

STEPHEN F. AUSTIN STATE UNIVERSITY HISTORICALLY UNDERUTILIZED BUSINESS Mentor-Protégé Program Procedures

Stephen F. Austin State University's HUB Coordinator is responsible for the administration of the University's Mentor/Protégé Program, which is established 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.

The purpose of the Mentor-Protégé program is to identify and overcome barriers that typically inhibit or restrict the success of minority and women owned businesses by encouraging relationships with other businesses, thereby increasing the ability of HUBs to contract with government agencies or receive subcontracts under government agency contracts.

Participation in the Mentor-Protégé Program is entirely voluntary on both the part of the Mentor and Protégé and is neither a guarantee for contract opportunity nor a promise of business.

Mentors will identify areas in which they can offer assistance while protégés will identify areas in which they need assistance. These areas may include, but are not limited to: business planning, bidding, cost estimating, business market analysis, project planning and scheduling, banking services, bonding and insurance, etc.

By working together in regularly scheduled meetings, Mentors focus on developing Protégés' business plans, and implementing the actions necessary to obtain results reflected in the Mentor-Protégé Agreement. This effort may from time to time include the SFA HUB Coordinator or Mentor-Protégé Program Partners.

SFA HUB Coordinator Responsibilities

- providing oversight of all SFA sponsored Mentor-Protégé relationships;
- maintaining appropriate files and program information;
- matching Mentors and Protégés and assessing each Mentor-Protégé Agreement;
- locating a SCORE representative to meet with the Mentor and/or Protégé if needed;
- locating an area Small Business Development Center to review the Protégé's business plan if needed;
- executing the necessary agreements to establish Mentor-Protégé Program Partnerships involving East Texas area chambers of commerce, small business assistance centers, junior and community colleges and other state agencies.
- facilitating reporting

Mentor Responsibilities

- interview prospective Protégés;
- meet with the Protégé to develop the Mentor-Protégé Agreement;
- initiate and attend meetings;
- review protégé's materials and key indicators (business plan, action plan, cash flow, bonding, bids, projects, etc.);
- recommend areas for improvement;
- follow-up on mutual agreements for action;
- report to the SFA HUB Coordinator in compliance with the schedule outlined in the Mentor-Protégé Agreement;
- register with the Angelina College Procurement Assistance Center to monitor federal bidding opportunities – this is preferred, not mandatory.

The Mentor may be asked to consider membership in an area Chamber of Commerce or business association, if not already a member, to facilitate new relationships for the Protégé. The Mentor may be asked to consider paying half of the fee for the Protégé's membership in an area Chamber of Commerce of business association.

Protégé Responsibilities

- solicit and attend interviews with prospective Mentors
- meet with the Mentor representative to develop the Mentor-Protégé Agreement;
- initiate and attend meetings
- present complete and up-to-date materials for Mentor review (business plan, action plan, cash flow, bonding, bids, projects, etc.);
- implement changes mutually agreed upon
- request assistance as necessary
- report to the SFA HUB Coordinator in compliance with the schedule outlined in the Mentor-Protégé Agreement;
- register with the Angelina College Procurement Assistance Center to monitor federal bidding opportunities – this is preferred, not mandatory;
- meet with a Small Business Development Center for a business plan review if needed.

The Protégé may be asked to consider membership in an area Chamber of Commerce or business association, if not already a member, to facilitate new relationships. The University will pursue different outlets to assist in funding the membership, if needed.

Matching SFA Qualified Mentors to Protégés

The following criteria will be used when the SFA HUB Coordinator is "matching" approved Mentors to approved Protégés.

- Assigning Mentors with Protégés who share the same major business responsibility (Owner/Manager, Marketing, Finance, etc.);
- Consideration of geographic proximity of Mentors and Protégés in making potential matches (to facilitate meetings etc.);
- Matching Protégé's needs with identified areas (in application) of skill sets on which Mentors are willing to share or train.

Mentor Application, Selection and Reporting

A Mentor firm is a larger, well established and successful company who is willing to unselfishly commit time and resources to teach, develop, and grow a small business who is ready to take the next step toward growth and success. Prospective Mentor companies will submit to the SFA HUB Coordinator a completed Mentor Protégé Program Application for consideration and possible selection as an SFA sponsored Mentor. The SFA Mentor Application is designed to collect information for the SFA HUB Coordinator to ascertain eligibility requirements that may include, but are not limited to:

- registration with the State of Texas Centralized Master Bidders List;
- whether the Mentor is in "good standing" with the State of Texas and is not in violation of any state statutes, rules or governing policies;
- previous mentoring experience and prior work history;
- ability to provide developmental guidance in areas provided by the protégé.

