



U.S. Small Business
Administration

Report to Congress on Mentor-Protégé Programs for Fiscal Year 2018

October 8, 2019

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Report to Congress on Mentor-Protégé Programs for Fiscal Year 2018

I. Introduction

The Small Business Act (the Act), at Section 45(c), requires the Small Business Administration (SBA) to submit a report on Mentor-Protégé programs to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate. 15 U.S.C. § 657r(c) requires annual reporting:

“(1) In general. Not later than 2 years after the date of enactment of this section [enacted Jan. 2, 2013], and annually thereafter, the Administrator shall submit to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report that—

- A. identifies each Federal mentor-protégé program;*
- B. specifies the number of participants in each such program, including the number of participants that are—*
 - i. small business concerns;*
 - ii. small business concerns owned and controlled by service-disabled veterans;*
 - iii. qualified HUBZone small business concerns;*
 - iv. small business concerns owned and controlled by socially and economically disadvantaged individuals; or*
 - v. small business concerns owned and controlled by women;*
- C. describes the type of assistance provided to protégés under each such program;*
- D. describes the benefits provided to mentors under each such program; and*
- E. describes the progress of protégés under each such program with respect to competing for Federal prime contracts and subcontracts.*

II. Federal Mentor-Protégé Programs

Six Federal agencies reported seven active Mentor-Protégé Programs (MPPs) in Fiscal Year (FY) 2018.

SBA's All Small Mentor-Protégé Program (ASMPP), established in FY2017, is the largest of all Federal MPPs, with 678 approved partnerships, followed by SBA's 8(a) MPP, Department of Defense (DOD), Department of Homeland Security (DHS), Department of Energy (DOE), and NASA. General Services Administration (GSA), with nine partnerships, retired its program in FY2018. Department of Transportation (DOT) resumed its All Small Mentor-Protégé Program effective March 14, 2019.

III. Distribution of Small Business Participants

The Federal agencies with active MPPs in FY 2018 reported 1,302 Mentor-Protégé partnerships, which represents a 4.5% increase over the FY2017 total of 987. Nearly 88% of all Federal Mentor-Protégé agreements were administered through SBA's 8(a) and All Small Mentor-Protégé Programs.

Table 1 summarizes the number of program participants that are: non-categorized Small Business Concerns (SBCs), Small Disadvantaged Businesses, including 8(a) firms (SDBs), Woman-Owned Small Businesses (WOSBs), non-Service-Disabled Veteran Owned Small Businesses (VOSBs), Service-Disabled Veteran Owned Small Businesses (SDVOSBs), HUBZone enterprises, and Historically Black Colleges and Universities (HBCUs).

In addition to participating as a protégé, a small business may also participate in program as a mentor. For example, the DOD reported that eleven SBCs served as mentors and the GSA reported three SBCs served as mentors.

Table 1

Mentor-Protégé Programs by Federal Activity with Number of Small Business Participants and Socioeconomic Category Representation in FY 2018¹

Federal Agency	SBC²	SDB	WOSB	SDVOSB	VOSB³	HUBZone	HBCU	Total Agreements⁴
DoD		31	19	24		10		59
DOE	1	21	14	7		4	2	31
DHS		56	11		16	4		43
GSA		2	6	4		2		9
NASA		7	10	3		3	2	16
SBA: 8(a)		466	49	60		2		466
SBA: ASMPP	140	225	160	254	9	93		678
Grand Total	141	808	269	368	27	118	4	1,302

¹ As reported by each Federal Activity. Some agencies authorize participation by entities that are not businesses, including non-profit organizations and Historically Black Colleges and Universities.

² Small Business Concerns that do not fall into a category otherwise represented in the table.

³ Veteran Owned Small Businesses that are not Service Disabled.

⁴ Figures in these columns add up to the column totals, but figures in the rows will not add up to Total Agreements because many protégés qualify in multiple categories.

IV. Assistance and Benefits to Protégés (by Federal Activity)

Federal MPPs throughout the government provide different types of assistance to protégés, and the participant relationships formed through these programs provide benefits to both protégé and mentor. The following section outlines the assistance and benefits provided to protégés through each of the six active MPPs, as submitted by the Agency.

Department of Defense (DOD)

Mentors provided Small Business protégés with the following types of assistance:

- 1) Mentors helped protégés transform from Firm Fixed Price subcontractors to Cost Plus Offerors by helping small businesses create Defense Contract Audit Agency compliant Cost Accounting Systems. Pursuant to FAR Part 15.4 this is a requirement of any SBC in order to become a Prime Contractor on any Cost-type contract.
- 2) Mentors helped protégés receive Facility Security Clearances to review solicitations and submit proposals for classified work.
- 3) Mentors helped protégés obtain certifications such as ISO 9000, CSSIP, and CMMI, required to bid on many DoD contracts.

