



Mentor-Protégé Agreement Package Template

As an entity seeking to participate in the USAID Mentor-Protégé Program, you must complete the Mentor-Protégé Package in its entirety. You are required to submit a signed agreement for each mentor-protégé relationship you have. This Mentor-Protégé Agreement Package Template is provided as a guide to assist you in the preparation of your agreement. You may attach additional information that is pertinent to the agreement or requires additional explanation. If clarification or assistance is needed in preparing this report, contact the OSDDBU Deputy Director at Mentor-Protégé@usaid.gov.

Mentor

Once your firm has identified an eligible entity to participate as the protégé, you should perform a needs assessment prior to completing the Mentor-Protégé Package. The needs assessment will help you determine the difference between current and desired states. Furthermore, it will help your firm discover the needs expressed by management and/or other employees and establish realistic developmental needs for the protégé firm.

I. Mentor Firm Information.

Please provide the following information.

Name of Firm:		
Company URL:		
Year Established:		
Contact Name:		
Title:		
Address:		
Telephone Number:		
Fax Number:		
e-mail:		
Cage Code:		
DUNS Number:		
Industry/Business Type: (e.g. Svc 80%; Mfg 20%)	Service:	
	Construction:	
	Manufacturing:	

II. Mentor Eligibility.

Provide a statement certifying that the mentor is currently eligible for the award of Federal contracts and is performing under at least one active approved subcontracting plan negotiated with USAID or another Federal Agency.

III. Mentor Historical Background.

Provide a brief summary about the mentor company, including the company profile, and historical and recent activities and accomplishments under their Small Disadvantaged Business and Mentor-Protégé Programs. Indicate whether your company has been a small business (SB), small disadvantaged business (SDB), woman-owned small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, or 8(a). If a graduated 8(a), please include graduation date.

IV. Period of Performance.

State the period of time (in months) over which the developmental assistance will be performed – not to exceed three years.

Number of Months:	
Anticipated Start Date:	
Anticipated Completion Date:	
Contract #: (if applicable)	

V. Mentor Performance Data.

Please fill out the following tables with all requested data for the two complete fiscal years immediately preceding submission of this application. Please note that the government fiscal year is from October 1-September 30.

a. USAID Prime Contracts.

List the number and total award dollar value of all USAID prime contracts received by the mentor. If none, enter zero.

USAID Prime Contract Received		
Fiscal Year	Number of USAID Prime Contracts	Total Contracts Award Value
FY-		\$
FY-		\$

b. USAID Subcontracts.

List the number and total award dollar value of all USAID subcontracts received by the mentor. If none, enter zero.

USAID Subcontracts Received		
Fiscal Year	Number of USAID Subcontracts	Total Subcontracts Award Value
FY-		\$
FY-		\$

c. Other Federal Agency Prime Contracts.

List the number and total dollar amount of other Federal Agency prime contracts received by the mentor (excluding dollars included in tables above). If none, enter zero.

Other Federal Agency Prime Contracts Received		
Fiscal Year	Number of Other Federal Prime Contracts	Total Contracts Award Value
FY-		\$
FY-		\$

d. Other Federal Agency Subcontracts.

List the number and total dollar amount of other Federal Agency subcontracts received by the mentor (excluding dollars included in tables above). If none, enter zero.

Other Federal Agency Prime Subcontracts Received		
Fiscal Year	Number of Other Federal Subcontracts	Total Subcontracts Award Value
FY-		\$
FY-		\$

e. USAID Subcontracts Awarded.

List the number and total dollar amount of subcontracts awarded by the mentor under USAID contracts. If none, enter zero.

USAID Subcontracts Awarded		
Fiscal Year	Number of USAID Subcontracts	Total Subcontracts Award Value
FY-		\$
FY-		\$

f. Other Federal Subcontracts Awarded.

List the number and total dollar amount of subcontracts awarded by the mentor under other Federal Agency contracts (excluding dollars included in tables above). If none, enter zero.

Other Federal Agency Subcontracts Awarded		
Fiscal Year	Number of Other Federal Subcontracts	Total Subcontracts Award Value
FY-		\$
FY-		\$

g. USAID Subcontract Awards to Small Businesses (SBs).

