



Date:

(MM/DD/YYYY)

### Mentor Information:

Mentor:

First Name

Last Name

Street Address 1:

Street Address 2:

City:

State:

ZIP:

Website

### Protégé Information:

Protégé:

First Name

Last Name

Street Address 1:

Street Address 2:

City:

State:

ZIP:

Website:

### Dear Mentor/ Protégé Representative:

The U.S. Department of Homeland Security's (DHS) Mentor-Protégé Program (MPP) Congressional Requirements Report is designed to follow up and assess the terms of your agreement. Under [Subtitle H of Title VIII of the Homeland Security Act of 2002 \(6 U.S.C. 451 et seq.\)](#), mentor-protégé teams shall submit data points and/or metrics. In accordance with the Mentor-Protégé Policy document (See Page 5, Section 1.16 – Reports), it is our intent to identify key business accomplishments and “Lessons Learned” that have benefited both companies within a 36-month period as well as take the opportunity to offer suggestions on any issues, if any. Review, complete, and return a completed document to: [dhsmpp@hq.dhs.gov](mailto:dhsmpp@hq.dhs.gov) within 30 business days of receipt.

### OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU) FINAL-TERM (36-Months) LESSONS LEARNED REPORT

*Industry Sensitive: This document contains proprietary information (See FAR 3.104). The information contained herein is not to be divulged except as permitted by law or as authorized by the OSDBU Director.*

### DHS-OSDBU Point of Contact Information:

Mentor-Protégé Program Manager:

### MENTOR-PROTÉGÉ INFORMATION

#### Mentor-Protégé Agreement Date:

Date:

(MM/DD/YYYY)

### Mentor Information:

Mentor:

First Name

Last Name

Point of Contact Name:

Phone (###-###-####):

Email:

Street Address 1:

Street Address 2:

City:

State:

ZIP:

### Protégé Information:

Protégé:

First Name

Last Name

Point of Contact Name:

Phone (###-###-####):

Email:

Street Address 1:

Street Address 2:

City:

State:

ZIP:

## Accomplishments

### a. Mentor Firm

How many subcontracting opportunities were provided to the protégé?

0                      1–3                      4–7                      8 or more

How many DHS opportunities did your firm bid on during the first year?

0                      1–5                      6–10                      11 or more

How many DHS opportunities was your firm awarded during the 12-month period?

0                      1–2                      3–5                      6 or more

How often do you hold progress meetings with the protégé?

Biweekly                      Monthly                      Quarterly

How meaningful has this Mentor-Protégé Agreement been?

*(On a scale of 1 to 5, with 1 being not meaningful and 5 being very meaningful)*

1                      2                      3                      4                      5

### b. Protégé

How many subcontracts and/or prime contract opportunities has your firm or institution experienced with your mentor?

0                      1–2                      3–5                      6 or more

What types of benefits has your firm received from the agreement?

Please check the box(es) and elaborate:

Technical                      Managerial                      Financial                      Marketing

Other

HBCU/MI competitiveness priority areas relating to:

Education                      21<sup>st</sup> Century Infrastructure                      Academic Research Enterprise

Other *(Please explain the type of assistance below).*

### c. Specify the number of employees and annual revenue:

At the **beginning** of the Mentor-Protégé Agreement

Number of Employees:                      Annual Revenue: \$

At the **end** of the Mentor-Protégé Agreement

Number of Employees:                      Annual Revenue: \$

Subcontracts: \$                      Prime Contracts: \$

DHS Number (If applicable)

Identify the Federal Agency

## Best Practices or Lessons Learned: Additional Comments

### MENTOR PROTÉGÉ ALLOCATED DOLLAR REPORTING in eSRS

Please specify the DHS contract number and allocated dollars attributed to the mentor-protégé agreement for all small business subcontracting categories, under Remarks, within the Individual Subcontracting Report or Semi Subcontracting Report.

#### Signed Agreement:

Mentors and Protégés should sign and date the Mid-Progress Report.

#### Mentor

#### Protégé

\_\_\_\_\_  
Printed Name of Mentor

\_\_\_\_\_  
Printed Name of Protégé

\_\_\_\_\_  
Signature of Mentor

\_\_\_\_\_  
Signature of Protégé

\_\_\_\_\_  
Date (MM/DD/YYYY) Title

\_\_\_\_\_  
Date (MM/DD/YYYY) Title