Department of Energy (DOE)

Technical, business and/or administrative assistance is provided to the protégé including, but not limited to:

- 1) Business Planning
- 2) Technical and Other Engineering Assistance

- 3) Standard Operating Procedures Development
- 4) Cost Estimating Controls
- 5) Marketing Assistance and Networking
- 6) Website Development
- 7) Organizational Management and Human Resources
- 8) Proposal Development
- 9) Rent Free Facilities and Loan of Equipment
- 10) Quality Assurance and Quality Control

Department of Homeland Security (DHS)

In addition to providing small businesses with mutually beneficial developmental assistance, the program is also designed to:

- 1) Improve the performance of contracts and subcontracts;
- 2) Foster the establishment of long-term business relationships between large prime contractors and small business subcontractors; and
- 3) Strengthen subcontracting opportunities and accomplishments through pre and post incentives.

National Aeronautics and Space Administration (NASA)

All protégés, with the exception of HBCU/Minority Serving Institutions (MSI) organizations, must receive a minimum of 70% Technical Assistance and 30% Business Development based on the total proposed cost of the agreement.

Examples of MPP development assistance includes, but is not limited to:

1) Technical Development, including:

- a. Aerospace and lean manufacturing
- b. Quality Management programs: ISO 9000 Certification, SEI/CMM certification
- c. Technology transfer
- d. Telecommunication and satellite services
- e. Obtaining security clearances

2) Business Development, including:

- a. Organizational planning management: Strategic and Business Planning, legal/risk management, proposal development
- b. General business/ business development/ marketing/ sales: Market Research, Product Forecasting; web-based marketing, e-commerce
- c. Human Resource Management

HBCU/MSI proteges receive a minimum of 70% Business Development and 30% Technical Assistance. The type of developmental assistance HBCU/MSIs receive has been tailored to assist them in navigating the world of government contracting and harnessing the tools necessary to acquire government contracts in addition to grants. HBCUs/ MSIs can benefit more from business development assistance and mentors can harvest the technology being developed by the HBCU/MSI.

Small Business Administration (SBA)

Protégés in both the All Small Mentor Protégé and 8(a) Mentor-Protégé Programs share similar benefits including:

- Improved access to the Federal marketplace through joint venture opportunities with mentor;
- Stronger ability to stand-alone and bid independently from mentor on Government contracts;
- Expanded opportunity for subcontracts from mentor;
- Increased wealth and employment growth;
- Enhanced business capabilities and experience through guidance and mentoring from experienced firms in the following areas:
 - Guidance on internal business management systems, accounting, marketing, manufacturing, and strategic planning;
 - Financial assistance in the form of equity investments, loans, and bonding;
 - Assistance navigating Federal contract bidding, acquisition, and performance process;
 - Education about international trade, strategic planning, and finding markets;
 - Business development, including strategy and identifying contracting and partnership opportunities; and
 - General and administrative assistance, like human resource sharing or security clearance support.

General Services Administration (GSA)

Assistance provided to protégés under GSA's program in Fiscal Year 2018 included:

- 1) **Business Development:** In addition to adding protégés as trusted partners to their subcontracting pool and providing assistance to protégés in obtaining GSA schedule contracts, GSA's mentors provided the following support:
 - a. Assisted protégés in obtaining GSA Federal Supply Schedule contracts, in particular GSA Schedule IT 70 and Professional Services Schedule;
 - b. Suggested business development strategies to support growth, including feedback on protégé's marketing materials;
 - c. Advised the protégé in refining their "contracting officer pitch," showcasing the protégé's capabilities to meet the government's needs;
 - d. Shared best practices and lessons learned enabling protégé to win federal contracts;
 - e. Oversaw protégés' responses to sources, sought notices, requests for information and proposal submissions;
 - f. Met with protégé firm executives to develop a total business development life cycle model from capture activities and opportunity scanning, proposal development, delivery excellence and relationship management;
 - g. Support on submission of proposals using a cost reimbursement type of contract;
and
 - h. Discussed protégé's capabilities that could meet Department of Defense requirements.

2) Organizational Management/ Planning: In FY2018, GSA mentors continued to provide resources to protégés to effectively run their organizations and grow their business, including:

- a. Continued to sublease office space, equipment, temporary personnel, and administrative support to protégé;
- b. Provided loans to protégé;
- c. Identified protégé's needs regarding on when to hire more staff;
- d. Included protégé in mentor's sales and marketing team meetings;
- e. Shared insights on creating a culture of innovation within the protégé's organization;
- f. Mentor's patent counsel advised protégé in the creation of its own patent program; and
- g. Oversaw the establishment of the protégé's accounting system in accordance with Generally Accepted Accounting Principles (GAAP).

3) Training: In FY2018, GSA mentors:

- a. Provided preparation training for Project Management Professional (PMP) certification examination;
- b. Shared eLearning platform series to protégés;
- c. Trained protégés on mentor's procurement system;
- d. Paid for protégé's attendance at IMB's Global Think Conference;
- e. Trained protégés in technology tools to communicate more effectively with client agencies; and

f. Assisted with understanding FedRAMP requirements and other federal contracting marketplace issues.

V. Benefits Provided to Mentors (by Federal Activity)

This section describes the assistance and benefits provided to mentors through each of the six active MPPs.

Department of Defense (DoD)

Mentors receive the following types of benefits from their participation in the DoD MPP:

- 1) Credit towards achievement of their small business subcontracting goals associated with federal government Prime contracts;
- 2) Access to innovative technology developed by small businesses; and
- 3) Strengthened supply chains consisting of more diverse suppliers.