The SFA HUB Coordinator will review each application for the basic eligibility criteria, and will contact the Mentor Company representative to ascertain any specific selection "criteria" over and beyond that outlined above which may be necessary to meet Protégé criteria.

The SFA HUB Coordinator will notify the Mentor applicant of their acceptance or rejection by SFA as a Mentor Firm. Once accepted, the Mentor will be contacted to review/discuss potential Protégé applications.

Protégé Application, Selection and Reporting

A Protégé firm is a smaller company with a vision and qualifications for growth, but who needs the environment in which to learn more about their industry and/or successful ways to promote growth from within. Prospective Protégé companies will submit to the SFA HUB Coordinator a completed Mentor Protégé Program Application for consideration and possible selection as an SFA sponsored Protégé. The SFA Protégé Application is designed to collect information for the SFA HUB Coordinator to ascertain eligibility requirements that may include, but are not limited to:

- whether the Protege is eligible and willing to become certified as a HUB; or is a currently certified HUB business (Protégé must be certified as a HUB prior to TBPC listing the Mentor Protégé Agreement on the official list);
- Business in operation for at least one year;
- Ability to identify the type of guidance that is needed for business development;
- whether the Protege is in "good standing" with the State of Texas and is not in violation of any state statutes, rules or governing policies;
- desire to participate with a mentoring firm.

The SFA HUB Coordinator will review the application for the basic eligibility criteria and will contact the Protégé representative to ascertain any specific needs, which need to be addressed by participation with a potential Mentor company.

The SFA HUB Coordinator will notify the Protégé applicant of their acceptance or rejection by SFA as a Protégé Company. Once accepted, the Protégé will be contacted to review/discuss potential Mentor applications.

To be accepted into the program, a potential Protégé must be HUB certified or must be able to be HUB certified by the State of Texas. If the potential Protégé has not been certified by the State of Texas as a Historically Underutilized Business (HUB), please consider whether the below requirements for certification have been met. If so, contact the SFA Hub Coordinator for forms and information regarding certification.

At least 51% of the assets and interest and at least 51% of any classes of stock and equitable securities are owned by one or more persons who are United States citizens, born or naturalized, and are recognized by the State of Texas as having been economically disadvantaged because of their identification as members of the following groups.

Asian Pacific Americans	Native Americans
Black Americans	Women
Hispanic Americans	

These individuals must have a proportionate interest and demonstrate active participation in the control, operation and management of the business' affairs.

The Mentor Protégé Agreement

The Mentor Protégé Agreement is a document drawn between the Mentor and Protégé detailing the nature of the relationship for the purpose of SFA sponsorship. Three original copies of the agreement will be drawn, executed and retained by the following three parties: the Mentor, the Protégé and the SFA HUB Coordinator.

As a means of facilitating the development of the Mentor-Protégé Agreement, the Mentor and Protégé will have the option to meet with a SCORE or Small Business Development Center representative as an orientation to the Mentor-Protégé relationship. However, the Mentor and the Protégé should agree on the nature of their involvement and are responsible for finalizing and drawing up the Agreement. A sample is included to facilitate the process. The Mentor and Protégé agreement may include, but is not limited to, the following:

- identification of the developmental areas in which the Protégé needs guidance;
- The time period during which the developmental guidance will be provided by the Mentor; SFA Mentor-Protégé Agreement sponsorships are limited to a period not to exceed twenty four months (24) commencing from the date the Mentor-Protégé Agreement is signed by all parties.
- Name, address, phone and fax numbers, and the points of contact that will oversee the agreement of the Mentor and Protégé;
- Procedure for a Mentor or Protégé firm to notify the other party and the SFA HUB Coordinator in advance if it intends to voluntarily withdraw from the program or terminate the Mentor-Protégé relationship;
- A mutually agreed upon timeline to report the progress of the Mentor-Protégé relationship to the SFA HUB Coordinator. This reporting period should coincide with Stephen F. Austin State University's timeline for annual HUB reporting purposes, February 28 and August 31 of each year.
- The agreement must state that the participation by the Mentor and Protégé is voluntary. The agreement must include written documentation that participation in the Stephen F. Austin State University Mentor-Protege 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.

Reporting Mentor Protégé Activities

On a semi-annual and annual basis, the SFA HUB Coordinator will compile reports and/or surveys submitted by Mentors and Protégés that document any progress made as a result of an SFA sponsored Mentor-Protégé Agreement. This report should include a summary of key progress made by Protégés relative to their respective Agreements.