

MENTOR PROTEGE APPLICATION

For more information on the MDOT Mentor Protege Program, please visit www.Michigan.gov/mdotsbp.
If you have questions or to submit a Mentor Protege Application, please e-mail it to MDOT-MentorProtege@Michigan.gov
or contact Nick Sundberg at (517) 241-4806.

COMPANY NAME			DATE
PRIMARY POINT OF CONTACT			
ADDRESS	CITY	STATE	ZIP CODE
E-MAIL ADDRESS		PHONE NUMBER	
STRUCTURE OF BUSINESS			
FEDERAL TAX I.D. NUMBER		BUSINESS ESTABLISHED	
NUMBER OF FULL-TIME EMPLOYEES		NUMBER OF CURRENT PART-TIME EMPLOYEE	
ARE YOU CURRENT ON ALL TAXES AND APPLICABLE LICENSES?	YES	NO	
DO YOU HAVE A BUSINESS PLAN?	YES	NO	
DOES THE PROTEGE FIRM HAVE AN ACTIVE DBE CERTIFICATION?	YES	NO	
DOES THE PROTEGE FIRM HAVE AN ACTIVE SBE CERTIFICATION?	YES	NO	
HAS THE PROTEGE FIRM EVER HAD A DBE CERTIFICATION?	YES	NO	
IS THE PROTEGE FIRM FINANCIAL PREQUALIFIED WITH MDOT?	YES	NO	
<p>If No, please pause this application and contact MDOT's prequalification analyst at MDOT-ServicePrequal@Michigan.gov or (517) 290-9444 prior to submitting this application to Office of Business Development (OBD).</p>			
STATE WHY YOU WANT TO PARTICIPATE IN THE MENTOR PROTEGE PROGRAM.			
BRIEFLY DESCRIBE THE TYPE OF WORK THE PROTEGE FIRM PERFORMS.			
WHAT PREQUALIFICATION CATEGORIES DO YOU WANT TO LEARN OR ENHANCE WITH THE INVOLVEMENT IN THE MENTOR PROTEGE PROGRAM?			

HAS THE PROTEGE DONE THIS TYPE OF WORK ON NON-MDOT CONTRACTS?	YES	NO
WHAT EXPERIENCE DO YOU HAVE IN THIS TYPE OF WORK?		
WHAT DOES THE PROTEGE FIRM WANT TO GET OUT OF THE PROGRAM?		
BRIEFLY DESCRIBE WHERE THE PROTEGE FIRM WANTS TO BE IN 3-5 YEARS?		
WHAT AREAS DO YOU NEED ASSISTANCE IN (i.e. BUSINESS PLAN, SCHEDULING, BONDING, ETC.)?		
LIST MAJOR PROJECTS COMPLETED IN THE PAST TWO YEARS.		
WHAT PERCENTAGE OF YOUR CONTRACTING IS IN GOVERNMENT/PRIVATE CONTRACTING?		

REQUIREMENTS:

- The Protege must be an MDOT-certified Disadvantaged Business Enterprise (DBE) or Small Business Enterprise.
- The Protege must be Financially Prequalified by MDOT to perform Engineering or Technical Services.
- The Protege is required to identify at least one prequalification category it is seeking to either acquire or maintain.
- Protege’s must independently perform at least one (1) task in the project directly related to achieving or retaining the targeted prequalification.
- The Protege must remain completely independent in their operations, business management, and finances, not specifically related to the approved Mentor-Protege plan.
- Protege must request and be approved in specific work items to be mentored in, per the LOI questionnaire.
- The Mentor should be prequalified through MDOT and actively working as a prime consultant on MDOT projects.
- The Mentor and Protege must be separate entities.
- The Mentor-Protege collaboration will be established by a signed, written development plan (Plan) with clear goals, expectations, duration, services, and effort to be provided, and a plan to monitor and report on outcomes.
- The Plan shall provide for minimum hours of effort on the part of both parties each month to fulfill their commitment.
- Quarterly progress reports must be submitted by both the Mentor and Protege to designated MDOT staff.
- The Mentor-Protege relationship will be scored as a part of the category “Understanding of Service” toward the selection. The points awarded will not exceed 20% of the total for this category.

CRITERIA TO BE A MENTOR:

- Prequalified through MDOT and actively working as a prime consultant on MDOT projects Has skills and capacity to assist the Protege.
- Is committed to assisting small and diverse firms in the transportation sector.
- Helps Protege set targets for Improvement.
- Sets a time table for meeting those targets.
- Assist with Protege Business strategies.
- Assists in evaluating the outcomes.
- Regularly reviews their Protege business and/or action plans.
- Helps Protege’s identify weaknesses and provide services that could help address those areas.
- The common types of assistance that a mentor may provide a Protege include: Business Planning, Financial Counseling, Record Keeping, Bonding, Technical Assistance, Equipment Utilization, Capital Formation.

APPLICANT SIGNATURE	DATE
MDOT REPRESENTATIVE SIGNATURE	DATE