Department of Energy (DoE)

Benefits for the mentor under the program include, but are not limited to:

- 1) Receipt of credit for subcontracts awarded pursuant to MPP agreement(s) toward subcontracting goals contained in Mentor subcontracting plan;
- 2) Award of subcontracts on a noncompetitive basis as a set-aside subcontract to its protégé;
- 3) Opportunity to utilize the unique/specialized skills of the protégé; and
- 4) Mentors may develop very beneficial business relationships with the protégés that far exceed to term period of the MPP agreement.

DOE selected a Mentor of the Year in 2018, presented during the 18th Annual DOE Small Business Forum and Expo.

Department of Homeland Security (DHS)

The benefits to a mentor for their participation includes a pre-award incentive and post-award incentive. A pre-award incentive applies to acquisitions that require a subcontracting plan. Mentors are eligible to receive credit in the source selection/evaluation criteria process for their participation. Additionally, a post-award incentive is applied to the subcontracting plan credit, which is available by recognizing costs incurred by a mentor firm in providing assistance to a protégé firm. This credit is used for the purpose of determining whether the mentor firm attains a subcontracting plan participation goal applicable to the mentor firm under a Homeland Security contract.

National Aeronautics and Space Administration (NASA)

Mentors receive benefits in a variety of ways. Through these established relationships, mentors are able to team with viable high-tech small businesses, receive additional points on proposals, form strategic partnerships, which serves as a foundation for future prime and subcontracts with any agency. With a wide array of small businesses available in all socio-economic categories, mentors are also able to benefit from the subcontracting credit.

Small Business Administration (SBA)

A mentor benefits from the MPP in the following areas:

- A mentor and protégé may form a joint venture and compete as a small business for any

government prime contract or subcontract, 8(a) competitive and 8(a) sole source contracts, provided the protégé qualifies as small for the procurement.

- For those willing to create a joint venture, additional benefits may include:
 - Collective representation of past performance;
 - Shared costs;
 - Shared resources; and
 - Leveraging the other partners' experience and market share.
- The affiliation exception can also be appealing to mentors, as it may allow a mentor to have a closer working relationship with a small business than might otherwise be advisable under SBA's affiliation rules.
- The mentor may own an equity interest of up to 40 percent in the protégé.
- Mentors are able to maintain a formal relationship with the protégé for up to six years, building trust and working together on multiple projects.

General Services Administration (GSA)

Benefits to mentors are limited to the following under GSA's program per GSAR section 519.7004:

- 5) Evaluation credit during source selection process for subcontracts or teaming arrangements under the Mentor-Protégé agreement;
- 6) If the mentor is other than a small business, favorable assessment under the mentor's subcontracting plan and as a factor in evaluating past performance; and

- 7) Eligible to receive the GSA OSBU annual mentoring award. The annual non-monetary award is presented to the mentor most effective in developing a protégé.

VI. Progress of Protégés with Respect to Competing for Federal Prime Contracts and Subcontracts (By Federal Activity)

Based on information provided by agencies to SBA, the following section describes the progress of protégés in competing for contracts.

Department of Defense (DoD)

Protégés in the DoD MPP made the following types of progress with respect to competing for Federal prime contracts and subcontracts:

- 1) On average, DoD MPP protégés hired 18.18 new employees as a result of receiving federal contracts in FY2018.
- 2) On average, DoD MPP protégés added \$2.67M in annual revenue as a result of receiving federal contracts in FY2018.
- 3) For every \$1M invested by DoD MPP in FY18, DoD MPP protégés experienced a net revenue gain of \$4.63M as a result of receiving federal contracts in FY2018.

Department of Energy (DOE)

- 1) Mentors participating in the DOE MPP were awarded non-competitive and competitive subcontracts to their protégés while participating in the program. DOE protégés received a total of 144 subcontracts totaling \$21,790,033.34 in FY2018. Of the 31 protégés participating in the DOE MPP during FY2018, 17 were awarded one or more

subcontracts.

- 2) During FY2018, participating protégés were awarded 83 federal prime contract actions totaling.

\$13,000,236.17. Of the 31 participating protégés, 12 were awarded one or more federal prime contracts or prime contract actions in FY2018.

Department of Homeland Security (DHS)

The progress of the mentor-protégé team is evaluated by the submission of an 18-month Mid-Progress Report (jointly), a 36- Month Lessons Learned Report (separately), and a Protégé Post Mentor-Protégé Program Report, which is submitted annually for two years after the protege firm exits the mentor-protégé program (protege only).

National Aeronautics and Space Administration (NASA)

Through NASA's Mentor-Protégé Program, protégés have strengthened and increased their core competencies, hired additional personnel, and increased revenues with some receiving direct subcontracting opportunities from the Mentor. Protégés have not only teamed with their mentors on various contracting opportunities but have been successful in winning new contracts as the prime or subcontractors. Every six months protégés are required to submit independently developed semi-annual reports, which outline the progress made in employment growth, contract opportunities awarded and revenue. In addition, protégés are required to submit data on employment and revenue for each of the two years following the end of the Mentor-Protégé Agreement.

