

State Preservation Board Mentor-Protégé Program Outreach/Informational Packet

SPB Mentor Protégé Program

The State Preservation Board's Mentor Protégé Program is designed to foster long-term relationships between prime contractors and historically underutilized businesses. These relationships should result in an increase in the ability of historically underutilized businesses to contract with the state or to receive subcontracts under a state contract. Participation in the program is voluntary for both Mentors and Proteges.

Who administers the SPB Mentor Protégé Program?

The State Preservation Board HUB Coordinator and/or designee is responsible for administration of the agency program.

In depth procedures for this program are provided in the SPB Mentor Protégé Program Guidelines maintained by the agency HUB Coordinator.

Any questions regarding this procedure should be directed to the State Preservation Board HUB Coordinator.

SPB HUB Coordinator - Mentor Protégé Program Administration

The SPB HUB Coordinator or their designee is responsible for maintaining application documents, program informational materials, Mentor and Protégé Application files, and Mentor Protégé Agreements.

The HUB Coordinator and their designee are responsible for program outreach, information dissemination and program reporting and evaluation.

SPB Mentor Protégé Program

Policy Statement: It is the intent of the State Preservation Board Mentor Protégé Program to build effective working relationships between leaders of mature established companies and emerging minority and woman owned companies in order for the latter to benefit from the knowledge and experience of the established firms.

Mission of the State Preservation Board Mentor Protégé Program

The SPB Mentor Protégé Program has three key component missions.

1. Increase the ability of historically underutilized businesses to contract with the state.
2. Increase the overall participation of HUB's in State of Texas subcontracting.
3. Foster long-term relationships between prime contractors and historically underutilized businesses.

SPB Mentor Protégé Program – SPB Agency Resource Team Involvement

The SPB Mentor Protégé Program is implemented as an agency wide effort involving a cross section of programmatic resources including but not limited to: internal purchasing, HUB State Program, vendor relations and others as identified by the agency HUB Coordinator. The agency may also collaborate with leaders of SPB's major prime and subcontractor companies, financial and bonding institutions, the Associated General Contractors, minority and woman owned business support service organizations, as well as public local minority and women owned chambers of commerce. The HUB Coordinator, in carrying out the mission of the SPB Mentor Protégé Program will assess each Mentor Protégé Agreement and develop an agency cooperation plan to make agency resource team personnel available to assist in supporting protégé needs identified in the agreements.

Purpose of the SPB Mentor Protégé Program

To identify and overcome barriers that typically inhibit or restrict the success of minority and women owned businesses certified by the State of Texas HUB program.

Program Goals

Realization of protégés' companies leaders competency in select areas of identified need.
Protégés' increased ability to realize long term stability in their respective industry.

Mentor Protégé Relationship

Working together in regularly scheduled meetings, mentors focus on developing protégé's business plan and implementing the actions necessary to obtain results reflected in the Mentor Protégé Agreement. This effort may include the SPB Mentor Protégé Resource Team.

SPB sponsored mentors assist selected proteges in developing implementation plans, which identify needs, actions and results required for the protégé to be a successful businessperson.

Who is Eligible?

Mentors and Proteges who have completed a SPB Mentor or Protégé application and who are willing to participate with SPB reporting requirements as reflected in the Mentor Protégé Agreement.

Mentors who have volunteered to assist Proteges in specific areas of business development which will enhance their ability to compete successfully.

Proteges who are currently certified as a State of Texas HUB firms and are committed to participate in accordance with program rules, guidelines and processes for incremental growth and business success.

Matching Mentors to Proteges

The following criteria will be used when program staff is “matching” potential Mentors to potential Proteges.

The program staff will make every effort to assign mentors who share the same major programmatic responsibility as their protégés.

Geographic proximity of mentors and proteges will be considered in making potential matches.

The program staff will conduct Mentor Protégé orientations. These orientation sessions will be conducted by staff for the purposes of helping selected mentors and proteges understand their respective roles in the Mentor Protégé relationship. Program staff will also detail their role and the role of other agency personnel who are considered part of the program resource team. These orientation sessions will be held prior to the finalization of any Mentor Protégé Agreements sponsored by the SPB. Orientation attendance is a prerequisite for Mentor Protégé Agreement sponsorship by the SPB.

