

Texas Tech University Health Sciences Center El Paso

Mentor Protègè Program

Policy

In accordance with TAC 2161.065 and Texas Building and Procurement Commission's (TBPC) Mentor Protègè Program, the Texas Tech University Health Sciences Center El Paso (TTUHSCEP) established the TTUHSC Mentor Protègè Program to foster long-term relationships between prime contractors and Historically Underutilized Businesses (HUBs) and increase the ability of HUBs to do business with the State. It is the intent of the TTUHSCEP Mentor Protègè Program to build effective working relationships between leaders of mature established companies and emerging minority- and women-owned companies in order for the latter to benefit from the knowledge and experience of the established firms.

Program Scope and Objectives

These policies and procedures apply to all potential Mentor and Protègè companies applying to TTUHSCEP or the Texas Mentor Protègè Initiative (TMPI) for sponsorship. TTUHSCEP or TMPI sponsored Mentor companies assist sponsored Protègè companies in developing implementation plans, which identify needs, actions and results required for the Protègè to be a successful businessperson and contractor. In identifying and overcoming barriers that typically inhibit or restrict the success of minority- and women-owned businesses, the program hopes to produce a base of high quality, competitive and profitable HUB companies through incremental improvement in their respective business practices.

The TTUHSCEP Mentor- Protègè Program has three key objectives:

1. Increase the overall participation of HUBs in State of Texas subcontracting;
2. Foster long-term relationships between prime contractors and Historically Underutilized Businesses;
3. Increase the ability of HUBs to contract with the State or to receive subcontracts under a state or agency-delegated contract.

TTUHSCEP's Mentor- Protègè Program desires the following outcomes:

1. Increase the Mentor company's interest and confidence in partnering with certified HUB vendors.
2. Improve the Protègè company's long-term stability in their respective industry.
3. Increase TTUHSCEP's opportunity to receive qualified and responsive bids that provide best value to the Agency as well as its strategic partners and customers.

Responsible Agency Personnel

TTUHSCEP's HUB Coordinator and their designated staff are responsible for the administration, outreach, education, and compliance and reporting of the Mentor Protègè Program. This includes maintaining application documents, program information materials, Mentor and Protègè application files, and Mentor Protègè Agreements. Program resources from other agency programs may be utilized to carry out the objectives of the program as needed.

Any questions regarding participation requirements or procedures below should be directed to the TTUHSCEP HUB Coordinator.

Program Eligibility Requirements

All companies interested in becoming a Mentor or Protègè must:

1. Complete a TTUHSCEP or TMPI Mentor/ Protègè Application and identify their willingness to participate in the Mentor Protègè Program and comply with program rules and the Mentor Protègè Agreement's development and reporting requirements;
2. Be in "good standing" with the State of Texas and not in violation of any State statutes, rules or governing policies.

Mentors eligibility requirements additionally include being:

- A registered bidder on TBPC's Centralized Master Bidders List (CMBL);
- Certified Qualified Information Systems Vendor (if applicable).

Protègè eligibility requirements additionally include being one or more of the following:

- A TBPC-certified HUB certified for one year or less;
- A TBPC-certified HUB offering services in one of the top 30 State spending categories;
- A TBPC-certified "adjust" HUB (this classification references HUBs in an eligible certification category underutilized more than other categories in the same industry);
- An operational business for at least one year that is eligible and willing to become certified as a HUB.

TTUHSCEP Sponsorship Process

Potential Mentor and Protègè companies should mail or fax their applications to:

HUB Coordinator
TTUHSCEP
5001 El Paso Dr.
El Paso, TX 79905
Fax: 915-215-8813

Program staff will review the application for minimum eligibility criteria and consider additional information below in selecting a Mentor/ Protègè for TTUHSCEP sponsorship.

For Mentor companies they will review:

- Mentoring experience, if any;
- Work experience in developmental guidance areas that meet the needs of the Protègè companies applying. This is including but not limited to, business, financial, and personnel management; technical matters such as bid development, production, inventory control and quality assurance; insurance, equipment and facilities; and/or other related resources;
- Work history with government entities including city, county, state or federal entities.

