

EXECUTIVE SUMMARIES FORMAT
For
NGA Mentor-Protégé Program

EXECUTIVE SUMMARIES can be submitted for consideration anytime during the first three quarters of each Fiscal Year (FY) from FY2011 to FY2015. During the 4th quarter of each Fiscal Year, a pre-notification to the SBPO Director is required of your interest in the Mentor-Protégé Program to ensure funding is budgeted by OSD for the coming Fiscal Year.

Content And Form Of Submission: Mentors are required to submit 1 softcopy via email to smallbusiness@nga.mil. The executive paper shall not exceed 7 pages, single-spaced with a font no smaller than 12 pitch summarizing their proposed mentoring approach. The purpose of the executive paper is to preclude proposed developmental assistance not consistent with program objectives as described in **paragraph B**, unnecessary bid and proposal cost, and demonstrate commitment to the Mentor Protégé Program. The executive paper shall be structured and completed as follows:

Section A: Mentor Company Name & POC Information; Protégé Company Name & POC Information; School Name & POC Information.

Section B: Protégé Company Information- Provide description of the protégé company to include core business and small business status/eligibility. If applicable provide protégé's previous participation in the DoD Mentor Protégé Program.

Section C: Provide description of mentor's current/past relationship with the protégé.

Section D: Indicate if this is your first Mentor-Protégé Agreement with NGA.

Section E: Provide anticipated approach, description, and timeline of the technology transfer, business and technical development, and infrastructure assistance proposed to the protégé.

Section F: Provide description and required capabilities of the Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs), Procurement Technical Assistance Centers (PTACs), and/or Small Business Development Centers (SBDCs) role in Section E above.

Section G: Provide description of the benefits to the DoD/NGA and the anticipated benefits to the protégé. Include past or present capabilities that could benefit NGA.

Section H: Describe any past or present capabilities that could be useful to other DoD or Federal Agencies by the protégé.

Section I: Provide anticipated mentor subcontracting to the protégé to include estimated value by each year.

Section J: Provide an estimated value and period of performance for the proposed developmental technical and business assistance by year. Provide proposed type of contract either cost contract, cost-plus fixed fee, or hybrid (credit and cost reimbursable).

Section K: Letter of Endorsement from the President or Chief Executive Officer (CEO) of the mentor company to demonstrate their commitment to the Mentor-Protégé Program and direct subcontracting to the protégé for a successful program as required.