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MENTOR-PROTÉGÉ PROGRAM APPLICATION

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

1. Mentor Firm Information. Provide the following:		
NAME OF FIRM	CONTACT NAME	POSITION TITLE
ADDRESS		TELEPHONE NUMBER
FAX	E-MAIL	HOMEPAGE
2. Protégé Firm Information. Provide the following:		
NAME OF FIRM	CONTACT NAME	POSITION TITLE
ADDRESS		TELEPHONE NUMBER
FAX	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:

(1) 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).

(2) 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;

(3) The Protégé, for general statistical purposes that it is a (check one):

   Small   Small Disadvantaged   8(a) Business concern as defined above

(4) The Protégé represents that it   is   is not eligible for U.S. Government contracts.

(5) The Protégé represents that it   is   is not a HUBZone small business concern listed, on the date (mm-dd-yyyy) of this representation, on the List of Qualified HUBZone small business concerns maintained by the Small Business Administration.

(6) The Protégé represents that it   is   is not a Woman-owned small business concern.

(7) The Protégé represents that it   is   is not a Veteran-owned small business concern.

(8) The Protégé represents that it   is   is not a Service disabled veteran-owned small business concern.

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
- Business development

- Technical assistance
- Rent-free use of facilities and/or equipment
- Property
- Temporary assignment of personnel to the protégé firm for the purpose of training
- Loans
- Any other types of mutually beneficial assistance

Please attach any supporting documents (i.e., MOU, contract, etc.)

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 of 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 procedure.

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 firm shall submit a plan for accomplishing work should the agreement be terminated while the protege is subcontracting on an award (if applicable).

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**
Printed Name	Printed Name
Signature	Signature
Title	Title
Date (mm-dd-yyyy)	Date (mm-dd-yyyy)

Public Burden Statement

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the USAID Office of Small and Disadvantaged Utilization.