Small Business Administration (SBA)

Data from ASMPP's first cohort was received in FY2018 and protégés reported the following outcomes:

- 51 subcontracts received from mentors, totaling \$20,465,950;
- 30 protégé Joint Ventures won contracts valued at \$259,972,497;
- Protégés won 415 offers they submitted independently; and
- Protégés created more than 1,200 jobs attributed to participation in the program.

SBA's 8(a) Mentor-Protégé Program reported that in FY2018, 8(a) firms received prime contracts awards totaling more than \$2.17 billion as joint ventures, an increase of 12% from the prior fiscal year.

General Services Administration (GSA)

In addition to the assistance provided protégés in successfully obtaining GSA Schedule contracts, mentors reviewed protégés' proposals for GSA prime contracts, resulting in contracts totaling \$65,797,767, including non-GSA contracts and contracts with state governments.

Mentors continued to subcontract or team with their protégés which resulted in \$9,321,203 in subcontract awards in FY2018. Subcontracting allowed protégés to gain valuable past performance experience. Two mentors designated their protégés as preferred suppliers.

DoD Mentor Protégé Program FY18 Agency Report to SBA

(A) The Department of Defense (DoD) Mentor Protégé Program (MPP) provides developmental assistance to Small Businesses of the defense industrial base.

(B) There were 70 Small Businesses participating as (11) Mentors and (59) Protégés in FY18 across the following categories:

(i) 70 were small business concerns (11 Mentors, 59 Protégés);

(ii) 26 were small business concerns owned and controlled by service-disabled veterans (2 Mentors, 24 Protégés);

(iii) 11 were qualified HUBZone small business concerns (1 Mentor, 10 Protégés);

(iv) 33 were small business concerns owned and controlled by socially and economically disadvantaged individuals (2 Mentors, 31 Protégés); or

(v) 22 were small business concerns owned and controlled by women (3 Mentor, 19 Protégés).

(C) Mentors provided Small Business protégés with the following types of assistance:

(i) Mentors helped protégés transform from being Firm Fixed Price subcontractors to Cost Plus Offerors by helping small businesses create Defense Contract Audit Agency compliant Cost Accounting Systems. Pursuant to FAR Part 15.4 this is a requirement of any SB concern in order to become a Prime Contractor on any Cost-type contract.

(ii) Mentors helped protégés receive Facility Security Clearances to review solicitations and submit proposals for classified work.

(iii) Mentors helped protégés obtain certifications; such as ISO 9000, CSSIP and CMMI; required to bid on many DoD contracts.

(D) Mentors received the following types of benefits from their participation in the DoD MPP:

i) Credit toward achievement of their small business subcontracting goals associated with federal government Prime contracts.

(ii) Access to innovative technology developed by small businesses.

(iii) Strengthened supply chains consisting of more diverse suppliers.

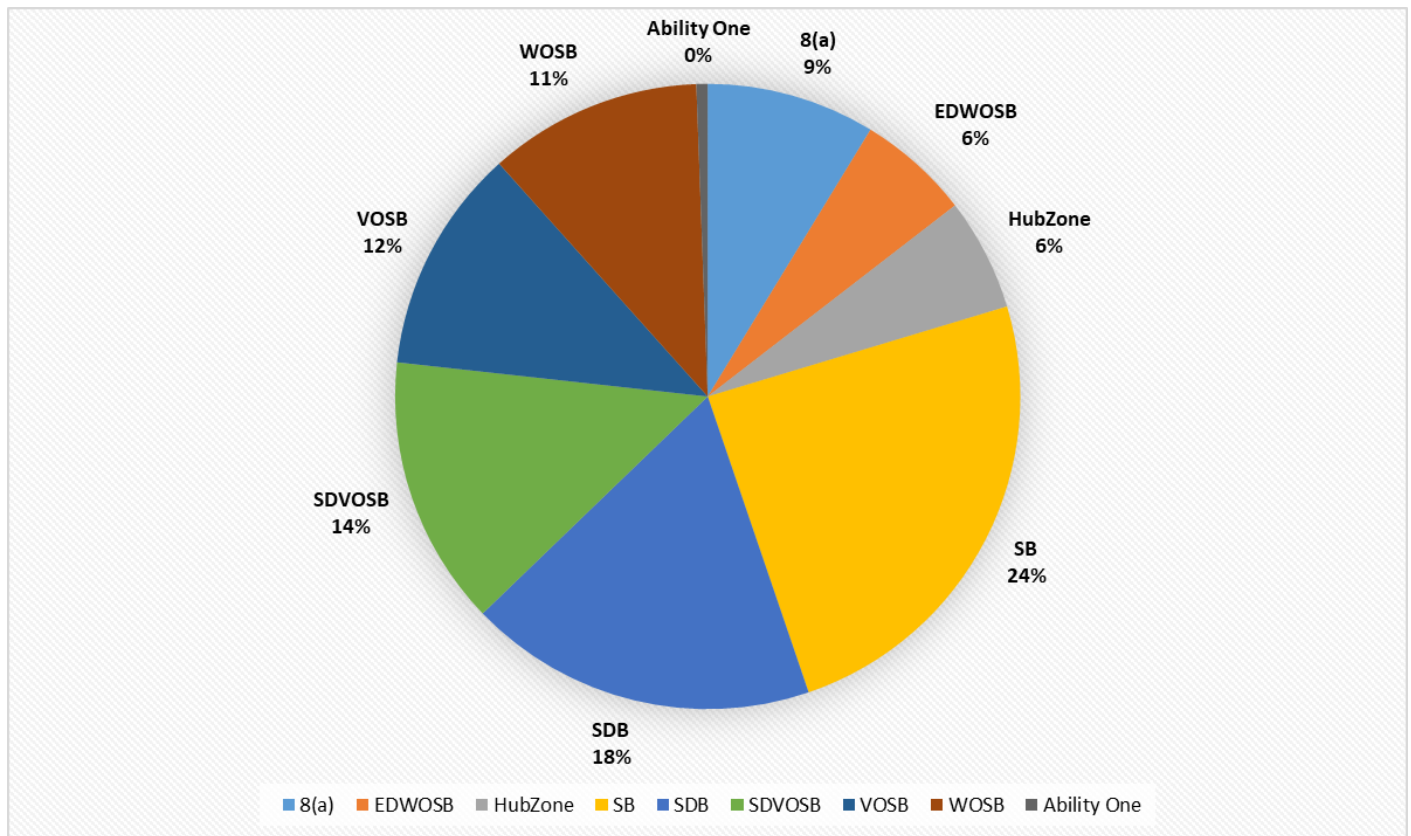
(E) Protégés in the DoD MPP made the following types of progress with respect to competing for Federal prime contracts and subcontracts:

