

Mentor / Protégé Program



Pennsylvania Department of Transportation (PennDOT)

has created a Mentor Protégé Program to increase diversity and participation in the Diverse Business (DB) / Disadvantaged Business Enterprise (DBE) Program for **contractors and consultants**, with a focus on drawing in underserved and underrepresented companies. In addition, the creation and implementation of this program will specifically address the findings of PennDOT's 2018 Disparity Study. The mentor and protégé firms will partner to establish protégé firms as experienced vendors for the Commonwealth. Together, they will explore opportunities to provide training and development, share knowledge, and collaboratively review the protégé's work product.

Initial qualification will include working through PennDOT's DB/DBE Supportive Services Center administered by **ProRank** to qualify as a vendor for PennDOT. Through this process, the protégé firms will have opportunities to meet and connect with mentor firms. They will then formalize alignment onto teams through a Memorandum of Understanding (MOU). These teams will pursue construction or design projects bid or advertised through PennDOT's normal procurement process. The mentor firms will lead the pursuit of these projects while working with the protégé firms through both regular meetings (as defined in the MOU) and informal feedback, training, and review. Each element of a project will offer opportunities for input and discussion.

Certified DBEs Only.

Mentor / Protégé Team

As an example, a Consultant Mentor / Protégé team pursuing a project would go through the following steps together in the Statement of Interest (SOI) process:

-  Review planned projects to determine Go – No Go decision
-  Assign responsibility for drafting SOI sections to members of team
-  Review General Requirements for submission to ensure compliance and submit SOI with protégé observing the submission process in **ECMS**
-  Jointly monitor selection results
-  Request a joint debrief for unsuccessful pursuits
-  Transition to the contracting process for awarded projects

This will be a much more collaborative process than that of a typical consultant / subconsultant team. Each of these points in the process will offer hands-on, real-time feedback for the protégé and further build the team's relationship. Similar work streams would exist for the contracting, performance of work, QA/QC, invoicing, and evaluation phases of a project. The end goal of this process is to build the protégé's experience, complete MOU goals, and expand the approved qualifications for the protégé firm.

A more detailed timeline of the program's process follows.

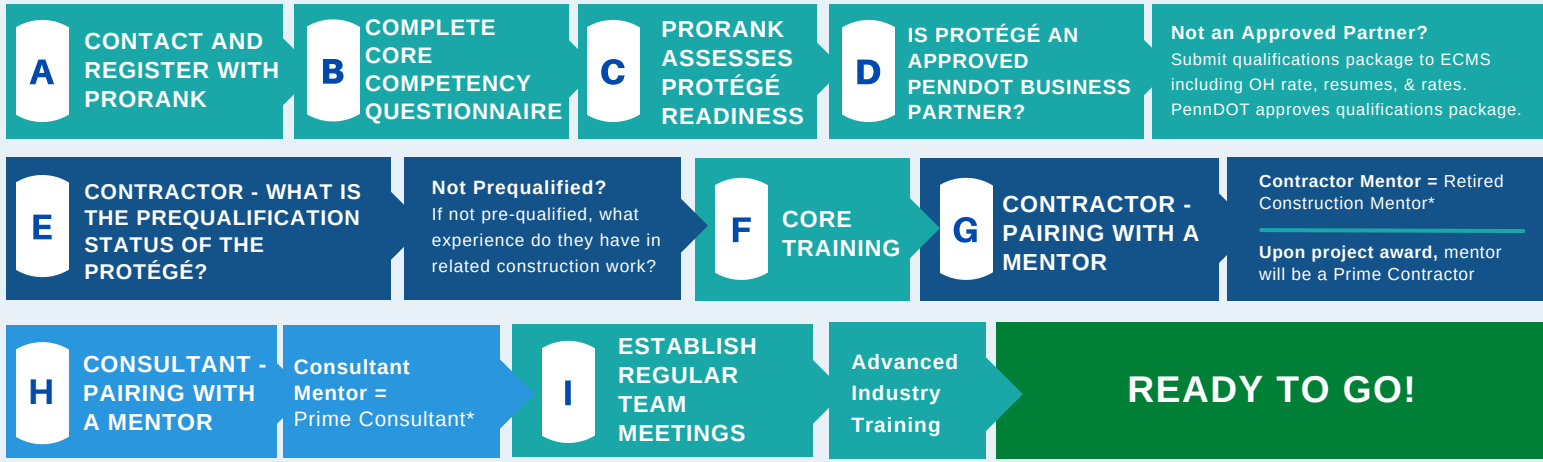
**FOR MORE INFORMATION, PLEASE CONTACT:
MPP COORDINATOR**

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Mentor / Protégé Process



***SIGNED MOU REQUIRED**

CONTRACTOR MENTOR/PROTÉGÉ		
Agree on type of work being sought, geographic area, other factors	WORK AGREEMENT	01
Establish desired subcontract size and any resource limitations	SET YOUR LIMITATIONS	02
Review project advertisements for desired work	ADVERTISEMENT PERIOD (VARIES)	03
Identify potential prime contractors	CONTRACTOR IDENTIFICATION	04
Communicate protégé's capabilities to prime	CAPABILITIES	05
Further communication with potential prime contractors	COMMUNICATION	06
Prepare and Submit bid	PREPARE AND SUBMIT	07
	BID OPENING	08
Confirm that protégé is listed in low bid Prime's DBE package	PENNDOT AWARDS PROJECT	09
	PRE-CONSTRUCTION MEETINGS	10
	SCHEDULE AND PERFORM WORK	11
Protégé submits invoice to Prime through ECMS	INVOICE SUBMITTAL	12
Prime reviews invoice and pays protégé firm	INVOICE REVIEW	13
Post-completion meeting with Prime with performance evaluation	PERFORMANCE EVALUATION	14

WORKING WITH RETIRED CONSTRUCTION MENTOR
WORKING WITH PRIME CONTRACTOR FIRM

CONSULTANT MENTOR/PROTÉGÉ		
01	PLANNED PROJECT*	Project Advertised for an M/P Team
02	PROJECT IS ADVERTISED	After 2 weeks, project is advertised
03	ADVERTISEMENT PERIOD (2 WEEKS)	Statement of Interest (Proposal)
04	SELECTION PROCESS	One Month or more to make selection
05	WIN?	Notification of Award
	LOSS?	<ul style="list-style-type: none"> Prime requests de-brief meeting with PennDOT to include protégé. Look for the next planned project
06	SUBMIT TECHNICAL AND PRICE PROPOSAL	
07	CONTRACT	Signed contract by both PennDOT and prime consultant
08	NOTICE TO PROCEED	Formal notice to begin work
09	KICKOFF MEETING	Includes PennDOT, Prime and subconsultants
10	WORK ORDERS	PennDOT issues work orders
11	M/P WORK AGREEMENT	Mentor/Protégé divide work based on agreed-upon qualifications/division of labor
12	PERFORM WORK	Protégé performs work and submits to prime for QA/QC
13	SUBMITTAL TO PENNDOT	Comments addressed and work is submitted to PennDOT.
14	REVIEW OF WORK	PennDOT reviews and accepts work or asks for revisions
15	INVOICE SUBMITTAL	Protégé submits invoice to Prime through ECMS.
16	INVOICE REVIEW	Prime reviews invoice and pays protégé firm
17	CONSULTANT EVALUATION	Formal consultant evaluation by PennDOT is at completion of work order
18	INCREASED QUALIFICATIONS	Protégé gains increased qualifications.

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