurement
- ☐ Purchasing/Leasing
- ☐ Personnel Management
- ☐ Operational Management
- ☐ Business Management
- ☐ Other: _____