

Procurement Services

Mentor Protégé Program

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PROGRAM OVERVIEW

The purpose of the Mentor Protégé Program is to ensure compliance with Texas Government Code (TGC) 2161.065 and Texas Administrative Code (TAC) Title 34, Chapter 20, Subchapter D, Division 1, Rule 20.298 requirements.

Each state agency with a biennial appropriation that exceeds \$10 million dollars shall implement a Mentor Protégé Program designed by the Comptroller and designate a staff member to serve as the Historically Underutilized Business (HUB) Coordinator for the agency.

Participation in the program must be voluntary for both the contractor and the HUB subcontractor, and program features should remain flexible to maximize participation.

The State of Texas Mentor Protégé Program is designed to foster relationships between prime contractors and Veteran Heroes United in Business (VetHUBs) [previously called Historically Underutilized Businesses (HUBs)]. The objective is to provide professional guidance and support to the protégé (VetHUB) in order to facilitate their growth and development and increase VetHUB contracts and subcontractors with the State of Texas for service-disabled veterans.

SECTION 1 – Definitions

Mentor: Prime Contractor, Large Business, Major Supplier who volunteers to guide or counsel a Historically Underutilized Business (HUB) in its performance and growth.

Protégé: A Historically Underutilized Business (HUB) that receives guidance in business processes and practices from a Mentor.

Sponsoring Agency: Agency which fosters the relationship between the Mentor and its Protégé.

SECTION 2 – Goals and Benefits

The mentor-protégé relationship is mutually beneficial since mentors can use their protégés to fulfill VetHUB subcontracting requirements when bidding on state contracts with expected values of \$100,000 or more. It is advantageous to build a partnership prior to a solicitation or contract award to establish confidence in performance.

Mentor Protégé Program Goals:

- Motivate and encourage mentors to provide developmental assistance to protégés
- Maximize VetHUB access to agency procurement opportunities
- Foster long-term business relationships
- Enhance VetHUBs core capabilities
- Increase subcontracting opportunities

Potential Benefits to Mentor:

- Goodwill and corporate responsibility (mentors receive no financial incentive for participation)
- Long-term relationship with a potential subcontractor
- Develop innovative approaches and technology
- Fulfill good faith effort requirements for solicitations by utilizing your protégé

Potential Benefits to Protégé:

- Developmental guidance from mentors in areas such as financial management, business planning and projections, and business development
- Long-term relationship with a prime vendor
- Develop innovative approaches and technology
- Develop strong business capabilities to compete and perform in state contracts

State agencies serve as sponsors for the Mentor Protégé agreements. Companies interested in establishing a state Mentor Protégé agreement should:

1. Contact a state agency you have already done business with or contact agencies that purchase the goods and services your company provides.
2. Ask how they match prospective mentors and protégés.

SECTION 3 – Administration

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.

Participation in the Program is voluntary and neither a guarantee of a contract opportunity nor a promise of business; rather, the program's intent is to foster positive long-term business relationships.

This program is administered by the Procurement Shared Services office for the Lamar State Colleges and Lamar University by way of an appointed HUB Program Manager who serves as the HUB Coordinator for the campuses. The HUB program is committed to promoting full and equal business opportunities for all businesses in an effort to remedy disparity in state procurement and contracting.

Participation in the program requires the protégé be State of Texas VetHUB 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 Bidder's List (CMBL).
- Previous mentoring experience and prior work history,
- 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 VetHUB certification under the State of Texas VetHUB Program (*Protégé must be certified as a HUB prior to SPD listing the Mentor Protégé Agreement on the official list*).
- Business in operation for at least one (1) 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.

Either party may cancel the mentor-protégé relationship in writing at any time, prior to completing the two (2) year commitment.

SECTION 4 – Responsibilities

The HUB Program Manager handles outreach and the Mentor Protégé application process; both with prime vendors (Mentors) and VetHUB businesses (Protégés) to voluntarily participate in the Mentor Protégé Program.

The HUB Program Manager will advise and assist agency executive directors and staff in complying with the VetHUB requirements, facilitating the agencies good faith effort to increase VetHUB participation, preparing and submitting VetHUB reports, monitoring contracts for VetHUB compliance and coordinating VetHUB marketing and outreach efforts.

The HUB Program Manager initiates the relationship through discussions with each participant. Considerations include criteria for the match and setting the guidelines for the relationship. All parties must sign a State of Texas Mentor Protégé Agreement which outlines specific goals and objectives.

Once the Mentor Protégé Agreement is signed by both parties it is the responsibility of the HUB Program Manager to send the agreement to the Comptroller HUB Division for approval.

Once established, the HUB Program Manager monitors the relationship on an agreed-upon frequency. An annual survey may be completed by the mentor and the protégé and submitted to the HUB Program Manager. During the Agreement, the mentor and protégé will report any issues that need corrective action to the HUB Program Manager who will work with both parties to determine corrective actions, if required.

The process is evaluated by the participants at the conclusion of the relationship, and closing correspondence is filed with the Comptroller.

SECTION 5 – Reporting

Each state agency that implements the Mentor Protégé Program must report that information to the Comptroller upon completion of a signed Mentor Protégé Agreement.

Agency must contact their Texas SmartBuy superuser to gain access to the Mentor Protégé application. Agency must save all Mentor Protégé Program application emails and reporting documentation for internal audit purposes.

Information regarding the Mentor Protégé Agreement shall be reported in a form prescribed by the Comptroller within twenty-one (21) calendar days the Agreement is executed. The Comptroller will register that Agreement on the approved list of mentors and protégés.

The comptroller shall retain and make available to state agencies all registered Mentor Protégé Agreements. The sponsoring state agency shall monitor and report the termination of an existing Mentor Protégé Agreement that has been registered with the comptroller within twenty-one (21) calendar days.

SECTION 6 – Resources

- [Mentor Protégé Agreements](#)
- [Mentor Protégé Application](#)
- [Mentor Protégé Agreement Reporting](#)
- [Mentor Protégé Agreement Reporting Form](#)
- [Small Business Resource Links](#)