

DEPARTMENT OF GENERAL SERVICES (DGS) – MENTOR-PROTÉGÉ PROGRAM (MPP) AGREEMENT	Date:
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Mentor's SAP Vendor Number:	Protégé's SAP Vendor Number:
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The Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) requires an agreement signed by both Mentor and Protégé. Additional information may be included in narrative form on a separate attached document. This MPP Agreement may be electronically submitted via e-mail to GS-BDISBO@pa.gov or submitted via US First Class mail to BDISBO at 401 North Street, Room 601, Harrisburg, PA 17120.

1. Mentor Firm Information - Provide the following:

a. NAME OF FIRM:		
b. CONTACT NAME:	c. POSITION TITLE:	d. TELEPHONE NUMBER:
e. ADDRESS:	f. ZIP CODE:	g. COUNTY:
h. E-MAIL ADDRESS:		i. WEBSITE:

2. Mentor Eligibility Information - As of the date of this agreement, the applying Mentor must meet the following minimum qualifications:

- a) Be eligible for an award of a Commonwealth contract. The Mentor must not be under suspension or debarment, and must not be listed within the Commonwealth's Contractor Responsibility Program (CRP) database.
- b) Have had at least one prime contract award with the Commonwealth within the last three years valued at or above \$300,000.

Contract # _____

DGS MENTOR PROFILE

Business Industry	Business Core/Specialty	# of Employees	\$ Value of Largest Contract

3. Protégé Firm Information - Provide the following:

a. NAME OF FIRM:		
b. CONTACT NAME:	c. POSITION TITLE:	d. TELEPHONE NUMBER:
e. ADDRESS:	f. ZIP CODE:	g. COUNTY:
h. E-MAIL ADDRESS:		i. WEBSITE:

4. Protégé Eligibility Information - As of the date of this agreement, the applying Protégé must meet the following minimum qualifications:

- a) Be eligible for an award of a Commonwealth contract. The Protégé must not be under suspension or debarment, and must not be listed within the Commonwealth's CRP database.
- b) Be DGS verified under one of the following SDB categories as of the date of this Agreement:
Please check all that apply:
 - Minority Business Enterprise (MBE)
 - Service Disabled Veteran Enterprise (SDVE)
 - Disabled Owned Business Enterprise (DOBE)
 - Veteran Business Enterprise (VBE)
 - Woman Business Enterprise (WBE)
 - Lesbian, Gay, Bi-sexual and Transgender Business Enterprise (LGBT)
- c) Prospective Protégés new to the Commonwealth's procurement processes must also complete the supplier registration process, attend one solicitation event – i.e., supplier forum, pre-proposal conference or pre-bid conference or attend a BDISBO training event – i.e. "Doing Business with the Commonwealth."

5. Developmental Assistance Plan - Identify the Developmental Assistance categories. (Check one or more). Please include an estimated timeline for completion of each developmental topic. Developmental topics and timeline are to be jointly agreed upon and signed by both Mentor and Protégé.

- Business Management
- How to handle Products and Services
- Financial Management
- Building Capacity
- Marketing/Sales Management
- Information Technology Management
- Expansion and Growth
- Professional Growth and Development
- How to Sustain Growth
- OTHER _____

6. Specifically define developmental goals to include specific tasks and action items for the participants of Mentor Protégé Program - Detail the actions to be taken by the Mentor to develop or enhance capacities of the Protégé. Identify each task/action item assigning ownership responsibility by name to either the Mentor or the Protégé. (Please attach additional pages as needed.)

7. Describe the Mentor's ability to provide the developmental assistance as identified in Section 5 of this agreement - Explain how the Mentor's developmental assistance will increase the Protégé's opportunities for Commonwealth contracting:

8. Program Participation Term - State the initial duration of the relationship over which the developmental assistance will be performed.

____ New Applicant

____ Renewal Applicant

9. Mentor / Protégé Termination Procedures - The Mentor/ Protégé must request in writing 30 days in advance of either firm's intent to voluntarily withdraw its participation in the MPP Program or to terminate the Agreement. Termination requests must be reviewed and approved by BDISBO prior to the proposed termination date.

The questions below may be used internally as supplemental data to assess experience levels and expertise to assist in Mentor/Protégé matching.

10. Mentor - List at least one (1) and up to 3 Commonwealth contracts valued at or above \$300,000.00 you have been awarded within the last three (3) years.

1. Contract # _____ State Agency _____ Contract Amount \$ _____

2. Contract # _____ State Agency _____ Contract Amount \$ _____

3. Contract # _____ State Agency _____ Contract Amount \$ _____

a) As Mentor, are you currently involved in any other active Mentor-Protégé relationships? i.e. other State, Local, Private Sector or any other entities' Mentor-Protégé program.

Yes ____ No ____

b) Do you have any other DGS Proposed Protégé agreements? Yes ____ No ____ If yes, explain:

11. Protégé - List any Commonwealth contracts you have been awarded within the last three (3) years.

1. Contract # _____ State Agency _____ Contract Amount \$ _____
2. Contract # _____ State Agency _____ Contract Amount \$ _____
3. Contract # _____ State Agency _____ Contract Amount \$ _____

a) As Protégé, do you currently have any active Commonwealth Contracts? Yes ____ No ____

Contract Status - Prime contractor ____ Subcontractor ____

If so, please list contract numbers, Agency and Amounts: _____

b) As Protégé, are you currently involved in any other active Mentor-Protégé relationships? Yes ____ No ____

If yes, please list:

Participation Agreement Confirmation:

I have read and agree to comply with all obligations, clauses, provisions and expectations listed for the *Mentor Protégé Program Agreement*.

By signing below, I attest that all information provided is true and accurate to the best of my knowledge at time of signature. I agree that DGS may independently validate any information listed in this document.

Mentor Firm

Protégé Firm

Mentor Printed Name

Protégé Printed Name

Professional Title

Professional Title

Mentor Signature

Protégé Signature

Date

Date