

## MDOT Consultant Mentor-Protégé Program - Procedures

The primary purpose of the Consultant Mentor-Protégé Program is to assist in sustaining and enhancing the capacity of small business consultants to successfully compete for new vendor-consultant procurement opportunities. There is also an opportunity to promote improved performance and efficiencies in the overall procurement and delivery of effective and efficient engineering and technical services to the Department.

### Mentor Protégé Program Goals

Desired outcomes of the program are as follows:

- Small business job creation/retention is enhanced.
- Long-term profitable business relationships are fostered and formed.
- Core capabilities of small business firms are enhanced.
- Collaboration and innovation on projects are fostered.
- MDOT meets or exceeds annual aspirational goals for participation by small business firms in the consultant program.

### Mentor Protégé Program Guidelines

#### **A. Eligibility to Participate (Protégé):**

1. The Protégé must be an MDOT-certified Disadvantaged Business Enterprise (DBE) or Small Business Enterprise (as defined in applicable federal law) and must be financially prequalified by MDOT to perform engineering or technical services.
2. The Protégé may be prequalified to perform MDOT work but it is not a requirement. The Protégé is required to identify at least one prequalification classification that it desires to perform services under.
3. The Protégé should comply with all licensing and certification requirements as identified in the Consultant Prequalification Application Instructions. If the Protégé does not meet the requirements defined above, an individual with the required certification or licensure must oversee the work, including being present and guiding all work requiring certification.
4. The Protégé must meet all business requirements as defined in the Consultant Prequalification Application Instructions.
5. The Protégé's requested prequalification categories will only be assigned within the firm's primary line of work, in accordance with approved NAICS codes.

#### **B. Eligibility to Participate (Mentor):**

1. The Mentor must be prequalified through MDOT and actively working as a prime or subconsultant on MDOT projects.
2. The Mentor must be prequalified in the services performed by the Protégé.

#### **C. Mentor-Protégé Teaming:**

1. Exclusive Mentor-Protégé relationships are not allowed. The Protégé and Mentor have the option to work for other entities and firms at any time. A Mentor may have multiple Protégés and Protégés may work with multiple Mentors on other projects. A Mentor may elect to propose multiple Protégés on one project. The use of multiple Mentor-Protégé relationships will not increase or decrease the amount of point available.
2. If a potential conflict of interest on the part of the Protégés exists, it must be disclosed to the Mentor during initial teaming discussions. If during the life

of a project, a conflict is determined by the Protégé, it must be disclosed to the Mentor and MDOT, as soon as determined. The Mentor should identify the feasibility and practicality of a replacement Protégé. If the Committee and the Project Manager agrees it is not feasible or practical to replace the Protégé, the Mentor will determine how the work will continue, and obtain approval from the Committee and the Project Manager. The contract may be amended, including a potential decrease in the contract dollar value. MDOT will not increase the contract value due to a replacement Protégé, or a change in team members responsibilities.

3. Protégé's must perform at least one (1) task on the project directly related to achieving or retaining the targeted prequalification.

4. If a Protégé is a certified DBE but not prequalified in the work area they are performing they do not meet the commercially useful function requirements of the DBE program as they are not performing the work independently. This makes the work performed by the protégé ineligible for credit toward the DBE goal on that project only.

5. A certified DBE performing other work unrelated to this arrangement will be eligible for DBE credit for any work not included in the Mentor-Protégé program.

**D. Proposals:**

1. The Mentor-Protégé relationship will be described in the "Understanding of Service" portion of the proposal.

2. The points awarded will not exceed twenty (20) percent of the total number of points available for the "Understanding of Service" portion of the proposal.

**E. Priced Proposals and Mentor-Protégé Plans:**

After selection and as a part of the priced proposal process:

1. The Mentor-Protégé Plan (Plan) must be developed to include details for how the Mentor-Protégé relationship will operate, including: clear goals, expectations, duration, services, and effort to be provided, and a plan to monitor and report on outcomes.

2. Both the Priced Proposal and Plan must include a schedule of hours to cover the direct and indirect costs incurred by the Mentor to provide training and assistance to the Protégé. The schedule of hours is subject to department approval and are eligible for reimbursement as part of the project.

3. The Plan shall provide for minimum hours of effort on the part of both parties each month to accomplish the Plan.

4. Submitted Plans will be evaluated by the Mentor-Protégé Committee (Committee), established by MDOT's Office of Business Development (OBD) for approval.

**F. Plan Performance**

1. The Protégé must remain completely independent in their operations, business management, and finances.

2. Monthly progress reports must include the Mentor-Protégé updates and be submitted to the MDOT Project Manager who will share with OBD. OBD staff will conduct periodic scheduled interviews with the Mentors and Protégés.

3. The Plan may be terminated or amended by mutual consent or by MDOT for relevant cause. The initiating party must notify the Committee and either their Mentor or Protégé of termination. Termination of the Mentor-Protégé relationship must be approved by the Committee. The decision of the Committee will be provided to the

Project Manager and will be included in the consultant performance (Mentor and/or Protégé) evaluation process. The termination or separation language in the subconsultant agreement between the Mentor and Protégé should reflect this intent.

