

POLICY & PROCEDURE FOR MENTOR-PROTÉGÉ PROGRAM

POLICY: Pursuant to County Code Section 10A-164.01 the Director of Central Services is authorized to establish a Mentor-Protégé Program whereby a contractor (mentor contractor) may be required as a condition of qualification of a bid or proposal for a procurement authorized under the Prince George's County Procurement Code to participate as a mentor to a County-based small business or a County-based minority business enterprise (protégé) in the Mentor-Protégé Program in accordance with the Program Requirements. The Director of Central Services may impose a Mentor-Protégé Program Requirement on a procurement by procurement basis, a broader requirement on multiple procurements, or on procurements by industry area.

PURPOSE: The Mentor-Protégé Program objective is for the mentor contractor to provide advice, assistance and training to County-based small businesses and County-based minority business enterprises that will develop their capacity in becoming self-sufficient, competitive and profitable business enterprises through joint venture entities, prime and subcontractor relationships. The mentor contractor shall also provide training and technical assistance for obtaining bonding and financial support, as well as improve the firm's management and operating skills.

SCOPE: This procedure applies to all businesses seeking enrollment in the Mentor-Protégé Program.

REQUIREMENTS:

- (i) The mentor contractor shall enter into a written mentor-protégé agreement approved by the Director of Central Services (mentor agreement) with specific County-based small businesses or County-based minority business enterprises to develop their capacity in becoming self-sufficient, competitive, and profitable business enterprises through joint venture entities, prime and subcontractor relationships, bonding and financial support, or other partnerships approved by the Director of Central Services;
- (ii) The County-based small businesses or County-based minority business enterprises, or combination thereof, that have entered into the mentor agreement as protégés, for a procurement with a Mentor-Protégé Program Requirement, shall self-perform at least twenty (20) percent of the value of the procurement; and
- (iii) The mentor contractor shall comply with the terms of the mentor agreement.

ENROLLMENT IN MENTOR-PROTÉGÉ PROGRAM:

A. Mentor Eligibility –

- i. Meets the Responsibility criteria as defined in Section XIII of the Prince George’s County Procurement Regulations.
- ii. Must not appear on the Federal list of debarment or suspended contractors;
- iii. Must not be debarred from doing business with a Public body in the State of Maryland;
- iv. Must demonstrate knowledge and ability to strengthen Protégé capabilities;
- v. Must be in Good Standing with the Maryland Department of Assessments and Taxation;
- vi. Must agree to devote a minimum of 12 hours per month to working with Protégé; and
- vii. Must demonstrate a level of achievement by being in business for five or more years and successfully executed a minimum of ten (10) projects/contracts within the same North American Industry Classification System Code.

B. Protégé Eligibility-

- i. Firms must be certified as a County-based small business or County-based Minority Business by the Office of Central Services’ Supplier Development & Diversity Division (SDDD);
- ii. Must not appear on the Federal list of debarment or suspended contractors;
- iii. Must not be debarred from doing business with a Public body in the State of Maryland;
- iv. Must be in Good Standing with the Maryland Department of Assessments and Taxation; and
- v. Must agree to devote a minimum of 12 hours per month to working with Mentor.

APPLICATION PROCESS & SUBMISSION

Applications for participation in the Prince George’s County Mentor-Protégé Program will be reviewed by the Mentor-Protégé Committee (Committee). The Application shall be completed and submitted on line at www.princegeorgescountymd.gov/355/Business-Highway.

1.0 AGENCY REVIEW PROCEDURE

Once the Mentor-Protégé Program Application is submitted by the Mentor or Protégé applicant, The Committee will:

- 1.1 Review the Application, and any supporting documentation, to determine whether the application is complete, and Applicant meets the enrollment criteria.
- 1.2 Verify information.
- 1.3 Recommend approval or denial for participation in the Mentor-Protégé Program.

2.0 COMMUNICATIONS

- 2.1 Approval of Mentor or Protégé enrollment in the Program will be sent to each applicant. The approval notification will be posted on the Office of Central Service Business Highway website indicating the NAICS Code(s) of Mentor or Protégé to encourage development of a Mentor/Protégé relationship.
- 2.2 Following notification of application approval and engagement of Mentor Protégé relationship, the Mentor and Protégé are required to complete and execute the Mentor Protégé Team Agreement and Business Plan (Attachment B).
- 2.3 Mentor or Protégé whose application is denied will receive notification within thirty (30) days of the Committee's review or receipt of supplemental information subsequent to the Committee's review.
- 2.4 Applicants denied may appeal the decision in writing to the Purchasing Agent for further consideration; or reapply no sooner than three (3) months from the date of the decision by the Committee or the Purchasing Agent, if an appeal is filed and the denial is upheld.

3.0 MATERIAL MISSTATEMENT OF FACT

If a material misstatement of fact is included as a reason for the denial, an applicant may reapply to enroll in the Mentor-Protégé Program no sooner than six (6) months from the date of the decision by the Committee if an appeal is filed and the denial is upheld.

4.0 APPEALS PROCESS

Applicants have the option of appealing the decision rendered by the Committee within 10 days of receipt of the decision. At such time, the vendor must submit their appeal to the Director of Office of Central Services via email to OCS Purchasing Agent@co.pg.md.us and provide the nature of appeal and specifics regarding the appeal. The applicant will receive a written response to the appeal within 10 business days.