List the number and total dollar amount and percentage of total subcontract awards made to all SB firms under USAID contracts. If none, enter zero.

Total USAID SB Subcontracts Awarded		
Fiscal Year	Percentage	Total Subcontracts Award Value
FY-	%	\$
FY-	%	\$

h. Other Federal Agency Subcontract Awards to Small Businesses (SBs)

List the total dollar amount and percentage of total subcontract awards made to all SB firms under other Federal Agency contracts (excluding dollars included in tables above). If none, enter zero.

Total Other Federal Agency SB Subcontracts Awarded		
Fiscal Year	Percentage	Total Subcontracts Award Value
FY-	%	\$
FY-	%	\$

VI. USAID Subcontract Awards to Protégé.

Provide the number and total dollar amount of USAID subcontract awards made to the identified protégé firm by the mentor firm during the two 12-month periods immediately preceding the date of this agreement. The fiscal year here represents the government's fiscal year which run October 1 through September 31. If none, enter zero.

Total USAID Subcontract Awards to Protégé		
Fiscal Year	Number	Dollar Amount
FY-		\$
FY-		\$

VII. Other Federal Agency (Excluding USAID) Subcontract Awards to Protégé.

Provide the number and total dollar amount of all other Federal Agency (excluding USAID) subcontract awards made to the identified protégé firm by the mentor firm during the two 12-month periods immediately preceding the date of this agreement. The fiscal year here represents the government's fiscal year which run October 1 through September 31. If none, enter zero.

Other Federal Agency (Excluding USAID) Subcontract Awards to Protégé.		
Fiscal Year	Number	Dollar Amount
FY-		\$
FY-		\$

VIII. Potential Subcontract to the Protégé from Mentor.

Provide the anticipated number, dollar value, and type of subcontracts (both USAID and other federal agency) to potentially be awarded to the Protégé firm by the Mentor firm, consistent with the extent and nature of the Mentor firm's business.

Potential Subcontract Awards to Protégé			
Type (USAID or Other Federal Agency)	Fiscal Year	Number	Dollar Amount
	FY-		\$
	FY-		\$

Protégé

Prior to drafting the Mentor-Protégé Package, the mentor must ensure your firm is eligible to participate as a protégé. Once you have entered into arrangements with a mentor firm, you must work collectively to complete the Mentor-Protégé Package and identify the difference between current and desired states.

IX. Protégé Firm Information.

Please provide the following information.

Name of Firm:		
Company URL:		
Year Established:		
Contact Name:		
Title:		
Address:		
Telephone Number:		
Fax Number:		
e-mail:		
Cage Code:		
DUNS Number:		
Industry/Business Type: (e.g. Svc 80%; Mfg 20%)	Service:	
	Construction:	
	Manufacturing:	

X. Protégé Eligibility.

Provide a statement certifying that the protégé is currently eligible to participate as a protégé in accordance with the eligibility definitions outlined in the USAID AIDAR 719.273-4(b).

SDB Dates:	Entrance Date:		Expiration Date:	
8(a) Dates:	Entrance Date:		Expiration Date:	
HUBZone Award Date:	Entrance Date:		Expiration Date:	

XI. Protégé Historical Background.

Provide a narrative summary of the protégé, including a profile, with historical activities and accomplishments. Include an explanation of the protégé's ability to participate in the USAID Mentor-Protégé Program without impairing its day-to-day operations (i.e., business management, revenue stream, etc.).

XII. North American Industrial Classification System Codes (NAICS).

Provide the NAICS code(s) which represent the contemplated services or supplies to be provided by the protégé firm to the mentor firm and a statement that at the time the agreement is submitted for approval, the protégé firm, if an SDB, a woman-owned, veteran-owned, or HUBZone small business concern, does not exceed the size standard for the appropriate NAICS code.

	Code	Title / Short Description
Primary NAICS:		
Additional NAICS:		

Protégé (%) Owned by Mentor.

Provide percent of the protégé firm currently owned by the mentor firm.