- If a Protégé is terminated for cause or by mutual consent, it must be disclosed to MDOT as soon as determined. The Mentor shall identify the feasibility and practicality of a replacement Protégé. If the Committee and the Project Manager agrees that it is not feasible or practical to replace the Protégé, the Mentor will determine how the work will continue, and obtain approval from the Committee and the Project Manager. The contract may be amended, including a potential decrease in the contract dollar value. MDOT will not increase the contract value due to a replacement Protégé or change in team members responsibilities.
- Future participation by the Protégé in the Mentor-Protégé program will be determined by the Committee.

4. The Project Manager must incorporate the performance of the Plan in the consultant performance evaluation process.

**G. Prequalification:**

1. A Protégé seeking prequalification must meet all requirements for prequalification in the classification requested.
2. A Protégé is encouraged to seek non-MDOT work and other avenues for prequalification along with their work as a Protégé.

**To Administer the Mentor-Protégé Program, MDOT will:**

1. Commit adequate resources to develop and manage the program and perform an annual assessment of the program's success in achieving its stated goals.
2. Identify champions to promote and support the success of the program.
3. Provide ongoing guidance to Mentors and Protégés during the program development and implementation process.
4. Maintain confidentiality of proprietary information shared between the Mentor and Protégé and require Proteges and Mentors to do the same.
5. Annually identify projects eligible for the Mentor-Protégé Program. Projects shall be selected based on risk, opportunity for collaboration, and opportunity for growth and development of skills and experience necessary to meet prequalification requirements.
6. Seek assistance from its partner associations (ACEC, COMTO, NAMCE, etc.) to identify program champions who will provide leadership to facilitate and promote Mentor-Protégé Program participation through training, communications, award programs, networking events, etc.

**Measurables of Mentor Protégé Program Success**

- Number of Projects successfully completed under the Mentor-Protégé Program.
- Number of Protégé's contracted under the Mentor-Protégé Program.
- Revenue earned by Protégé's under the Mentor-Protégé Program.
- Protégé company growth and/or sustainment, as identified through follow-up.

**Project Selection Criteria**

- Projects with multi-disciplinary work.

- Project selection will be based on risk, opportunity for collaboration, and opportunity for growth and development of skills and experience necessary to meet program goals.
- Projects may also be included in the program when the categories match small business prequalification needs.

### **Project Exclusion Criteria**

- Projects with narrowly defined categories not suitable for subconsultant participation.
- Projects with significant risk for MDOT, the Protégé or the Mentor in completion of the work.
- Any project below the small business size cap or any project that is already designated as a small business program set-aside project.

### **Criteria for evaluation of Protégé Capabilities by the Committee at the time of Submittal of the Protégé application**

- A Protégé must be in good standing and approved for financial prequalification by MDOT at the time of the proposal due date.
- A Protégé must be eligible to work in Michigan and meet all Licensing and Regulatory Affairs LARA requirements for the type of work the Protégé wishes to perform.
- Clear explanation of how the Mentoring aligns with Protégé's core operations and goals, as identified in the Protégé Application
- Protégé must demonstrate capability through employees and experience related to the field(s) of service for which the Protégé is applying. An employee is defined as a person, employed directly by a company and subject to the company's Supervision and control.
- A Protégé must be small business or DBE certified prior to applying for the program.
- A Protégé must be approved via the MDOT Protégé Application prior to teaming or inclusion on any Mentor-Protégé proposal.

### **Mentor-Protégé Program Guidelines for Project Managers**

#### **A. During the Proposals Process: Reviewing the Mentor Protégé relationships:**

1. As stated above, the Mentor-Protégé relationship must be scored only under Understanding of Service. There may not be any additional points assigned to the Mentor-Protégé relationship.
2. If the following items are included, the Mentor-protégé portion of the Understanding of Service proposal requirement has been fully satisfied:
  - Work elements performed by the Protégé fit into work that is included in the project scope.
  - Mentor is prequalified in the categories of work to be performed by the Protégé.
  - Mentor has named a specific individual to ensure the quality of the Protégé's work meets MDOT standards.
  - Protégé must have an approved Protégé Application submitted to the Committee in the work prequalification classification to be performed on the project. The current list of approved protégé firms is available on the SBP website at [www.michigan.gov/mdotsbp](http://www.michigan.gov/mdotsbp)

#### **During the Priced Proposals and Plans:**

After selection, as a part of the price proposal, the selected consultant must submit a written Mentor-Protégé Plan (Plan), and submit it with the Priced Proposal. The Plan must include the following:

- Specific work elements to be performed by the Protégé with timeframes.
- Details for how the Mentor-Protégé relationship will operate including clear goals, expectations, duration, services, effort to be provided, a plan to monitor and report on outcomes, and the

anticipated minimum hours of effort on the part of both parties each month to fulfill their commitment.

- A plan to monitor and report on outcomes and ensure quality control for the protégé's work.
- Submitted Plans will be evaluated by the Mentor-Protégé Committee (established by MDOT's Office of Business Development). The Plan is not given a numerical score, but receives a Pass/Fail determination. A contract will not be awarded until the Plan has received a passing determination.

### **During the Performance of the Project**

The following items will be reviewed throughout the life of the project:

- The Plan may be amended by mutual consent of all parties involved including the MDOT Project Manager and the Mentor-Protégé Committee. Changes may require a contract amendment by MDOT Contract Services Division.
- Review monthly progress reports, including the Mentor-Protégé updates, and submit to the Office of Business Development.
- Ensure that both the Mentor and Protégé are performing in accordance with the supplied Plan.
- Upon completion of the project, complete the consultant performance evaluation and note performance of the Mentor-Protégé relationship.