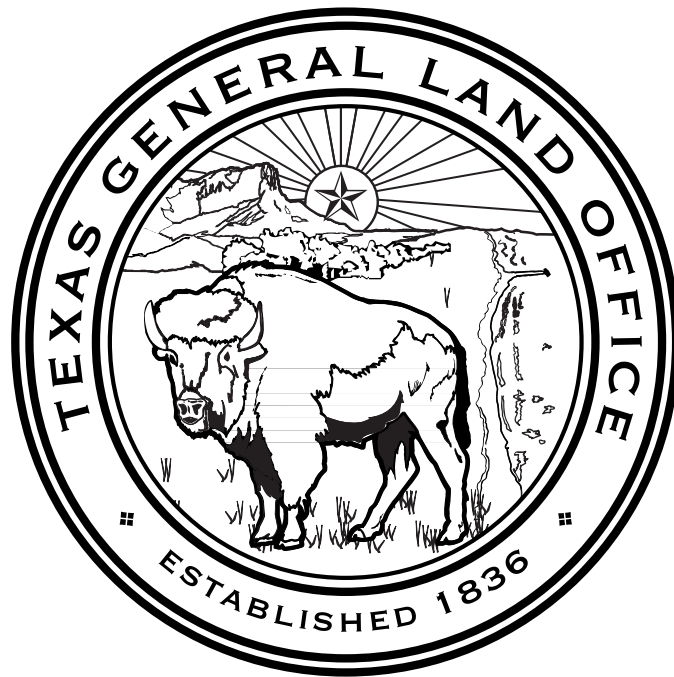


Mentor/Protégé Program



Texas General Land Office
Jerry Patterson, Commissioner

2007

Program Overview

The Texas General Land Office (GLO) has developed a Mentor/Protégé Program (Program), as required by Texas Government Code, §2161.065 and Texas Administrative Code Title 1, Part 5, §111.28 of Subchapter B. This voluntary program is designed to build effective working relationships between established companies (mentors) and emerging minority- and women-owned companies (protégés) in order to improve the protégé's business practices and produce a broad base of high quality, competitive, and profitable Historically Underutilized Businesses (HUBs).

The GLO HUB coordinator and designated procurement division staff are responsible for the administration, outreach, education, Program evaluation, compliance, and reporting of the Program. Resources from other agency programs will be utilized to carry out the mission of the Program, as needed.

What is the Purpose of the Program?

The purpose of this Program is to foster long-term relationships between prime contractors and HUBs and increase the ability of HUBs to contract with the state or to receive subcontracts under a state contract.

Who is Eligible?

Mentors and protégés who have completed a Mentor/Protégé Program Application and who are willing to enter into a Mentor/Protégé Agreement (see sample) are eligible for participation in this Program. Potential mentors are matched to potential protégés.

How will Mentors be Matched to Protégés?

The following criteria will be used when matching potential mentors to potential protégés:

- Every effort will be made to assign mentors who share the same major business responsibility as their protégés.
- Geographic proximity of mentors and protégés will be considered in making potential matches.
- Protégé needs, as identified in the protégé's application, will be matched with the skills that a mentor is willing to share or coach, as identified in the mentor's application.

Mentor and Protégé Application and Selection Process

Prospective mentor and protégé companies will submit a completed Mentor/Protégé Program Application to the GLO HUB coordinator. The GLO HUB coordinator will review the completed application and evaluate it utilizing basic eligibility criteria. Upon determination of eligibility status, the mentor or protégé will be notified in writing by the GLO HUB coordinator.

Approved protégé applications will be copied and forwarded to mentors who have been accepted into the Program. It is the mentor's responsibility to interview prospective protégés and notify the GLO HUB coordinator of a selection.

Mentor/Protégé Orientation and Agreement

Once a mentor and protégé are matched and agree to participate in the Program:

- Mentors and protégés must attend an orientation session describing their respective roles in a mentor/protégé relationship. GLO staff will conduct the orientation prior to the finalization of any Mentor/Protégé Agreement. Orientation attendance is a prerequisite to the Mentor/Protégé Agreement.
- Mentors and protégés must prepare a written agreement (see sample Mentor/Protégé Agreement) that defines expectations of an effective mentoring relationship. The two companies must agree on the nature

of their involvement under the mentor/protégé initiative. The written agreement must include, but is not limited to, the following information:

- identification of the developmental areas in which the protégé needs guidance;
- the time period during which the developmental guidance will be provided by the mentor;
- name, address, phone, and fax numbers and each company's points of contact that will oversee the agreement of the mentor and protégé;
- procedure for either party to withdraw from the Program or terminate the mentor/protégé relationship;
- requirements to report on the progress of the mentor/protégé relationship (these must be submitted to the GLO HUB coordinator at least twice a year); and
- language stating that participation by the mentor and the protégé in the Program is voluntary and that participation in the Program is neither a guarantee for a contract opportunity nor a promise of business, but rather to foster positive long-term business relationships.

