

## *Why Mentor-Protégé?*

### *FACT SHEET*

This fact sheet is designed to highlight key Questions and Answers regarding the TEAM UP Broward Mentor-Protégé Pilot Program.

*The goal of the program is to build overall capacity in Broward County's economy by growing local small businesses through targeted and strategic technical assistance resulting in increased employment and local investment.*

#### **1. Who is interested in participating in the TEAM UP Broward Mentor-Protégé Pilot Program?**

An initial assessment was performed (June 2014) to ascertain interest in participating in a Mentor-Protégé Program. The response was encouraging. Over 25 prime companies, 70 small businesses and several financial institutions expressed interest in actively participating in the program. Subsequent requests for more information and interest in participating in a Mentor-Protégé program continue to be conveyed through surveys from workshops, technical trainings, and outreach events.

#### **2. Who is eligible to be a Mentor?**

- 1) A business with an operating presence\* in South Florida (Broward County, Miami-Dade County and/or Palm Beach County) with:
  - a) A minimum of five (5) years of experience in its principal industry; **AND**
  - b) A designated key representative to be the point of contact for the Protégé as well as coordinate the participation and activities of any additional firm personnel providing his/her expertise to the Protégé for the duration of the agreement; **OR**
- 2) A resident expert who has a minimum of five (5) years of relevant expertise in his/her principal industry. This expert will be the point of contact for the Protégé and will coordinate the participation and activities and will provide his/her expertise to the Protégé for the duration of the agreement.

The business must have applied for participation as a Mentor in the Mentor-Protégé Pilot Program and have been approved by OESBD in accordance with applicable procedures. The approved Mentor shall agree to follow all Mentor-Protégé Pilot Program guidelines and devote the necessary time, staff and other resources in order to fulfill its responsibility as a Mentor, including attending all meetings scheduled with the Protégé and/or OESBD.

\*Operating presence can be a satellite office, a locally-based key representative, or as determined by the Program Director.

### **3. What firms are eligible to be Protégé firms?**

The business must be a certified firm by OESBD with a principal or branch office address located in Broward County, must have been in continuous operation for the last twenty four (24) months, in a growth stage of the business cycle, must have completed at least one (1) contract/work order with good references, and must be committed to following Broward County Mentor-Protégé Pilot Program rules, guidelines and processes so that incremental growth and business success can be achieved. The prospective Protégé firm must be and remain in good legal business standing with all government and private entities within the state of Florida and throughout the United States. A potential Protégé must submit a complete application packet by the application deadline and be approved by OESBD in accordance with applicable procedures.

### **4. Why does a Protégé firm need to be in continuous operation for at least 24 months? Why not 12 or 18?**

The program looks to provide a platform for Mentors to coach Protégés in the growth stage of their business cycle rather than a start-up firm. A firm with at least 24 months of continuous operation is more apt to have an established customer base and have captured some market share for the services/goods they provide thereby positioning them to be more likely to benefit from a Mentor-Protégé relationship through reducing or removing some of their hindrances and enhancing their core capabilities to sustain and grow their business.

### **5. What are the benefits for a Mentor?**

- Opportunities to share valuable market knowledge
- May utilize Protégés to meet project goals on Broward County contracts
- Expanded pool of available contractors to utilize on future contract opportunities at large
- Potential to develop future joint ventures with small businesses
- Recognition with Broward County and the industry
- Goodwill and corporate social responsibility
- Facilitation of mutually beneficial and profitable relationships for all concerned

### **6. What are the benefits for a Protégé?**

- Enhanced core capabilities to compete and perform in Broward County procurement and other public / private contracts
- Development of innovative approaches to problem solving and incorporating new and existing technology and best practices
- Long-term relationship with a potential prime contractor
- Potential to develop future joint ventures with large businesses
- Increased management/technical capabilities with guidance to avoid pitfalls and mistakes that hinder business growth
- Expansion into new markets
- Certificate to acknowledge successful participation in the program

**7. What are some of the steps in becoming a Mentor-Protégé team?**

- Submission of an application (and provide supplemental information as requested)
- Application evaluation for all Mentors and Protégés to determine eligibility
- Announce eligible and non-eligible applicants
- Schedule preparatory meeting for the eligible Protégé
- Schedule introductory Meet & Greet for the eligible Mentors and Protégés
- Eligible Mentors and Protégés will be matched based on the program factors such as:
  - Voluntary matching; and
  - Review process and selection by TUBAC and;
  - Lottery pairing
- Participate in interview process to solidify the relationship of a Mentor-Protégé team
- Submit a joint Mentor-Protégé Agreement for review and approval

