**MENTOR-PROTÉGÉ PLAN COMPLIANCE CHECK SHEET**

(As submitted to IDOT PM and BDE)

Has the Plan been fully-executed by both the Mentor and the Protégé for the subject project?

Is the project in which the Mentor-Protégé plan under, state funded?

Is the Protégé a certified DBE engineering firm, prequalified in at least one category?

Can the Plan be terminated by mutual consent or by IDOT? (appropriate wording included in plan)

How many hours per month does the Mentor agree to devote to working with the Protégé? (min. 5 hours)

Does the Plan include the following?

* number of hours along with the associated tasks delineated
* key personnel involved –both to train and training
* clearly set objectives of the parties involved
* measurable benchmarks and milestones to be reached by the Protégé at specified stages

What areas of training is the Mentor providing the Protégé?

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Are the Mentor and the Protégé forming a joint venture on the project?

If yes, the venture is subject to normal joint venture approval requirements by IDOT.

Does the Mentor have a satisfactory performance rating in the categories being mentored, on previous projects? (With at least 5 years experience in the mentored task)

Is the Protégé an independent business responsible for the direct day-to-day activities of management, policy making, and operations of the business and it’s contracts?

Do the Mentor and Protégé an executed subconsultant agreement with the Protégé performing minimum of 1 task and a minimum of two (2) percent of the total project?

Is the DBE goal reduction no more than ½ of the advertised DBE goal up to five (5) percent?

 Are quarterly and final reports required in the plan? Final report due \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(IDOT Project Manager)