Note: At no time during an active agreement may a Mentor own more than 10% of a protégé company.

Percentage of Protégé Firm Owned by Mentor:	
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XIII. Protégé Firm's Previous Program Participation.

Provide the following information only if the protégé has previously participated in USAID Mentor-Protégé Program. Provide a statement as a separate enclosure to this agreement that there will be no duplication under this agreement of the assistance previously provided to the protégé under a prior agreement. This must be agreed to, and presented on company letterhead, by both the mentor and the protégé.

Prior USAID Mentor-Protégé Program Agreements	
Previous Mentor Name:	
Period of Performance of previous agreement: (in months)	
Termination Date: (if applicable)	
Termination Reason: (if application)	

XIV. Protégé Performance Data.

Please fill out the following tables with all requested data for the two complete fiscal years immediately preceding submission of this application.

a. Protégé Proposals, Employees, and Gross Revenue.

Provide the numbers and dollar figures for proposals, employees, and gross revenue for the protégé as indicated in the table below. If none, enter zero.

Protégé Proposals, Employees, and Gross Revenue				
Fiscal Year	No. of Proposals Submitted to USAID	No. of Proposals Submitted to Other Federal Agencies (excluding USAID)	No. of Employees at end of 12-month Period	Growth Revenue During the 12-month Period
FY-				\$
FY-				\$

b. Protégé-Obtained USAID Prime Contract Awards.

Provide the number and total award dollar value of all USAID prime contract awards by the protégé. If none, enter zero.

USAID Prime Contracts Awards		
Fiscal Year	Number of USAID Prime Contracts	Total Contracts Award Value
FY-		\$
FY-		\$

c. Protégé-Obtained USAID Subcontract Awards from Other than Mentor.

Provide the number and total award dollar value of all USAID subcontract awards obtained by the protégé from all sources other than the mentor. If none, enter zero.

USAID Subcontracts Received From Other Than Mentor		
Fiscal Year	Number of USAID Subcontracts	Total Contracts Award Value
FY-		\$
FY-		\$

d. Protégé-Obtained Other Federal (excluding USAID) Prime Contract Awards.

Provide the number and total award dollar value of all other Federal Agency (excluding USAID) prime contract awards obtained by the protégé from all sources other than the mentor. If none, enter zero.

Other Federal Agency Prime Contracts Received		
Fiscal Year	Number of Other Federal Prime Contracts	Total Contracts Award Value
FY-		\$
FY-		\$

e. Protégé-Obtained Other Federal (excluding USAID) Subcontract Awards from Other Than Mentor.

Provide the number and total award dollar value of all other Federal Agency (excluding USAID) subcontract awards obtained by the protégé from all sources other than the mentor. If none, enter zero.

Other Federal Agency Subcontracts Received From Other Than Mentor		
Fiscal Year	Number of Other Federal Subcontracts	Total Subcontracts Award Value
FY-		\$
FY-		\$

f. Protégé-Awarded USAID Subcontracts to Mentor.

Provide the number and total award dollar value of all USAID subcontracts awarded by the protégé to the mentor. If none, enter zero.

USAID Subcontracts Awarded to Mentor		
Fiscal Year	Number of USAID Subcontracts	Total Subcontracts Award Value
FY-		\$
FY-		\$

g. Protégé-Awarded USAID Subcontracts to Other than Mentor.

Provide the number and total award dollar value of all USAID subcontracts awarded by the protégé to the mentor. If none, enter zero.

USAID Subcontracts Awarded to Other Than Mentor		
Fiscal Year	Number of USAID Subcontracts	Total Subcontracts Award Value
FY-		\$
FY-		\$

h. Protégé-Awarded Other Federal (excluding USAID) Subcontract Awards to Mentor.

Provide the number and total award dollar value of all other Federal Agency (excluding USAID) subcontracts awarded by the protégé to the mentor. If none, enter zero.

Other Federal Agency Subcontracts Awarded to Mentor		
Fiscal Year	Number of Other Federal Subcontracts	Total Subcontracts Award Value
FY-		\$
FY-		\$

i. Protégé-Awarded Other Federal (excluding USAID) Subcontract Awards to Other Than Mentor.

