

State and Local Disadvantaged Business Enterprise (SLDBE) Mentor-Protégé Program



City of New Orleans

Office of Supplier Diversity



SLDBE Mentor – Protégé Program

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SLDBE Mentor – Protégé Program

The City of New Orleans is committed to the growth and development of the State and Local Disadvantaged Business Enterprise (SLDBE) community and its ability to compete in the general marketplace. In this interest, The Office of Supplier Diversity (OSD) has developed a Mentor-Protégé Program (“Program”) to enhance the capacity and capability of SLDBE firms and thereby expand opportunities for DBE participation on municipal contracts.

Through hands-on and classroom training experience, the Program strives to develop working relationships between SLDBE firms and prime contracting firms that have successfully participated in and/or completed municipal contracts.

Program Summary

Participation in the Program is voluntary. Eligible prime contractor firms that wish to mentor a SLDBE firm under the Program must work collaboratively to achieve the agreed upon outcomes outlined in a Relationship Plan that is submitted by the prime contractor with its bid or proposal for a contract. The requirements and format for the Relationship Plan are attached as **Exhibit A** and will be used by the Mentor and Protégé to identify specific areas of training for the Protégé.

In order to remain compliant with the Commercially Useful Function (CUF) requirements of the Equitable Business Opportunities (EBO) Program, each firm must have distinct, specific roles and responsibilities, but work together to successfully deliver a completed contract. This may require a relationship that will last through the completion of the contract or a predetermined timeframe if, for example, the relationship is specific to a trade that will not be required for the entire contract.

The Relationship Plan must be submitted for review with the prime contractor’s bid or proposal in which it plans to use the Mentor-Protégé relationship.

On at least an annual basis, the OSD shall review the Mentor-Protégé Program to evaluate the program’s effectiveness.

Program Benefits

- Create and strengthen working relationships between established and emerging companies
- Expand opportunities for DBE firms to participate in City contracts
- Enhance SLDBE firms’ capabilities
- Expand the pool of qualified DBEs for various types of work on City projects
- Encourage SLDBEs to bid as prime contractors on future City contracts

Incentives

If a contract is procured through a competitive proposal process, submission of a Relationship Plan may be evaluated as part of a DBE Participation Plan to determine the proposal that is most advantageous to the City.



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If a contract is procured through a sealed bid process, the lowest responsive and responsible bidder who submits an approved Relationship Plan will be paid on a net 15 basis.

Eligibility Requirements

Mentor requirement:

- The firm must have at least five (5) years of public contracting experience, preferably as a prime contractor
- The firm must agree to a minimum of 8 hours per month of coaching, including but not limited to classroom training, one-on-one meetings, small group seminars, and/or on-the-job training with the protégé
- The firm must assign qualified key personnel to administer training and supervision of the program

Protégé requirement:

- The firm must be DBE certified in the State and Local Disadvantaged Business Enterprise (SLDBE) directory at the time of opening of bids or proposals
- The firm must remain DBE certified and in good standing throughout the duration of the Relationship Plan
- The firm must agree to a minimum of 8 hours per month of coaching, including but not limited to classroom training, one-on-one meetings, small group seminars, and/or on-the-job training with the mentor

Relationship Plan

Prime contractors wishing to participate in the Program must submit a Relationship Plan with their bid or proposal to be approved by the OSD. Content and format for the Relationship Plan can be found in **Exhibit A**. Only participants with an approved Relationship Plan can participate in the Program. The Relationship Plan must include a specific training curriculum for the Protégé in areas such as business, financial, technical, and bidding/estimating. The Relationship Plan must also include measurable benchmarks to be met by both parties, a training schedule, and a reporting schedule.

The Relationship Plan delineates the specific responsibilities and obligations of each party in the Mentor-Protégé relationship and must include the timeline by which stated obligations will be completed. The Relationship Plan must be signed by both parties. Only Relationship Plans approved by the OSD will be considered for scoring as part of a Plan criterion on an RFP procurement.

