Mentor Protégé Program
The University of Texas System
Office of HUB Development and
Federal Small Business Program

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Mentor-Protégé Program Participation Agreement

Preamble: As participants in the University of Texas System Mentor-Protégé Program, we shall use all our ability, in an atmosphere of enthusiasm and mutual professionalism, to strengthen business relationships in a manner that is beneficial and effective for all parties, which meet the stated mission, goals and objectives of the UT System Mentor-Protégé Program, and provides maximum benefits to the community.

Relationships: The relationships among Mentors, Protégés, and the Program Sponsor are all voluntary. All parties will foster open, candid and timely communications that avoid surprises.

Commitments: The Mentor is committed to providing an adequate amount of time for the partnership. The Protégé is committed to keeping the Mentor fully informed. The Program Sponsor is committed to coordinating the entire effort. Each will act with a sense of urgency and mutual respect for each others' time.

Duties - Mentor:
- Attend meetings;
- Review Protégé's materials (business plan, action plan, etc.);
- Review Protégé's key indicators (cash flow, bonding, bids, projects, etc.);
- Recommend areas for improvement;
- Follow-up on mutual agreements for action.

Duties - Protégé:
- Attend meetings;
- Present complete and up-to-date information (business and action plans, cash flow, bonding, bids, work in progress, etc.);
- Implement changes mutually agreed upon;
- Request assistance as necessary.

Duties - Program Sponsor:
- Provide oversight;
- Facilitate support services;
- Run quarterly meetings;
- Receive status reports.

Development Program: The Mentor/Protégé partners agree that the following areas need developmental assistance:

❒ Business Plan
❒ Implementation & Actions Plans
❒ Scheduling & Purchasing
❒ Construction Equipment & Materials
❒ Banking Services
❒ Competitive Marketplace Overhead
❒ Troubleshooting & Avoidance Delay
❒ Reading & Interpreting Plans and Specifications
❒ Accounting Records Preparation & Maintenance
❒ Organization Structure
❒ Market Analysis
❒ Cost Accounting
❒ Bonding & Insurance
❒ Job Cost & Work in Progress
❒ Prompt Payment Procedures
❒ Personnel Management
❒ Post award bid assessment of successful & unsuccessful
❒ Analysis of major fixed & variable cost components
❒ Operations Assessment
❒ Blueprint Reading
❒ Obtaining Permits & Subcontracts
❒ Payroll
❒ Records & Contract Mgmt
❒ Project Planning & Scheduling
❒ Take-offs

Program Participation Agreement Term: Two years.

Termination: Either party may terminate this agreement with thirty days advance notice to the other party; all correspondence from the party initiating the cancellation must be addressed to the affected party with a copy to the UT System Mentor-Protégé Program Coordinator.

Parties to this agreement acknowledge that the participation by Mentor/Protégé is voluntary. It is also understood that this agreement is neither a guarantee for a contract opportunity nor a promise of business. The program's intent is to foster positive long-term business relationships.

We understand that the Mentor/Protégé Agreement is limited to a period not to exceed twenty-four (24) months, commencing from the date the Mentor/Protégé Agreement is signed by all parties. We understand that the Protégé must maintain its HUB Certification status for the duration of this agreement, in order for the Mentor Protégé agreement to be valid. If the Protégé's HUB certification expires, or becomes inactive or is revoked through the certification processes administered by the Statewide HUB Program, the Mentor-Protégé agreement shall be terminated

Three original copies of the written agreement shall be signed, one to be retained by the Mentor, one to be retained by the Protégé, and one to be retained by the UT System Mentor-Protégé Program Coordinator.

Mentor	Protégé
Mentor Signature Date	Protégé Signature Date
Title	Title
UT System Representative	Title Date