Provide the number and total award dollar value of all other Federal Agency (excluding USAID) subcontracts awarded by the protégé to other than the mentor. If none, enter zero.

Other Federal Agency Subcontracts Awarded to Other Than Mentor		
Fiscal Year	Number of Other Federal Subcontracts	Total Subcontracts Award Value
FY-		\$
FY-		\$

XV. Needs Assessment.

Include with the agreement a statement that the mentor performed a needs assessment with the protégé to determine applicable developmental assistance to be performed.

XVI. Developmental Assistance Program.

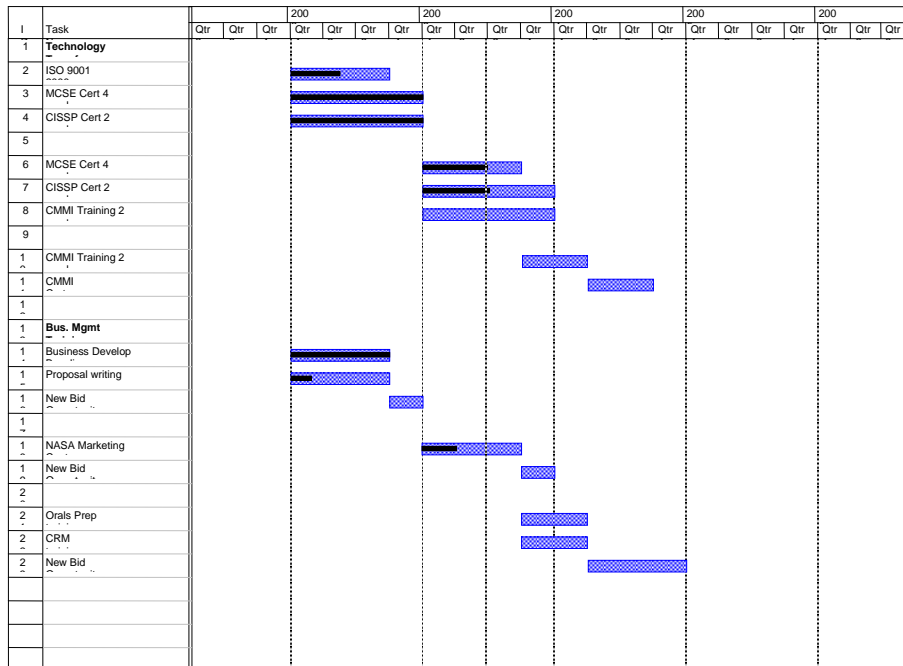
Describe your ability to provide developmental assistance for the protégé firm specifying the type of assistance planned. Describe the developmental program for the protégé firm specifying the type of assistance planned. Provide how this plan will address the protégé's identified needs to enhance their ability to perform successfully under contracts or subcontracts within USAID and other federal agencies. Your developmental assistance program is not expected to conform to only the examples listed below, nor is your developmental assistance program expected to provide assistance in all of the examples cited. Types of developmental assistance allowable under the program are:

- *Financial Management such as identifying processes and procedure for timesheets, billing and invoicing, accounts receivable and accounts payable, as well as interfacing with auditors.*
- *Organizational Management such as identifying a hierarchical structure for effective management of the firm.*
- *Business Management such as assisting with strategic planning, business planning, legal issues, risk management, and proposal management.*
- *Business Development such as market research, product forecasting and web-based marketing techniques.*
- *Technical Assistance such as ISO 9000 and SEI/CMM Certifications.*
- *Award of subcontracts under USAID contracts or other contracts on a non-competitive basis.*
- *Administer advance payments under subcontracts in accordance with FAR Subpart 32.4.*
- *Investment(s) in the protégé firm in exchange for an ownership interest in the firm, not to exceed ten percent of the total ownership interest. Investments may include but are not limited to cash, stock, contributions in kind, etc.*

XVII. Milestones.

Establish and define milestones for providing the identified developmental assistance, and illustrate in a Gantt chart. The chart(s) must be submitted with the agreement execution and updated charts must be submitted to the OSDBU/MCR Deputy Director each calendar quarter. (See example below.)