i) On average, DoD MPP protégés hired 18.18 new employees as a result of receiving federal contracts in FY18.

(ii) On average, DoD MPP protégés added \$2.67M in annual revenue as a result of receiving federal contracts in FY18.

(iii) For every \$1M invested by DoD MPP in FY18, DoD MPP protégés experienced a net revenue gain of \$4.63M as a result of receiving federal contracts in FY18.

SocioEconomic Categories As of End of FY18	Total FY18 AR's
8(a)	15
EDWOSB	10
HubZone	10
SB	42
SDB	31
SDVOSB	24
VOSB	20
WOSB	19
Ability One	1
Total FY18 DCMA AR's (59)	172





U.S. DEPARTMENT OF
ENERGY

**OFFICE OF SMALL AND DISADVANTAGED
BUSINESS UTILIZATION (OSDBU)**

FISCAL YEAR 2018

MENTOR-PROTÉGÉ ANNUAL REPORT

In accordance with Section 15 of the Small Business Act (15 U.S.C. 657r(c) Reporting, the Department of Energy (DOE) is providing the Small Business Administration (SBA) with the following narrative of its Mentor-Protégé Program.

The DOE Mentor-Protégé Program (MPP) was implemented in December 1999. The DOE program was established to provide an opportunity for eligible small businesses to receive developmental assistance in business and/or technical areas from experienced large and small businesses performing as DOE prime contractors. Through this developmental assistance, participating small businesses can improve and expand their capabilities to more successfully compete for prime federal contracts and/or subcontracts.

The Office of Small and Disadvantaged Business Utilization (OSDBU) is responsible for the management and administration of the program. The program regulatory and program guidance are in 48 Code of Federal Regulations Part 919 – Small Business Program and the Department of Energy Acquisition Regulations Part 919.70. DOE contractors eligible under 48 CFR 919.7005 may enter into MPP agreements with businesses certified by the SBA in the 8(a) Program, other small disadvantaged businesses, women-owned small businesses, historically black college or university (HBCUs), other minority institutions of higher learning, and small business concerns owned and controlled by service disabled veterans.

The number of participants in DOE program

During fiscal year 2018, thirty-one (31) protégés actively participated in the DOE MPP. Several of the Protégés fall under multiple socio-economic categories as follows:

- i. 29 Protégés are small business concerns
- ii. 7 Protégés are small business concerns owned and controlled by service-disabled veterans
- iii. 4 Protégés are certified HUBZone small business concerns
- iv. 19 Protégés are SDB and 7 are 8(a) small business concerns owned and controlled by socially and economically disadvantaged individuals
- v. 14 Protégés are small business concerns owned and controlled by women
- vi. 2 HBCUs

Description of the type of assistance provided to Protégés under the DOE program

Technical, business and/or administrative assistance is provided to the Protégé under the program. Examples of the type of assistance provided include, however are not to be limited to:

1. Business Planning
2. Technical and Other Engineering Assistance
3. Standard Operating Procedures Development
4. Cost Estimating Controls
5. Marketing Assistance and Networking
6. Website Development
7. Organizational Management and Human Resources
8. Proposal Development
9. Rent Free Facilities and Loan of Equipment
10. Quality Assurance & Quality Control

Description of the benefits provided to Mentors under the DOE program

Benefits for the Mentor under the program include, however are not limited to:

1. Receipt of credit for subcontracts awarded pursuant to MPP Agreement(s) toward subcontracting goals contained in Mentor subcontracting plan
2. Award of subcontracts on a noncompetitive basis as a set-aside subcontract to its Protégé
3. Opportunity to utilize the unique/specialized skills of the Protégé
4. Mentors may develop very beneficial business relationships with their protégés that far exceed the term period of the MPP agreement.