For Protègè companies they will review:

- Previous or current involvement in a mentoring relationship with another contractor/vendor;
- The type of guidance requested by the Protègè;
- The applicability of the Protègè company's goods and services to TTUHSCEP needs.

Mentor / Protègè Matching

Program staff will contact the approved Mentor firm for additional Protègè criteria above and beyond that outlined by TTUHSCEP. Once accepted, program staff will forward copies of applications received by Protègè companies that meet the proposed Mentor's criteria for selection of a Protègè. When matching agency-approved Mentor companies to agency-approved Protègè companies the program staff will make every effort to consider:

- Mentor and Protègè companies/staff who share the same major business responsibility (e.g., Owner/Manager, Marketing Representative, Chief Financial Officer);
- Geographic proximity to each other;
- A Protègè company's needs identified as a Mentor's skill set that they are willing to share.

Mentors are responsible for interviewing prospective Protègè companies and drafting a mutually acceptable Mentor Protègè Agreement. Mentors will be instructed to initiate contact with their Protègè candidates as soon as possible and when feasible to conduct face-to-face mentoring meetings. The finalized agreement will be submitted to the TTUHSCEP HUB Coordinator for approval prior to execution.

Mentor / Protègè Orientation

Program staff will conduct Mentor/ Protègè orientations. These orientation sessions will be conducted for the purpose of helping selected Mentor and Protègè representatives understand their respective roles in a Mentor Protègè relationship.

Program staff will also detail their role. Mentors will be instructed that the frequency of information shared with its Protègè increases the likelihood of the success of the agreement. Such regular structured interaction supports an effective mentoring relationship and should be reflected in the Mentor Protègè Agreement. Attendance is a prerequisite for Mentor/ Protègè sponsorship by TTUHSCEP.

The Mentor / Protègè Agreement

The Mentor Protègè Agreement is a document drawn between the Mentor and Protègè that details the nature of the relationship for the purpose of TTUHSCEP sponsorship. Clearly defined mentoring expectations lead to an effective relationship.

The Mentor and the Protègè should agree on the nature of their involvement under the agency's Mentor/ Protègè initiative. The Mentor and Protègè agreement may include, but is not limited to, the following:

1. Identification of the developmental areas in which the Protègè needs guidance;
2. The time period which the developmental guidance will be provided by the Mentor;
3. Name, address, phone and fax numbers, and the points of contact that will oversee the agreement of the Mentor and Protègè;
4. Procedure for a Mentor firm to notify the Protègè in advance if it intends to voluntarily withdraw from the program or terminate the Mentor Protègè relationship;
5. Procedure for a Protègè firm to notify the Mentor in advance if it intends to terminate the Mentor Protègè relationship;
6. A mutually agreed upon timeline to report the progress of the Mentor Protègè relationship to the state agency. This reporting period should coincide with the TTUHSCEP timeline for annual HUB reporting purposes.
7. The agreement must state that the participation by the Mentor/ Protègè is voluntary. The agreement must include written documentation that participation in the Texas Tech University Health Sciences Center El Paso Mentor Protègè Program is neither a guarantee for a contract opportunity nor a promise of business; but the Program's intent is to foster positive long-term business relationships.

The Mentor Protègè Agreement and TTUHSCEP sponsorship is limited to a period not to exceed twenty-four months (24) commencing from the date the Mentor Protègè Agreement is signed by all parties.

Three original copies of the agreement will be drawn. One is to be retained by the Mentor, one by the Protègè and one by the TTUHSCEP HUB Coordinator.

Reporting Mentor Protègè Activities

On an annual basis, the agency HUB Coordinator or their designee will compile reports/surveys submitted by Mentor and Protègè companies that document any progress made as a result of the agreement. This report will include a summary of key progress made by a Protègè relative to their respective Agreement. Annual program evaluation information will be collected and prepared for submission with the agency supplemental letter as a component of its annual HUB reporting materials. The program efforts and results will also be reported in the agency's HUB Plan.