



**U.S. Department of Homeland Security  
Office of Small and Disadvantaged Business Utilization (OSDBU)  
Mentor-Protégé Program Application and Template**

The U.S. Department of Homeland Security (DHS), Office of Small and Disadvantaged Business Utilization (OSDBU) require a signed Mentor Protégé Program (MPP) Application for each proposed mentor-protégé relationship. Applications may be submitted to the Mentor-Protégé Program (MPP) Manager, Sharon Davis via the mail, fax or electronically.

**Email:**

[Sharon.Davis@hq.dhs.gov](mailto:Sharon.Davis@hq.dhs.gov)

**Fax:** 202-447-5552

**Mail to:** US Department of Homeland Security  
245 Murray Lane, SW., Building 410  
Attn: OSDBU/Room 3636-1  
Washington, DC 20528

**Please note that electronic submission of applications is encouraged. Applications mailed via the U.S. Postal Service will be forwarded to a Remote Delivery Site (RDS) for screening before it is delivered to the OSDBU. The screening process may cause some deterioration to the paper.**

The application should be in narrative form and include, at a minimum, the following information in the format shown below:

**Mentor Firm Information.** Please provide the following:

- Name of Firm
- DUNS Number
- Name of Point of Contact (POC)
- Position Title
- Address
- Telephone and FAX numbers
- E-Mail Address
- Firm's Website

**Protégé Firm Information.** Please provide the following:

- Name of Firm
- DUNS Number
- Name of Point of Contact (POC)
- Position Title
- Address
- Telephone and FAX numbers
- E-mail Address
- Firm's Website



**Eligibility.** Provide a statement certifying that the company is currently eligible pursuant to the following criteria below:

- A small business concern which meets the definition in accordance with the Federal Acquisition Regulations (FAR) Subpart 19.001, based on its primary North American Industry Classification System (NAICS) code, is eligible to be a protégé firm (refer to the U.S. Small Business Administration (SBA) Regulations, 13 Code of Federal Regulations (CFR) Parts 121 and 124.1002).
- The protégé firm's primary NAICS code is \_\_\_\_\_.
- The protégé represents that it is a small business concern as defined above.
- The protégé represents that it \_\_ is, \_\_ is not a small disadvantaged business concern.
- If the protégé represents that it is small disadvantaged business, the protégé should also identify the category in which it represents ownership: \_\_ African American, \_\_ Hispanic American, \_\_ Native American, \_\_ Asian Pacific, \_\_ Subcontinent Asian, or \_\_ Individual concern, other than one of the preceding:
  - The protégé represents that it \_\_ is, \_\_ is not an 8(a) firm.
  - The protégé represents that it \_\_ is, \_\_ is not a Historically Underutilized Business Zone (HUBZone) small business concern listed, on the date of the representation, on the List of Qualified HUBZone small business concerns maintained by the SBA.
  - The protégé represents that it \_\_ is, \_\_ is not a woman owned small business concern.
  - The protégé represents that it \_\_ is, \_\_ is not a veteran owned small business concern.
  - The protégé represents that it \_\_ is, \_\_ is not a service disabled veteran Owned small business concern.

**Developmental Assistance Program.** Describe the developmental program for the protégé firm specifying the types of assistance planned. Examples of developmental assistance a mentor firm may provide to a protégé firm may include:

- Management guidance relating to-
- Financial management
- Organizational management
- Overall business management/planning
- Business development
- Technical assistance
- Rent-free use of facilities and/or equipment
- Property
- Temporary assignment of personnel to the protégé firm for the purpose of training
- Loans; and
- Any other types of mutually beneficial assistance

**Milestones.** Define milestones that correspond to the elements identified in the developmental assistance section. Also, include the requirement to submit a signed Mid-Term Progress Report (18<sup>th</sup> month) and a Final Report (36<sup>th</sup> month) to the MPP Manager.



**Measurement.** Provide factors to assess the protégé firm's developmental progress under the program. Please include qualitative or quantitative measurements that will be used to evaluate 1) the protégé's developmental success; 2) the effectiveness of the mentor-protégé relationship; 3) the quality of the protégé technical capabilities; and 4) how the mentor's assistance increased contracting and subcontracting opportunities for the protégé firm, if applicable.

**Estimate of Cost.** The Mentor and Protégé will submit a signed/dated joint statement agreeing on the dollar value of the developmental assistance. Report on the dollar value of the developmental assistance in the semi-annual Individual Subcontracting Report (ISR) in eSRS. Specify the DHS Contract number and the allocated dollars attributed to the Mentor-Protégé Agreement for all small business subcontracting categories, under Block 13, Remarks, within the ISR.

Mentor	Protégé
_____ Signature	_____ Signature
_____ Title	_____ Title
_____ Date	_____ Date

**Program Participation Term.** Acknowledge that the DHS MPP has a 36 month period of performance in which the mentor will provide the developmental assistance.

**Potential Subcontracts.** Provide the anticipated dollar value and briefly describe the types of subcontracts that may be awarded to the protégé firm for the next 36 months. Also, describe the type of subcontracting work the protégé will perform. NOTE: It must be consistent with the extent and nature of the mentor firm's business.

**Mentor Protégé Program Agreement Changes.** Acknowledge that the mentor and protégé firms shall notify the MPP Manager if there is a change in the protégé's small business status, or either firm's Point of Contact(s) for the MPP changes.

**Mentor Termination Procedures.** Describe the procedures for the mentor firm to notify the protégé firm in writing at least 30 days in advance of the mentor firm's intent to voluntarily withdraw its participation in the Program.

**Protégé Termination Procedures.** Describe the procedures for a protégé firm to notify the mentor firm in writing at least 30 days in advance of the protégé firm's intent to voluntarily terminate the mentor-protégé agreement.

**Protégé Post MPP Reporting.** Acknowledge and include a statement that directs the protégé firm to submit a DHS MPP Post Report annually for the two (2) years after the firm exits the MPP. The report will be submitted on the anniversary date of the Mentor Protégé Agreement approval. The report will be forwarded to the attention of the MPP Manager.



**Other Termination Procedures.** Acknowledge and include a statement that directs both firms to submit a “lessons learned” evaluation to the MPP Manager resulting from any decision to terminate the MPP Agreement.

Incorporate a statement which indicates that the mentor shall notify the DHS MPP Manager and the appropriate Contracting Officer(s) in writing, at least 30 days in advance of following actions:

- either party’s intent to voluntarily withdraw from the program
- either party’s intent to change the content of the MPP Agreement



**Statement of Intent and Agreement.** Include a statement of intent and agreement to comply with the obligations set forth in the U.S. Department of Homeland Security Acquisition Regulation (HSAR) Section 3052.219-71 and all other clauses and provisions governing the program. Also, include a statement of agreement that DHS will be permitted to make available to the public the contact information included in the “Mentor Firm Information” and “Protégé Firm Information” sections of the application.

**Signed Agreement.** Mentors and Protégés are requested to sign and date the agreement. Titles of the individuals should also be included as shown in the following example:

Mentor	Protégé
Printed Name	Printed Name
_____	_____
Signature	Signature
_____	_____
Title	Title
_____	_____
Date	Date