

Mentor Protégé Program
Development Plan – Consultant

ECMS # _____

Date: _____

1. Protégé [Name] is a DBE with a primary North American Industry Classification System (NAICS) code of [_____] (*If the Protégé is seeking a Mentor-Protégé relationship in a secondary NAICS code or new area of work, explain why and describe the Protégé's experience in that code and how that work aligns with its business plan goals.*) Mentor [Name] is a [Provide the Proposed Mentor's business structure (*e.g. corporation, limited liability company, etc.*) _____] with a history of providing [*Provide a brief description of the Mentor's technical capabilities and consulting history*] _____.

2. Description of work and Percentage of work to be completed by the Protégé.

3. Costs	
Current Agreement Amount:	\$ _____
Protégé Dollar Commitment:	\$ _____

4. Anticipated Protégé Start Date:	__/__/__
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5. Protégé Learning Plan	
a. Briefly describe an assessment of the Protégé's needs.	
b. List the type(s) of assistance from the Mentor: Training and Technical Assistance, Services and Equipment Sharing, Financial Management Assistance, Contracting Assistance, Administrative Assistance, other assistance.	
c. For each of these types of assistance, provide a description of specific training and performance measures or outcomes.	
d. What other assistance is needed from the Mentor to effectively and efficiently	

deliver the project while transferring knowledge and experience to the Protégé?

- e. Complete a *Program Activity Invoicing Log*, including hours of training and related rates of pay for reimbursable training and assistance as part of invoicing submitted on the project.**

- 6. Protégé Goal Setting – If not outlined in the Protégé Readiness Agreement on file with DBE Supportive Services (ProRank), briefly outline measurable goals that the Protégé aims to accomplish during the program. What are outcomes that will ensure a successful relationship for the Protégé?**

- 7. Mentor Action Plan -- Briefly describe the specific assistance the Mentor will provide to transfer knowledge in support of the Protégé's goals (two paragraphs).**

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8. Provide a schedule of participation and report on outcomes agreed upon to achieve the goals set forth in the MOU. *Note: this should be consistent with the Program Activity Invoicing Log.*

9. Has the prime consultant served as a Mentor in the past? If yes, please explain briefly.

10. Has the DBE firm ever been contracted by PennDOT in the past? If yes, please list the last (5) PennDOT contract(s) that the DBE firm has worked on either as a prime or a sub.				
ECMS #	Project Name	Location (District/County)	Sub/Prime	If Sub, list Prime