

Mentor Protégé Program

The State of Texas Mentor Protégé Program is designed to foster relationships between prime contractors and Historically Underutilized Businesses (HUBs). The objective of the Mentor Protégé Program is to provide professional guidance and support to the protégé (HUB) to facilitate their growth and development and increase HUB contracts and subcontracts with the State of Texas.

The HUB Mentor Protégé Program is designed to connect protégé and the prime business with experienced vendors. The goal is to provide the protégé business with guidance from experts on state purchasing processes. The mentor-protégé relationship is mutually beneficial since mentors can use protégés to fulfill HUB subcontracting requirements when bidding on state contracts with expected values of \$100,000 or more. Always advise primes it is advantageous to build a partnership prior to a solicitation or contract award to establish confidence in performance. Seven (7) days is not significant time to establish relationships for actual competitive solicitations.

State agencies sponsor Mentor Protégé agreements between established contractors and emerging HUBs. State agencies serve as sponsors for the Mentor Protégé agreements. Companies interested in establishing a state Mentor Protégé agreement should contact the agency and submit a Mentor Application or a Protégé application. The HUB Staff will seek Mentors or Protégé to form new teams.

The Mentor-Protégé Program is strictly voluntary by both parties. The desired commitment is a two (2) year period which can be extended as applicable to target additional areas designated by the Protégé. Extensions or a release from the commitment term must be approved by the HUB Office Staff.

Administration of the Program

Each state agency with a biennial appropriation that exceeds \$10 million, shall implement a Mentor Protégé Program. State agencies may elect to implement a Mentor Protégé Program individually or cooperatively and are encouraged to address the needs of protégé businesses in critical areas of state procurement. [TAC 20.298](#).

Participation in the program requires the protégé be State of Texas HUB certified and the Mentor Protégé Agreement be sponsored by a state agency.

The following criteria may be considered for Mentor participation by state agencies:

- Registration with the State of Texas [Centralized Master Bidders List](#),
- Desire to participate with a protege,
- Ability to provide developmental guidance in areas identified by the protégé, and
- "[Good Standing](#)" in doing business with the State of Texas.

The following criteria may be considered for Protégé participation by state agencies:

- Eligibility and willingness to obtain [HUB certification](#) under the State of Texas HUB Program (*Protégé must be certified as a HUB prior to acceptance of the Mentor Protégé Agreement*),
- Business in operation for at least one year,
- Desire to participate with a mentoring firm,
- Ability to identify the type of guidance needed for business development, and
- "[Good Standing](#)" in doing business with the State of Texas.

Monitoring the Team

The mentor and protégé firms will enter into an agreement identifying the protégé's needs and providing a detailed description and timeline for the delivery of the assistance the mentor commits to provide to address those needs (e.g., management and/or technical assistance, or any area the protégé indicated in the Protégé application.)

The Mentor-Protégé Agreement should include but is not limited to the following:

- Establish a single point of contact for both the mentor and the protégé.
- Set goals to be accomplished during the term of the Agreement.
- Establish set timelines to meet and the method of communication.
- Must be able to meet at least once a quarter to discuss progress and alternatives.
- The HUB point of contact shall attend the Mentor-Protégé Team kick-off meeting meet and attend a meeting at least once a year.
- Communicate to the HUB Staff any issues that arise during the term of the Agreement.

Evaluating the Mentor / Protégé relationship.

- Both the mentor and the protégé shall submit at a minimum an annual report (encourage quarterly or after each meeting) to the HUB Office indicating all technical and/or management assistance provided by the mentor to the protégé.
- Any subcontracts awarded to the protégé by the mentor, and the value of each subcontract.
- Survey the mentor and protégé for success of the program.
- Provide a narrative describing the success such assistance has had in addressing the developmental needs of the protégé and addressing any success for problems encountered.
- Both the mentor and the protégé shall also indicate if they wish to continue with the agreement for the next year and the goals set to accomplish in the following year.