DOE will be selecting a 2018 Mentor of the Year that will be presented during the 18th Annual DOE Small Business Forum & Expo, April 16, 2019 in Pittsburgh, PA.

Description of the progress of Protégés under program with respect to competing for Federal prime contracts and subcontracts

Mentors participating in the DOE MPP were awarded non-competitive and competitive subcontracts to their Protégés while participating in the program. DOE Protégés received a total of 144 subcontracts totaling \$21,790,033.34 in FY2018. Of the 31 Protégés participating in the DOE MPP during FY2018, 17 were awarded one or more subcontracts.

Mentor-Protégé Report | 2018

During FY2018, participating Protégés were awarded 83 Federal prime contract actions totaling \$13,000,236.17. Of the 31 participating protégés, 12 were awarded one or more federal prime contracts or prime contract actions in FY2018.

DOE will be selecting a 2018 Protégé of the Year award that will be presented during the 18th Annual DOE Small Business Forum & Expo, April 16, 2019 in Pittsburgh, PA. Award winners have not been finalized as of the date of this report.

Prepared By:



Mark R. Lochbaum
DOE Mentor Protégé Program Manager

02-06-2019
Date

Approved By:



Charles Smith
DOE OSDBU Director

02-06-2019
Date

DHS FY18 Mentor-Protégé Report – Due Date: Thursday, March 7, 2019

In accordance with Section 15 of the Small Business Act (15 U.S.C. 657r(c)), DHS provides the following information:

- **15 USC 657r(c) Reporting.**
 - **(A)** DHS has an active Mentor-Protégé Program. The Mentor-Protégé program is primarily designed to motivate and encourage large business prime contractor firms to provide mutually beneficial developmental assistance to small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.
 - **(B)** There are 43 active mentor-protégé agreements. The protégé (small business) participants are comprised of the following socio-economic categories:
 - **(i)** 19 - small business concerns;
 - **(ii)** 34 - service-disabled veteran owned small businesses (which includes veteran owned small businesses);
 - **(iii)** 4 - qualified HUBZone small business concerns;
 - **(iv)** 37 - small disadvantaged businesses (including 8(a) firms);
 - **(v)** 11 - women-owned small business concerns (which includes (3) economically-disadvantaged woman owned small businesses);
 - **(C)** In addition to providing small businesses with mutually beneficial developmental assistance, the program is also designed to:
 - improve the performance of contracts and subcontracts;
 - foster the establishment of long-term business relationships between large prime contractors and small business subcontractors, and
 - strengthen subcontracting opportunities and accomplishments through pre and post incentives.
 - **(D)** The benefits provided to a mentor for their participation includes a pre-award incentive and post-award incentive. A pre-award incentive applies to acquisitions that require a subcontracting plan. Mentors are eligible to receive credit in the source selection/evaluation criteria process for their participation. Additionally, a post-award incentive is applied to the subcontracting plan credit, which is available by recognizing costs incurred by a mentor firm in providing assistance to a protégé firm. This credit is used for the purpose of determining whether the mentor firm attains a subcontracting plan participation goal applicable to the mentor firm under a Homeland Security contract.
 - **(E)** The progress of the mentor-protégé team is evaluated by the submission of an 18th-month Mid-Progress Report (jointly), a 36th Month Lessons Learned Report (separately), and a Protégé Post Mentor-Protégé Program Report, which is submitted annually for two years after the protégé firm exits the mentor-protégé program (protégé only).

FY18 Mentor-Protégé Report – Due Date: Thursday, March 7, 2019

Reporting Requirements

- Each agency will provide a one-two page narrative to address the Mentor-Protégé report requirements shown in the statute language above.
- The document must be submitted in Microsoft Word format – please do not use PDF or any other format.
- If an agency does not have a mentor-protégé program, please submit as your report a brief paragraph indicating that your agency does not have a mentor-protégé program.
- Each agency will submit its Mentor-Protégé Report as a Microsoft Word attachment in an e-mail message to Ms. Mihaela Ciorneiu, Goaling Manager, at mihaela.ciorneiu@sba.gov **on or before Thursday, March 9, 2019.**



A.) Identifies each Federal Mentor-Protégé Program

The National Aeronautics Space Administration's (NASA's) Office of Small Business Programs (OSBP) Mentor-Protégé Program (MPP) provides incentives for NASA's large prime contractors to assist eligible small businesses, as defined in NASA's Federal Acquisitions Regulation (FAR) Supplement (NFS) 1819.72, in enhancing their capabilities to perform as prime and subcontractors under government and commercial contracts.