Example Gantt Chart



XVIII. Metrics.

The success of the Mentor-Protégé Program will be measured annual by a system of metrics designed to ensure adherence to the milestones outlined in the program plan achieve complete technology transfers in the business and achievement of revenue and contracting awards. The mentor, following review by the protégé will submit the quarterly status to the OSDBU/MCR Deputy Director. Program progress will be measured annual and in the annual reports. In addition to the developmental assistance plan, provide factors to assess the protégé firm's developmental progress under the Program. Mandatory metrics will include but are not limited to the following:

The quantitative measure for the success of this agreement will include:

- Planned tasks started on time; planned tasks behind schedule
- Planned tasks completed on time; planned completion behind schedule
- Development initiatives on/behind schedule
- Number of certifications in progress and completed
- Agreement budget variance report by tasks area/developmental assistance categories (see section 12 (a) of this template for assistance category)
- The number of USAID prime/subcontracts, Federal subcontracts, other contracts awarded to Protégé
- Annual revenue of Protégé.
- Number of employees in Protégé Company.
- Timeliness of report submission.

XIX. Value of the Mentor-Protégé Agreement.

Provide a summary of the value of this agreement as to how it will support the USAID mission(s), increase the Protégés ability to participate in NASA, Federal, and/or commercial contracts and subcontracts, and increase small business subcontracting opportunities in industry categories where eligible Protégés or other small business firms are not dominant in the Mentor's vendor base.

XX. Termination Procedures (Mentor).

a. Voluntary:

Explain the procedures to be used by the mentor firm to notify the protégé firm of intent to withdraw from the agreement. Notification to the protégé must be in writing and must be received by the protégé at least 30 days prior to withdraw by the mentor. (Mentor firms may voluntarily terminate the mentor-protégé agreement only if they wish to withdraw all participation under all agreements in the USAID Program as a mentor firm.)

b. For Cause:

Describe the procedures under which the mentor may elect to terminate the mentor-protégé agreement for cause which include the following:

- *The protégé must be furnished written notice by the mentor firm of the proposed termination which states the specific reasons for such action. Notification to the protégé must be made at least 30 days prior to the effective date of the proposed termination.*
- *The protégé firm has 30 days to respond to such notice of proposed termination. The protégé may rebut any statements / claims it believes to be erroneous and may offer a remedy.*
- *Upon consideration of the protégé firm's response, the mentor firm must either withdraw the notice of proposed termination and continue the agreement, or, issue a notice of termination.*

Note: *The decision of the mentor firm regarding termination for cause, after conforming to the requirements of this section, shall be final and is not reviewable by USAID.*

XXI. Voluntary Termination Procedures (Protégé).

Explain the procedures to be used by the protégé firm to notify the mentor firm of the protégé firm's intent to voluntarily withdraw from the agreement. Notification to the mentor must be in writing and must be received by the mentor at least 30 days prior to withdraw by the protégé.

XXII. Summary Subcontracting Report (SSR) (Mentor).

As the mentor, attach a copy of your SSRs for the two preceding fiscal years to this package.

XXIII. Additional Terms and Conditions.

Describe any other additional terms and conditions as may be agreed upon by both parties.

XXIV. Report and Review Requirements.

Attach a statement from each firm indicating their willingness to comply with the program's reporting and review requirements. The protégé must also include a statement that will provide data on employment, annual revenues, USAID prime and subcontracts, and other federal agency prime and subcontracts for the two 12-month periods following the end of the agreement.

XXV. Signatures.

The Mentor firm and the protégé firm must sign and date this agreement. Title of all signatories must be included.

Note: A mentor firm may not require an SDB concern to enter into a mentor-protégé agreement as a condition for award of a contract from the mentor firm, including a subcontract under a USAID prime or subcontract awarded to the mentor firm.

Mentor	Protégé
<hr/>	<hr/>
Printed Name	Printed Name
<hr/>	<hr/>
Signature	Signature
<hr/>	<hr/>
Title	Title
<hr/>	<hr/>
Date	Date
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