The Mentor/Protégé Agreement shall be limited to a period not to exceed twenty-four (24) months commencing from the date the Mentor/Protégé Agreement is signed by all parties. Three original copies of the written agreement shall be signed. One copy each will be retained by the mentor, the protégé, and the GLO HUB coordinator.

Reporting

Mentors and protégés are required to submit Mentor/Protégé Performance Assessment Surveys to the GLO HUB coordinator biannually, each year that the agreement is in effect. On an annual basis, the GLO HUB coordinator or designee will compile reports from data submitted on the surveys. The GLO report shall include a summary of key progress made by protégés, relative to their respective agreements. Evaluation information will be submitted with the agency's supplemental letter as a component of its annual HUB reporting materials.

**Mentor /Protégé Agreement
Through the
Texas General Land Office**

SAMPLE

The Mentor/Protégé Program is designed to encourage approved mentors to provide various forms of assistance to eligible Texas Historically Underutilized Businesses (HUBs) participating as protégés. The parties to this agreement agree to participate in the Mentor/Protégé Program. The parties verify that the information contained in this agreement is accurate and agree to adhere to the guidelines set forth in the Mentor/Protégé Program.

1. Mentor Company Information

Name of Company: _____

Contact Name: _____

Position Title: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

Homepage: _____

2. Protégé Company Information

Name of Company: _____

Contact Name: _____

Position Title: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

Homepage: _____

3. Eligibility

(Name of Company) is currently eligible to participate in the Mentor/Protégé Program pursuant to the following criteria:

- **(Name of Company)** is certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB) company. **(Name of Company)** has an active certification through **(Date)**.

Should certification expire prior to the termination of this agreement, **(Name of Company)** agrees to apply for HUB re-certification.

- **(Name of Company)** has a Catalog Information Systems Vendor (CISV) designation.

4. **Development program (areas of assistance to be provided by mentor to protégé)**

(Mentor) plans to provide developmental assistance in the following areas, if applicable:

- Marketing to the government
- Business development
- Legal/contractual support on joint opportunities
- Pricing techniques and formats when responding to government opportunities
- Technical assistance in the area of information systems

The parties agree to jointly identify opportunities available in the government marketplace, prioritizing the list to focus on two or three opportunities per year. Using the knowledge gained in the past by **(mentor)**, proposal strategies will be developed, competitive bidding practices analyzed, and pricing/profitability goals established. This interaction will provide on-the-job training to **(protégé)** in the methods used when addressing the state market.

If a protégé is awarded a contractor procurement opportunity during this program, the mentor can provide guidance and counseling that may help the protégé deliver the highest quality of products or services to the government.

5. **Milestones (Agreement Objectives)**

Monthly Meetings

- Discuss future contract or procurement opportunities with the government, to include subcontracting opportunities
- Discuss bid/no bid decisions on Texas MarketPlace postings
- Review status of bids or proposals in process
- Review status of ongoing contracts

Quarterly Meetings

- Assess milestone progress
- Review ideas for the expansion of new teaming arrangements
- Identify improvements in marketing to the state, year-to-date

6. **Metrics (Proposed Outcomes – if applicable)**

Year 1 – (January 2007 through December 2007)

- Submission of bids or proposals with **(protégé)**, share estimated at **(amount)**.

Year 2 – (January 2008 through December 2008)

- Submission of bids or proposals with **(protégé)**, share estimated at **(amount)**.
- Award of contract(s) with **(protégé)**, share estimated at **(amount)**.

7. Program Participation Term (Term of Agreement)

Up to two years

8. Termination Procedures

Either party may terminate this agreement for cause or convenience.

- **Termination for Convenience**

Thirty days advance notice will be given to the other party; all correspondence from the party initiating the cancellation must be addressed to the affected party with a copy to the GLO HUB Coordinator. The party canceling the contract may not enter into another mentor/protégé relationship for one year from the date of cancellation.

- **Termination for Cause**

Written notice shall be sent by the terminating party to the other party, with a copy to the GLO HUB Coordinator, stating the reason for termination. The terminating party must allow a thirty-day period during which the other party may offer reasons why the termination should not occur, including a plan to cure the reasons for the termination. After reviewing the response, the terminating party may elect to continue the program or issue a formal termination. In no event is the termination subject to appeal to the General Land Office.

9. Termination Procedures

Parties to this agreement acknowledge that the participation by the mentor/protégé is voluntary. It is also understood that this agreement is neither a guarantee for a contract opportunity nor a promise of business. The program's intent is to foster positive long-term business relationships.

We understand that the Mentor/Protégé Agreement is limited to a period not to exceed twenty-four (24) months, commencing from the date the Mentor/Protégé Agreement is signed by all parties.

Three original copies of the written agreement shall be signed, one to be retained by the mentor, one to be retained by the protégé, and one to be retained by the HUB Coordinator.

Parties agree to comply with the obligations of the Mentor/Protégé Program.

_____	_____
Mentor	Protégé
_____	_____
Signature	Signature
_____	_____
Title	Title
_____	_____
Date	Date