B.) Specifies the number of participants in each such program, including the number of participants in each socio-economic concern

In FY18 the NASA Mentor-Protégé Program had 16 active Mentor-Protégés agreements. The length of the agreements ranged from 12 months to 3 years, which is the maximum length for participation in the MPP. The NASA Protégés span all the socio-economic categories (*) cited below:

- Service-Disabled Veteran-Owned Small Business (SDVOSB) – **3 Protégés;**
- Historically Underutilized Business Zone (HUBZone) Concern – **3 Protégés;**
- Small Disadvantaged Business (SDB) – **6 Protégés;**
- Women-Owned Small Business (WOSB) – **10 Protégés;**
- 8(a) Small Businesses – **1 Protégé;**
- Veteran-Owned Small Business (VOSB) – **1 Protégé;**
- Historically Black College and Universities (HBCU) – **2 Protégés**

*Note: Protégés can be classified in multiple socio-economic categories

Other eligible Protégés in the NASA MPP include:

- Minority Serving Institutions (MSI)
- Entities participating in the AbilityOne Program;
- A small business with an active NASA Small Business Innovation Research (SBIR) Phase II contract; or
- A small business with an active NASA Small Business Technology Transfer (STTR) Phase II contract

When submitting a NASA Mentor-Protégé Agreement application, the participants have an option of selecting a credit based agreement or an award fee pilot agreement. Costs incurred under a credit MPA, are applied on a one-to-one basis toward their applicable small business subcontracting goals. The credit is reported on the Mentor's Individual Subcontracting Report.

Under the Award Fee Pilot Program, a Mentor providing assistance to a NASA SBIR Phase II or STTR Phase II company is eligible to receive a separate award fee at the end of the agreement period. The award fee evaluation criterion is based on the amount and quality of the technology transferred and business development skills that increased the protégé's Technology Readiness Level (TRL). TRLs measure the technology readiness on a scale of 1 to 9.

C.) Describes the type of assistance provided to Protégés under each such program

All Protégés, with the exemption of HBCU/MSI Protégés, must receive a minimum of 70% Technical Assistance and 30% Business Development based on the total proposed cost of the agreement.

Examples of Mentor-Protégé Program development assistance includes, but not limited to:

- Technical Development, including but not limited to:
 - Aerospace and lean manufacturing
 - Quality Management programs: ISO 9000 Certification, SEI/CMM certification
 - Technology Transfer
 - Telecommunication and satellite services
 - Obtaining Security Clearances

- Business Development, including but not limited to:
 - Organizational planning management: Strategic and Business Planning, legal/risk management, proposal development
 - General business/Business development/marketing/sales: Market Research, Product Forecasting, web-based marketing, e-commerce
 - Human Resource Management

HBCU/MSI protégés receive a minimum of 70% Business Development and 30% Technical Assistance. The type of developmental assistance HBCU/MSI protégés receive has been tailored to assist them in navigating the world of Government contracting and harnessing the tools necessary to acquire government contracts in addition to grants. HBCUs/MSIs can benefit more from business development assistance and mentors can harvest the technology being developed by the HBCU/MSI.

D.) Describes the benefits provided to Mentors under each such program

Mentors receive benefits in a variety of ways. Through these establish relationships, Mentors are able to team with viable high-tech small businesses, receive additional points on proposals, form strategic partnerships, which serves as a foundation for future prime and subcontracts with any Agency. With a wide array of small businesses available in all socio-economic categories, mentors are also able to benefit from the subcontracting credit.

E.) Describes the progress of Protégés under each such program with respect to competing for Federal prime contracts and subcontracts

Through NASA's Mentor-Protégé Program, protégés have strengthened and increased their core competencies, hired additional personnel, and increased revenues with some receiving direct subcontracting opportunities from the Mentor. Protégés have not only teamed with their Mentors on various contracting opportunities, but have been successful in winning new contracts as the prime or subcontractors. Every six months Protégés are required to submit independently developed semi-annual reports, which outline the progress made in employment growth, contract opportunities awarded and revenue.

In addition, Protégés are required to submit data on employment and revenue for each of the two years following the end of the Mentor-Protégé Agreement.

National Aeronautics and Space Administration
 FY18 Mentor Protégé Report Submission
 March 7, 2019

Agreement #	Center	Mentor	Protégé	Period of Performance	SDVOSB	HUBZone	SDB	WOSB	8(a)	VOSB	HBCU
1	ARC	SGT, Inc.	MORI Associates, Inc.	6/14/2016-6/13/2018				X			
2	GRC	KBRWyle	Show Me Quality Consulting, Inc.	7/27/2018 - 7/26/2020				X			
3	GSFC	Raytheon	Element 84, Inc.	12/1/2016-11/30/2019				X			
4	GSFC	Sierra Lobo, Inc.	Telophase Corporation	2/14/2018-10/13/2019			X				
5	JSC	PAE Applied Technology	Prairie View A&M University	2/7/2018-2/6/2019							X
6	JSC	Jacobs Technology (Clear Lake Group)	HX5, LLC	4/15/2015 - 4/14/2018	X		X	X	X	X	
7	JSC	SGT, Inc.	Odyssey Space Research, LLC	9/27/2018-11/26/2019				X			
8	JSC	KBRWyle	JES Tech	9/10/2018 - 9/9/2021			X	X			
9	KSC	a.i. Solutions, Inc.	Red Canyon Software, Inc.	9/28/2018 - 9/27/2020	X	X					
10	KSC	Boeing Company	Bastion Technologies, Inc.	5/22/2018-11/21/2018			X				
11	LaRC	Jacobs Technology (Tidewater Operations Group)	Genex Systems, Inc.	5/10/2016-5/9/2019			X	X			
12	MSFC	Jacobs Technology	CRM Solutions, Inc.	5/23/2018-5/22/2020		X		X			
13	MSFC	URS Federal Services	Seabrook Solutions, LLC	3/16/2016 - 3/15/2018			X	X			
14	MSFC	Aerojet Rocketdyne	ICO Rally	11/19/2015-11/18/2018		X		X			
15	NSSC	Enterprise Solutions, LLC	Jackson State University	4/13/2018 - 1/12/2019							X
16	NSSC	SAIC	Ignite Fueling Innovations	3/7/2017 - 9/6/2019	X						
Total					3	3	6	10	1	1	2