The relationship between Mentor and Protégé is a business partnership. The Mentor cannot exercise management control over the Protégé or have any direct or indirect ownership interest in the Protégé, and the Protégé cannot be dependent on the Mentor. Both are independent entities who will be responsible for their own tasks and management of their own staff. The Protégé must perform a CUF and not be required to work exclusively with the Mentor.



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Termination of Mentor-Protégé Relationship

Once a Relationship Plan has been approved, written notice of any change in its status must be sent to the OSD on a timely basis. In order to terminate a Relationship Plan, one of the parties must submit a request, in writing, to the OSD explaining why they feel the Relationship Plan should be terminated. The request should include any documentation and correspondence between the two parties to show a failure to meet the obligations of the Relationship Plan. The OSD will concur in the termination of the Relationship Plan for cause for any of the following reasons, documented to the satisfaction of the OSD:

- failure of the either party to submit reports
- failure of either party to attend quarterly meetings
- failure to meet task deadlines
- lack of cooperation by either party; or
- any material breach of the Program requirements.

Termination may affect the ability to receive DBE participation credit on the contract.

Reporting

Reports of activities such as completed tasks, trainings, and progress toward planned goals must be submitted to the OSD on a quarterly basis for the duration of the Relationship Plan. The report must be signed and approved by both parties before submittal.

Monitoring

Oversight of the Program will be performed by the OSD. The OSD will review all monthly reports and schedule quarterly meetings with both parties to discuss progress and/or any goal shortfalls. Mentor and Protégé must attend all quarterly meetings.

The Compliance unit will evaluate reports to ensure both parties are adhering to the Relationship plan. The evaluation will focus on stated objectives in the plan and the overall relationship between Mentor and Protégé.

The following will be a guide to evaluate the overall vitality of the Mentor-Protégé relationship:

- Satisfactory progress toward the stated goals in the Relationship Plan
- Quality of training provided by the Mentor
- Working relationship between Mentor and Protégé
- Protégé's improved competency in specific target areas
- Decreased reliance on the Mentor by the Protégé

Site Visit

The OSD may conduct site visits (scheduled or unscheduled) at project sites or field locations where classes and hands-on training are conducted. The purpose of site visits is for a first-hand observation of the progress made by both parties and to verify concurrence with monthly reports.



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EXHIBIT A - Mentor Protégé Relationship Plan

Project Name: _____

Contract No.: _____

Bid/Proposal Due Date: _____

Start Date of Relationship: _____

Estimated End Date of Relationship: _____

Mentor Firm: _____

Protégé Firm: _____

Contact Name: _____

Contact Name: _____

Address 1: _____

Address 1: _____

Address 2: _____

Address 2: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

1. Overall description of purpose for the Mentor-Protégé relationship (Attach additional pages as needed)

2. Key personnel (include resumes for Mentor staff responsible for training and program deliverables)

Mentor: _____

Protégé: _____

Name: _____

Name: _____

Title: _____

Title: _____

Name: _____

Name: _____

Title: _____

Title: _____

Name: _____

Name: _____

Title: _____

Title: _____



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3. Training Categories (Attach additional pages as needed)

Training Category: _____

Objective: _____

Specific responsibilities: _____

Training Goals: _____

Training Category: _____

Objective: _____

Specific responsibilities: _____

Training Goals: _____

Training Category: _____

Objective: _____

Specific responsibilities: _____

Training Goals: _____

Training Category: _____

Objective: _____

Specific responsibilities: _____

Training Goals: _____



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Attach the following items:

4. Training schedules for hands-on and classroom training
5. Milestone timelines
6. Reporting template: Describe the evaluation criteria the Mentor will use to evaluate the Protégé's progress in each category

Mentor Signature: _____ Date: _____

Protégé Signature: _____ Date: _____

Approved by:

OSD Director

Date