



Illinois Department of Transportation

Office of Business & Workforce Diversity
2300 South Dirksen Parkway / Springfield, Illinois 62764

MENTOR-PROTÉGÉ PROGRAM SAMPLE DEVELOPMENT PLAN

This sample development plan provides the basic structure for your Plan. Use “Plan Contents, A - H” and “Examples of Mentor Assistance” as a guide in putting together your Plan; however, the mentor-protégé relationship is not limited to the types of assistance that are included below. Please make note of the Mentor-Protégé Program information under Section III.

I. Plan Contents

- A. **Areas of Assistance** - Identify the specific areas in which the protégé requires assistance.
- B. **Schedules of Assistance** - Define the specific types and scope of assistance the mentor will provide to meet the protégé's needs and the time frames by which the assistance will have accomplished its objective.
- C. **Responsibilities** - Define the specific responsibilities of the mentor and the protégé in each of the activities.
- D. **Benchmarks** - Include measurable benchmarks to be reached by the protégé at successive stages of the Plan.
- E. **Evaluation** - Provide formal evaluations of the protégé's attainment of the identified benchmarks. (Independent evaluations will be made by IDOT's Mentor-Protégé Oversight Committee to confirm the protégé's attainment of said benchmarks.)
- F. **Duration** - Specify the maximum time frame for which the Plan will remain in effect (not more than three years). If a contract is subject to an approved Mentor-Protégé Agreement for Contract Assistance and Training and its duration is longer than three years, IDOT's Mentor-Protégé Oversight Committee will review the progress at the end of the three-year period to make a determination regarding the propriety of continuing the mentor-protégé relationship beyond the maximum three-year term.
- G. **Key Personnel** - Identify the mentor's representative(s), including the experience of the identified representatives responsible for training and/or coordinating the assistance provided to the protégé.
- H. **Copies of Agreements** - Provide copies to IDOT's Mentor-Protégé Oversight Committee of all lease agreements, rental agreements, bond payments, etc., made for the duration of the Plan. Copies of any agreements entered into by the mentor or the protégé at a later date, but during the term of the Plan, must be forwarded to the Mentor-Protégé Oversight Committee for approval within ten (10) days of execution of such agreement.

II. Examples of Mentor Assistance

Training/Development

- A. The mentor agrees to provide an initial assessment of the proposed activities/skills the protégé is able to provide at the time of entering into the Mentor-Protégé Agreement. The training/development provided to the protégé by the mentor shall be based on this preliminary assessment.
- B. The mentor will also provide the protégé with periodic evaluations on the areas of training/development to be provided as identified in the initial assessment.

Technical and Management

- A. Guidance in the interpretation of plans, specifications, bid documents, estimating and pricing.
- B. Guidance in general money management by implementing procedures for budgeting, cash flow, bookkeeping and accounting.
- C. Assistance with contract preparation and documenting and submitting change orders.
- D. Assistance in obtaining bonding, insurance and meeting other business needs.
- E. Assistance in establishing business relationships with necessary suppliers.
- F. Familiarizing and assisting the protégé with compliance with applicable laws, rules and regulations.

Personnel

The mentor may provide skilled personnel to the protégé if the mentor receives advance written approval from IDOT on each project.

- A. Lending of personnel by the mentor to the protégé will be limited to personnel with special expertise.
- B. Mentor's personnel should assist with management functions or provide technical training and/or supervision under the Plan. Personnel provided by mentor can remain on mentor's payroll.

Financial

- A. The mentor-protégé arrangement may provide for early or advance payments (working capital) except where it would be inconsistent with federal or state guidelines, regulations or statutes.
- B. The protégé shall be timely paid in accordance with the terms of any contract for work performed as a subcontractor, and such payments due shall not be contingent upon or subject to withholding, retainage or backcharges of any kind based upon program cost reimbursement due to the mentor pursuant to an approved Mentor-Protégé Agreement for Contract Assistance and Training incorporated into the contract.

Equipment

- A. The Plan may give the protégé the option to lease equipment from the mentor as well as from third parties.
- B. The mentor may assist the protégé with obtaining lines of credit.
- C. All equipment leased by protégé must be needed for the current IDOT contract.
- D. The mentor may assist the protégé with obtaining the equipment and/or supplies needed to perform contract work. However, the mentor must not be responsible for the actual lease or purchase, may not provide any security for the protégé's lease or purchase and may not be financially responsible if the protégé defaults on its lease or purchase.

Attach copies of lease agreements, rental agreements, bond payments, etc., related to the Plan. List the documents attached. Any agreements entered into after approval of the Plan must be provided to IDOT's Mentor-Protégé Oversight Committee no later than ten (10) days after execution of such agreement.

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_____	_____
_____	_____

III. Other Mentor-Protégé Program Information

Relevant Skills

In every case in which an IDOT contract is awarded to firms involved in a mentor-protégé relationship, the contract activities of the protégé should correlate with the protégé's existing skills and ongoing development as indicated in the Mentor-Protégé Program.

Modifications of Plan

IDOT reserves the right to require changes to the Plan when IDOT's Mentor-Protégé Oversight Committee deems it necessary to meet the goals of the Mentor-Protégé Program. In addition, the parties may make changes to the Plan with IDOT's Mentor-Protégé Oversight Committee's prior written approval.

Supportive Services Assistance

IDOT is offering the services of its network of supportive services consultants to its Mentor-Protégé Program. Mentors and protégés are encouraged to avail themselves of the consultants' assistance whenever necessary.

Prohibitions

The following are not permitted in mentor-protégé relationships:

- A. No Agreement can force the protégé into an exclusive arrangement with the mentor. As a general rule, the protégé must retain the right to contract with others during the duration of said Agreement and the Plan.
- B. Under no circumstances is the mentor permitted to have an ownership interest of any kind in protégé.

- C. Although there may be various levels of assistance rendered by a mentor to a protégé, no assistance can reach the level where day-to-day control has been relinquished by the protégé to the mentor.
- D. The parties to a prospective mentor-protégé relationship must not proceed without a written Plan which has been reviewed and approved in advance by IDOT's Mentor-Protégé Oversight Committee. Any activities conducted prior to the existence of a fully executed and approved Mentor-Protégé Agreement for Contract Assistance and Training will not be credited toward any established contract DBE goal nor will the costs be reimbursable by IDOT.
- E. The DBE may never be relegated to the status of middleman, broker or front.
- F. At no time shall any arrangement lead to a situation where final decision-making authority is taken away from the protégé.

Notifications/Approval Requests

All notifications, requests for approval or other communications by the mentor and/or protégé to IDOT must be addressed to the Illinois Department of Transportation, Office of Business & Workforce Diversity, Mentor-Protégé Oversight Committee, 2300 South Dirksen Parkway, Room 300, Springfield, IL 62764.