ARC = Ames Research Center
 AFRC = Armstrong Flight Research Center
 GRC = Glenn Research Center
 GSFC = Goddard Space Flight Center

JPL = Jet Propulsion Laboratory
 JSC = Johnson Space Center
 KSC = Kennedy Space Center
 LaRC = Langley Research Center

MSFC = Marshall Space Flight Center
 NSSC = NASA Shared Services Center
 SSC = Stennis Space Center

General Services Administration (GSA) Annual Mentor Protégé Program Report Fiscal Year (FY) 2018

1. The requirements for GSA's Mentor Protégé Program are outlined in the General Services Acquisition Regulation, subpart 519.70 found at [GSAM Part 519](#). GSA issued Direct Final Rule¹ published on February 4, 2019 to remove the program from the GSAR as most mentor-protégés have elected to participate in SBA's program, established in 2016. This report reflects those Mentor Protégé agreements that were in existence at the time SBA's All Small Program was introduced.
2. In FY 2018, there were nine (9) mentor-protégé agreements, seven (7) of which were compliant with annual reporting requirements. The FY 2018 protégés represent the following socio-economic categories:
 - 9 small businesses
 - 1 small disadvantaged business (SDB)
 - 4 service disabled veteran-owned small businesses (SDVOSB)
 - 6 women-owned small businesses (WOSB)
 - 2 HUBZone small businesses
3. Assistance provided to protégés under GSA's Program in FY 2018 includes:
 - a. Business development: In addition to adding protégés as a trusted partner to their subcontracting pool and providing assistance to protégés in obtaining GSA Schedule contracts, GSA's mentors:
 - Assisted protégés in obtaining GSA Federal Supply Schedule contracts, in particular GSA Schedule IT 70 and the Professional Services Schedule
 - Suggested business development strategies to support growth, including feedback on protégé's marketing materials
 - Advised the protégé in refining their "contracting officer pitch", showcasing the protégé's capabilities to meet the government's needs
 - Shared best practices and lessons learned enabling protégé to win federal contracts
 - Oversaw protégés' responses to sources sought notices, requests for information and proposal submissions
 - Met with protégé firm executives to develop a total business development life cycle model from capture activities and opportunity scanning, proposal development, delivery excellence and relationship management
 - Submission of proposals using a cost reimbursement type of contract

¹ GSAR Case 2017-G502. The Direct Final Rule will go into effect on April 3, 2019 unless adverse comments are received by March 3, 2019.

- Discussed protégé's capabilities that could meet Department of Defense requirements
- b. Organizational management/planning: In FY 2018, GSA mentors continued to provide resources to protégés to effectively run their organizations and grow their business. Specifically:
- Continued to sublease office space, equipment, temporary personnel and administrative support to protégé
 - Provided loans to protégé
 - Identified protégé's needs on when to hire more staff
 - Included protégé in mentor's sales and marketing team meetings
 - Shared insights on creating a culture of innovation within the protégé's organization
 - Mentor's patent counsel advised protégé in the creation of its own patent program
 - Oversaw the establishment of the protégé's accounting system in accordance with Generally Accepted Accounting Principles (GAAP)
- c. Training: In FY 2018, GSA mentors:
- Provided preparation training for Project Management Professional (PMP) certification examination
 - Shared eLearning platform series to protégés
 - Trained protégés on mentor's procurement system
 - Paid for protégé's attendance at IBM's Global Think Conference
 - Trained in technology tools to communicate more effectively with client agencies
 - Understanding of FedRAMP requirements and other federal contracting marketplace issues
4. Benefits to mentors are limited to the following under GSA's program per GSAR section 519.7004:
- Evaluation credit during source selection process for subcontracts or teaming arrangements under the Mentor-Protégé Agreement
 - If the mentor is other than a small business, favorable assessment under the mentor's subcontracting plan and as a factor in evaluating past performance
 - Eligible to receive the GSA OSBU annual Mentoring Award. The annual non-monetary award is presented to the mentor most effective in developing a protégé
5. Progress of protégés competing for prime federal contracts and subcontracts: GSA mentors are existing GSA Federal Supply Schedule contract-holders or other GSA contract-holders. In addition to the assistance provided protégés in successfully obtaining GSA Schedule contracts, mentors reviewed protégés' proposals for GSA prime contracts, resulting in \$65,797,767 prime contract

awards in FY 2018, including non-GSA contracts and contracts with state governments. Mentors continued to subcontract or team with their protégés which amounted to \$9,321,203 in subcontract awards in FY 2018. Subcontracting allowed protégés to gain valuable past performance experience. Two mentors designated their protégés as preferred suppliers.