



MoDOT DBE Mentor Protégé Program

MoDOT External Civil Rights



Objective and Purpose of the Program

The objective of MoDOT's Mentor/Protégé Program is to:

- Provide advice
- Provide assistance
- Provide training to the DBE protégé

The goal is to improve the DBE firm's management and operating skills for heavy highway design and construction. Subject to MoDOT and FHWA approval.



Oversight Committee Members

- Donnetta Cole, Certification and Outreach-Kansas City, Southwest and Northwest Districts
- Rose Lucas, Certification and Outreach-St. Louis, Northeast and Southeast Districts
- Bill Schnell, Assistant District Engineer-St. Louis District
- April Brown, Civil Rights Specialist

Ex Officio Members & Committee Advisors

- Lester Woods, External Civil Rights Director
- Lauren Paulwell, FHWA Civil Rights Manager

Mentor Protégé Oversight Committee

- The Oversight Committee is the "working arm" of the Mentor/Protégé Program.
- The Committee annually evaluates the Mentor-Protégé relationship, including:
 1. Satisfactory progress toward the stated goals of the Development Plan;
 2. Protégé's increased capital and/or financial/bonding capacity; and
 3. Increased numbers of projects by Protégé with contractors/consultants including other than the Mentor.
- The Committee reviews the Mentor Protégé's **Quarterly Progress Reports.**

Why Participate in MoDOT's DBE Mentor Protégé Program?

Prime Contractors/ Consultants-Mentor

- Develop firms to become a valuable asset to Mentor and MoDOT.
- Opportunity to develop a positive relationship with DBE firms.
- Gain special recognition by MoDOT
- Gain an understanding of protégé perspectives and challenges of small firms.
- Enhance protégé job performance and capabilities for heavy highway design and construction.
- Assist in increasing the number of highly qualified DBE firms in the market.

Why Participate in MoDOT's DBE Mentor Protégé Program?

DBE Firms-Protégé

- To interact with prime contractor/consultant firms in order to better understand how to succeed in the heavy highway industry.
- Increase understanding and knowledge and skill set.
- Gain special MoDOT recognition.
- To strengthen DBE's place in industry through networking and relationship building.
- Become extremely competent in areas of need.
- To grow capabilities and/ or expand into new non-traditional markets.
- Assistance in overcoming barriers that may impede a DBE from success.

Enrollment in the Program

Mentor



Mentor

- Must have at least 7 years of experience as a contractor/consultant.
- Devote 15 hours per month to work with the protégé.
- Must be on MoDOT's approved contractors/ consultant list.
- Must specify the lead individual responsible for implementing the plan.

Enrollment in the Program

Protégé



Protégé:

- 3 years of experience in the highway construction/Design industry.
- Protégés must be on MoDOT's approved contractors/vendor/consultant list.
- Specify the lead individual responsible for implementing the plan.
- Devote a minimum of fifteen (15) hours per month to working with the mentor.

www.modot.mo.gov/ecr/index.htm

External Civil Rights - Internet Explorer provided by MoDOT

http://www.modot.mo.gov/ecr/index.htm

External Civil Rights

The MRCC is providing classes on Computer Basics and E-Marketing your business. See the attached 2012 Schedule for more information.

[Computer Seminars at Harris Stowe](#)

- [Memo Regarding Bid Express - Small Business Network](#)
- [Small Business Network Agreement](#)
- [Pre-Bid Conference Notifications](#)

Click [here](#) for additional pre-bid notices on specific projects. Select the appropriate letting date to view possible notices that may be scheduled. **Note:** All projects may not have a pre-bid conference.

Mentor/Protege Guidelines and Application

- [MoDOT Mentor/Protege Program](#)
- [Mentor Application](#)
- [Protege Application](#)

Bidding Opportunities with General Services
www.modot.mo.gov/gsbidding

MoDOT General Services solicits bid and proposals for materials, services, supplies, equipment, building construction and building maintenance to support MoDOT's mission. This web page contains the most up to date Non-Roadway and Non-Bridge Construction bidding opportunity information. Does not require DBE Certification.

