



DEPARTMENT *of* FINANCE
DIVISION OF PURCHASES

CITIZENS' GUIDE TO THE MENTOR PROTÉGÉ PROGRAM

navigating metro government's mentor protégé program.

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Overview

The mentor-protégé program (MPP) is a 24-month pilot initiative that will pair small, emerging businesses with larger, more established companies working in the same or a substantially similar field.

The goal is to increase the capacity of existing subcontractors by providing them with both an experienced mentor from the private sector and technical support from Metro.

Participants in MPP must meet certain requirements and partake in training as directed by Metro.

Eligibility

To participate in the MPP as either a mentor or a protégé, a firm must be registered to do business with Metro. For information on this process, visit purchasing.nashville.gov.

To serve as a mentor, a business must meet the following eligibility requirements:

- ✓ Have a significant presence in Nashville-Davidson County or the surrounding region.
- ✓ Have operated continuously for the most recent five (5) years.
- ✓ Have more than \$5,000,000 in total receipts for each of the most recent (5) years.
- ✓ Have more than 30 full-time employees, excluding independent contractors and/or temporary agency workers, for each of the last most recent five (5) years.
- ✓ Have performed satisfactorily as a prime contractor on at least three (3) Metro projects during the most recent five (5) years.

To serve as a protégé, a business must meet the following eligibility requirements:

- ✓ Have a significant presence in Nashville-Davidson County or the surrounding region.
- ✓ Have operated continuously for the most recent three (3) years.
- ✓ Have less than \$2,000,000 in total receipts for each of the most recent three (3) years.
- ✓ Have fewer than 30 full-time employees, excluding independent contractors and/or temporary agency workers, for each of the most recent (3) years.
- ✓ Have performed satisfactorily as a subcontractor on at least three (3) Metro projects during the most recent (5) years.

Application

Businesses that meet the eligibility requirements and want to participate in the MPP must complete the appropriate online application.

Please review the entire form **BEFORE** starting your application to determine what documents/information you need to have on-hand. Once started, you cannot save your progress. The application must be completed in one-sitting.

Prospective Mentor Application -

Gather the following items BEFORE starting your application:

- ✓ Supplier number from iSupplier.
- ✓ Annual business tax returns for each of the most recent five (5) years. You will be asked to upload these documents.
- ✓ Quarterly business tax returns for each of the most recent four (4) quarters. You will be asked to upload these documents.
- ✓ Contract number, completion date, department served, and department contact person for three Metro projects on which your business has performed as a prime contractor during the most recent five (5) years.

Prospective Protégé Application

Gather the following items BEFORE starting your application:

- ✓ Supplier number from iSupplier.
- ✓ Annual business tax returns for each of the most recent three (3) years. You will be asked to upload these documents.
- ✓ Quarterly business tax returns for each of the most recent four (4) quarters. You will be asked to upload these documents.
- ✓ Contract number, completion date, prime contractor, and prime contractor contact person for three Metro projects on which your business has performed as a subcontractor during the most recent five (5) years.
- ✓ Chart of accounts. If available, you will be asked to upload this document.
- ✓ Audited financial statement. If available, you will be asked to upload this document.

Program Participation

Metro will select up to 10 businesses – five (5) mentors and five (5) protégés – to participate in the 24-month MPP cohort. Metro will pair mentors and protégés based upon their fields of work, availability of resources, and program goals. The relationship between mentor and protégé is voluntary.

Businesses that are selected for participation will jointly execute a *MPP Agreement & Business Plan (MPPA)* that establishes shared goals, concrete objectives, schedules, and metrics for success. This plan is developed by and belongs to participants. It should, therefore, reflect any items the mentor and/or protégé deem relevant.

After Metro approves the MPPA, participants are obligated to the following responsibilities.

Mentors will be responsible for:

- Meeting, at minimum, monthly with protégé to review progress toward MPPA goals and objectives.
- Providing protégé with both internal and external business resources relevant to MPPA goals and objectives.
- Requesting from Metro any technical assistance and support necessary for protégé to meet MPPA goals and objectives.

- Providing Metro with quarterly progress reports.
- Meeting annually with Metro & protégé for MPPA review.

Protégés will be responsible for:

- Making regular and sustained progress toward MPPA goals and objectives.
- Meeting, at minimum, monthly with mentor to update progress toward MPP goals and objectives.
- Completing, at minimum, two (2) hours of continuing education/technical assistance approved by Metro each month.
- Communicating need for and utilizing business resources provided by mentor.
- Meeting annually with Metro & mentor for MPPA review.

Program Completion

Teams that achieve, at minimum, 70% of the metrics for success established in their MPPA will be determined to have satisfactorily completed the MPP cohort. For this, Metro will award both the mentor and the protégé a certificate of completion and a digital badge to display on their respective websites, social media, and/or printed materials.

Mentors that successfully complete two (2) cohorts will be designated a Partner for Business Development, recognized with a corresponding certificate and digital badge.

Mentors that successfully complete three (3) or more cohorts will be designated a Champion for Business Development, recognized with a digital badge and a commemorative plaque listing all years of participation.

Questions about the MPP may be emailed to MPP@nashville.gov.