



## The Texas A&M University System

### Mentor Protégé Program Agreement Summary

**The Texas A&M University System** Mentor-Protégé Program is designed to encourage approved Mentors to provide professional assistance to eligible Texas Historically Underutilized Business (HUB) participants as Protégés. The information contained in this agreement is accurate and the parties have agreed to adhere to **The Texas A&M University System** Mentor Protégé Program Procedure guidelines.

#### 1. Mentor Firm Information

- Name of Firm:
- Contact Name:
- Position Title:
- Address:
- Telephone:
- E-Mail:
- Homepage:

#### 2. Protégé Firm Information

- Name of Firm:
- Contact Name:
- Position Title:
- Address:
- Telephone:
- E-Mail:
- Homepage:

#### 3. HUB Protégé; Determination of Eligibility Statement

**The Texas A&M University System** HUB Program Office has determined that **(Protégé)** is currently an eligible participant in **The Texas A&M University System** Mentor-Protégé Program.

#### 4. Developmental Areas of Assistance to be provided by Mentor to Protégé

**(Mentor)** plans to provide developmental assistance in the following areas:

-

The parties agree to jointly identify opportunities available in the government marketplace, prioritizing the list to focus on two -three solicitations per year. Using the knowledge gained in the past by **(Mentor)**, proposal strategies will be developed, competitive intelligence will be analyzed, and pricing/profitability goals established. This interaction will provide “on-the-job training” to **(Protégé)** in the methodologies used when addressing the state government market.

With the award of a purchase order, contract, or sub-contract, **(Mentor)** will provide technical assistance for **(Protégé)** personnel on the job. This assistance could include areas such as project management skills and technology training.

## 5. Reporting Timelines/Milestones

### TAMUS Quarterly Meetings

On a quarterly basis, **The Texas A&M University System** HUB Program Office will coordinate meetings between **The Texas A&M University System**, the Mentor and the Protégé. At the quarterly meetings **The Texas A&M University System** will:

- Review progress reports provided by the Mentor and Protégé;
- Identify improvements to processes that could be made; and
- Discuss subcontracting opportunities, when applicable.

### Mentor and Protégé Meetings

At their regularly scheduled meetings, the Mentor and Protégé may:

- Discuss areas of professional development and determine progress;
- Discuss the progress and/or accomplishment of goals;
- Discuss protégé's key indicators, such as business and action plans, cash flow, bonding, bids, work in progress, etc.
- Identify teaming opportunities for potential contracts; when applicable;
- Review proposals that are in process and make bid/no bid decisions when applicable; and
- Review status of ongoing awarded contracts and subcontracts, when applicable.

## 6. Program Participation Term (Term of Agreement)

- The Mentor Protégé relationship is valid for a period of at least two (2) years, commencing on **xx/xx/xxxx** through **xx/xx/xxxx** unless circumstances prevent the mentor and/or protégé's continued participation under this agreement or in **The Texas A&M University System** Mentor Protégé Program. Unless specified, the relationship shall continue to exist until such parties have agreed to terminate the existing mentor protégé agreement.

## 7. Potential Subcontracts (Optional)

- 

## 8. Termination Procedures

Either the mentor or protégé may terminate this agreement. In the event of termination, thirty days advance notice should be given to the other party and to **The Texas A&M University System**.

A written notice should be provided by the terminating party stating the reason(s) for termination and offering a period during which the other party may offer reasons why the termination should not occur. After reviewing the response, the terminating party may elect to continue or discontinue their participation in the program.

## 9. Acknowledgement of Agreement

Participants indemnify and hold harmless **The Texas A&M University System**, its employees, officials, and agents from any claims that relate to their participation in this Mentor Protégé Program.

Parties to this agreement have acknowledged in their agreements that the participation by the Mentor / Protégé is strictly voluntary. It is also understood that this agreement is neither a guarantee of a contract opportunity nor a promise of business; but that it is the Program's intent to foster positive long-term business relationships.

All parties understand that **The Texas A&M University System** Mentor / Protégé Agreement sponsorship is limited to a period not to exceed twenty-four months (24) commencing from the date the Mentor / Protégé Agreement is signed by all parties, unless the agreement is subject to requirements of developing and submitting a HUB Business Subcontracting Plan.

Three original copies of the agreement will be drawn. These agreements will be distributed in the following manner:

- One is to be retained by the mentor,
- One is to be retained by the protégé, and
- One is to be retained by **The Texas A&M University System** HUB Program.

Parties agree to comply with the obligations of the Mentor/Protégé Program.

**(Mentor)**

**(Protégé)**

Signed: \_\_\_\_\_  
(Name)

Signed: \_\_\_\_\_  
(Name)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**The Texas A&M University System HUB Program Representative**

Signed: \_\_\_\_\_  
(Name)

Title: \_\_\_\_\_

Date: \_\_\_\_\_