Mentor Application/Selection and Reporting to SPB

Prospective mentor companies will submit a completed SPB Mentor Application for consideration. The SPB Mentor Application will be designed to collect information for staff to ascertain the following:

1. Whether the mentor is a registered bidder on the CMBL
2. Whether the mentor has extensive work experience and can provide developmental guidance in areas that meet the needs of the protégé, including but not limited to business, financial, and personnel management; technical matters such as production inventory control and quality assurance; marketing; insurance; equipment and facilities; and related resources.
3. Whether the mentor is in “good standing” with the State of Texas and is not in violation of any state statutes, rules or governing policies.
4. Whether the mentor has mentoring experience; and

5. Whether the mentor has a successful work history with government entities including city, county, state and national entities.

When a SPB Mentor Application is completed and submitted to the SPB HUB Coordinator, the application will be reviewed for basic eligibility criteria as listed above. The HUB Coordinator will contact the Mentor Company representative to ascertain any specific selection criteria over and beyond that outlined by SPB Protégé criteria. If the criteria are met, the SPB HUB Coordinator will notify the Mentor of acceptance. Once accepted the Mentor company will be forwarded copies of applications received by Protégés that meet the proposed Mentor's criteria for selection of a Protégé. It will be the responsibility of selected Mentors to interview prospective Proteges and draft a mutually agreed to Mentor Protégé Agreement. The agreement will be submitted to the SPB HUB Coordinator for finalization. Reports to the SPB from the Mentor will comply with the schedule as outlined in the agreed to Mentor Protégé Agreement.

Mentors will be instructed that frequency of information shared with Protégés increases the likelihood of the success of the agreement. Mentors will be instructed to initiate contact with their protégé candidates as soon as possible. Mentors will be instructed that regular structured interaction supports an effective mentoring relationship.

Protégé Application/Selection and Reporting

Prospective protégé companies will submit a completed SPB Protégé Application for consideration. The SPB Protégé Application will be designed to collect information for staff to ascertain the following:

1. Whether the protégé is eligible and willing to become certified as a HUB or is currently certified as a HUB
2. Whether the protégé's business has been operational for at least one year
3. Whether the protégé is willing to participate with a mentoring firm and has identified the type of guidance that is needed for its development
4. Whether the protégé is in "good standing" with the State of Texas and is not in violation of any state statutes, rules or governing policies.
5. Whether the protégé is involved in a mentoring relationship with another contractor/vendor.

When a Protégé Application is completed and submitted to the SPB HUB Coordinator, the application will be reviewed for basic eligibility criteria as listed above. The HUB Coordinator will contact the Protégé Company representative to ascertain any specific needs to be addressed. Once accepted as a potential protégé company, the SPB HUB Coordinator will forward copies of applications that match the proposed Mentor's criteria for selection of a Protégé. It will be the responsibility of selected Mentors to interview prospective Proteges and draft a mutually agreed to Mentor Protégé Agreement to submit to the SPB HUB Coordinator for reporting purposes.

The Mentor Protégé Agreement

The agreement is drawn between the SPB Mentor and Protégé and details the nature of the relationship for the purpose of SPB sponsorship. Clearly defined mentor expectations comprise an ideal and effective mentoring relationship.

The mentor and protégé shall agree on the nature of their involvement under the agency's mentor protégé initiative. The Mentor and Protégé relationship should be reduced to writing and that agreement may include, but is not limited to the following:

1. Identification of the developmental areas in which the protégé needs guidance
2. The time period which the developmental guidance will be provided by the mentor
3. Name, address, phone and fax numbers, and the points of contact who will oversee the agreement
4. Procedure for a mentor firm to notify the Protégé in advance if it intends to voluntarily withdraw from the program or terminate the mentor protégé relationship
5. Procedure for a protégé firm to notify the mentor in advance if it intends to terminate the mentor protégé relationship
6. A mutually agreed upon timeline to report the progress of the mentor protégé relationship to the SPB. This reporting period should coincide with the agency timeline for annual HUB reporting purposes.
7. The Agreement must state that the participation by the Mentor and Protégé is voluntary. The Agreement must include written documentation that participation in the agency's Mentor Protégé Program is neither a guarantee for a contract opportunity nor a promise of business, but the program's intent is to foster positive long-term relationships.

SPB Mentor Protégé Agreement sponsorship 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 agreement will be drawn. One to be retained by the Mentor, one to be retained by the Protégé and one to be retained by the SPB HUB Coordinator.

SPB HUB Coordinator – Mentor Protégé Reporting

On an annual basis, the SPB HUB Coordinator will compile reports which reflect information via submitted surveys by Mentors and Proteges that document any progress made as result of the agreements. This report shall include a summary of key progress made by proteges relative to their respective agreements. Annual program evaluation information will be collected and prepared for submission with the SPB supplemental letter as a component of its annual HUB reporting materials. Case study format reporting will also be considered for the annual HUB report. The program efforts and results will also be reported in the SPB HUB Strategic Plan.