**8. What are the implementation steps for the program?**

- Launch program
- Schedule informational sessions
- Coordinate Mentor-Protégé Pilot Program activities
- Promote and market program
- Distribute and collect applications
- Review applications to determine pool of eligible Mentors and Protégés
- Pair Mentors and Protégés and review agreements
- Provide training and program oversight
- Collect and review monthly reports and final evaluation forms
- MPP “Graduation” special event
- Prepare schedule for next Mentor-Protégé Program “Class”

**9. What are the factors for Mentor-Protégé agreement approval?**

All proposed agreements will be evaluated by the Mentor-Protégé Application Committee. The Committee will evaluate:

- Merit of the developmental assistance and perceived benefit/value to the Protégé firm
- Whether the agreement provides a foundation for creating a development plan for the Protégé over the course of the program
- Measurability of benchmarks and proposed outcomes of the agreement by both Mentor and Protégé
- Level of training to be provided by the Mentor to the Protégé. Such training will include up to three areas of assistance such as: Business Planning - business operation, record keeping, technical assistance; Capital Formation - loan packaging and financial counseling, bonding; and Equipment Utilization, etc.
- Strategies to enhance Protégé core capabilities to compete and perform as contractors and/or subcontractors on procurement opportunities with Broward County and beyond

**10. How does the lottery work in the MPP pairing process?**

The program will accommodate up to 7 pairs of matched Mentor-Protégé teams. The teams will be matched according to:

- a. Voluntary matching from the introductory meeting based on 'natural fit' or matching preferences; and
- b. Review process and selection by TUBAC of Mentors with Protégés; and
- c. Lottery pairing of remaining suitable Mentors with Protégés to accommodate the potential of there being a larger pool of eligible remaining Protégé applications than available Mentors.

Final approval of matches are dependent upon the formal interview and agreement process as detailed in Mentor-Protégé Pilot Program Application Process Timeline Section of the MPP Program.

Applicants not selected through the lottery process will be automatically included in the next selection cycle. Applications will be discarded after two consecutive selection cycles; the applicant must then reapply to be considered.

**11. What are the benefits of a Mentor-Protégé program?**

- Increase in gross/net earnings (Protégé)
- Increase in number of awarded bids to Certified firms (Protégé)
- Increase in number of Certified Firms (Protégés) that receive guidance and support from Mentor firms
- Increased in bonding capacity (Protégé)
- Retention/Advancement of participating Protégé firms
- Repeat participation of firms in MPP

**12. How many Mentors can a Protégé have?**

Protégés will only have one Mentor.

**13. How many Protégés can a Mentor have?**

Mentors will have one (1) Protégé, or up to two (2) Protégés, when feasible.

**14. What is the duration of the Mentor-Protégé Pilot Program?**

The program is twelve (12) months of planned training and reporting, with a one-year follow-up.

**15. What are the reporting requirements for Mentors and Protégés during the Program?**

The Protégé is responsible for submitting eleven (11) monthly reports and one final report to documenting both Mentor and Protégé involvement and commitment, and to ensure that the outcome is achieved. The program also outlines an annual follow up once the formal mentoring relationship is concluded.

**16. What type of oversight will be implemented with the Mentor-Protégé Pilot Program?**

Oversight will focus on the progress and accomplishments realized under the approved Mentor-Protégé Agreements. Oversight includes ongoing evaluation for timely completion of the Mentor-Protégé development plan, review of the monthly and final evaluation forms, site visits throughout the duration of the program, and mediation support between non-performing Mentor-Protégé teams.

**17. What if I do not qualify for the TEAM UP Broward Mentor-Protégé Pilot Program?**

Broward County has a number of other programs and services available to the business community. These include business development training and educational programs, advisory services, e-bulletins, financial program resources, and technical assistance. OESBD offers specialized programs in economic development, international trade, and exporting for small business growth in Broward and beyond. Additionally, OESBD currently administers two Kauffman Foundation programs – with a third one in the works - to assist with early stage entrepreneurs and start-ups. OESBD is conducting enhanced post-assessment to recommend businesses within their first two years to take advantage of these and other technical assistance and business development workshops offered.

**18. How do I find more information about the TEAM UP Broward Mentor-Protégé Pilot Program?**

For more information, contact:

Office of Economic and Small Business Development  
Program Manager  
Broward County Mentor-Protégé Pilot Program  
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