NOTICE OF PUBLIC MEETING

- [FFY 2012-2014 Disadvantaged Business Enterprise \(DBE\) Goal](#)
- [FFY 2013-2015 Federal Transit Administration Disadvantaged Business Enterprise \(DBE\) Goal](#)
- [FFY 2013-2015 Federal Aviation Administration Disadvantaged Business Enterprise \(DBE\) Goal](#)
- [Notice on Civil Rights Obligations Applicable to the Distribution of Funds Under the American Recovery and Reinvestment Act 20](#)

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact the External Civil Rights Office (ECR) at (573) 751-2859. Persons who are Deaf or Hard of hearing may contact ECR through Relay

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General Program Guidelines

What are the types of assistance that a mentor may provide a DBE Protégé?

Construction

- Business Planning
- Record Keeping
- Technical Assistance
- Introduction to working capital sources
- Financial Counseling
- Bonding Counseling
- Equipment Utilization
- Submitting Quotations
- Employee Management

Design/ Consultants

- Project Management
- Structural Design
- Roadway Design
- Surveying
- Geotechnical Analysis
- Construction Inspection
- Public Relations & Involvement

General Program Guidelines

- Mentor-provide technical and management assistance:
 - project management
 - construction techniques
 - plan interpretation
 - Estimating
 - cost accounting

The Mentor may provide, in limited instances,

- Equipment, (if a written lease agreement)
- Skilled personnel,(if the personnel are on the payroll and under the direct supervision of the DBE Protégé).

General Program Guidelines

Need MoDOT & FHWA approval for financial investments, security, property, equipment, supplies or other services that are sold, rented, or donated to the Protégé and must be detailed in the Development Plan and further covered by bills of sale, lease agreements, etc. Mentor is not to assume control.

Mentor/Protégé Development Plan

- Clearly set forth the objective of the parties and their respective roles.
- Describe measurable benchmarks
- If resources of the mentor are utilized by the DBE Protégé in the performance of contracts or subcontracts for the mentor or for another contractor, the resources must be:
 - Separately identified and accounted for
 - and compensated directly by the DBE protégé to the mentor.
- The plan must also have a termination clause.

If there is extensive use of the mentor's resources by the DBE, the Oversight Committee will closely monitor.

Example Outline of Development

Plan

- Section 1: Identify the Mentor & Protégé with contact information and brief history about the mentor and protégé firms.
- Section 2: Describe Plan of Objectives, Goals, Benefits to protégé.
- Section 3: Describe Scope of Assistance/Training- List the needs of the protégé. List the type of assistance and training that will be provided by the mentor. Be detailed.
- Section 4: Define measurable bench marks. List the bench marks for each area described in the Scope of Assistance/Training and how accomplishing task will be determined.
- Section 5: Create a measuring tool such as an evaluation score card or progress report for quarterly reporting.

Example Outline of Development Plan

- Section 6-Duration of the Mentor Protégé Relationship- How long? It can be approved for up to three years.
- Section 7-Key Personnel-Identify Key personnel
- Section 8- Reimbursement- If applicable, must include a detailed fee schedule/plan that must be approved by MoDOT and FHWA to cover direct and indirect costs for services rendered by the Mentor for specific training and assistance to the DBE Protégé. This must be approved by MoDOT & FHWA and subject to availability of funding.
- Section 9-Prohibitions-State that the protégé cannot be forced into an exclusive arrangement with the Mentor. Under no circumstances is the Mentor permitted to have an ownership or control interest of any kind in Protégé.
- Section 10. Termination Clause-The Development Plan should include a provision that either party for any reason may dissolve the arrangement by notifying MoDOT, at least 30 day in advance.



Questions



Contact Information

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Civil Rights Specialist

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