



The University of Texas System Mentor Protégé Program

Policy

It is the policy of The University of Texas System to promote full and equal opportunity for all businesses to supply the goods and services needed to support the mission, administrative, and logistical operations of UT System Administration and the UT System institutions. UT System Administration and UT System institutions commit to a good faith effort to increase purchases from and contract awards to Historically Underutilized Business (HUB) firms consistent with the state's [Texas'] goals for HUB participation and overall economic development.

Introduction

The Mentor-Protégé Program was implemented in 2000 by the University of Texas System in accordance with Texas Government Code, Sections 2161.065 and Section 20.28 of the Texas Administrative Code (TAC). UT System is committed to facilitate business and economic growth in all areas of the state and to foster diverse relationships that add value to all business communities.

Purpose

Administered by the UT System, Office of HUB Development and Federal Small Business Program, the purpose of the UT System Mentor Protégé Program is: 1) to advance the growth and development of minority and woman-owned businesses in Texas, 2) improve HUB business practices, 3) Promote business growth, 4) increase the ability of the HUB to contract with the state or to receive subcontracts under state contract by strengthening sustainability in the marketplace. **It is not the purpose of this program to partner companies for the purpose of "obtaining work" or "a contract" with UT System, UT System institutions or any State of Texas agency.**

Objectives

The overall objective of the UT System Mentor Protégé Program is to provide professional guidance and support to the protégé company to facilitate their growth and development. In terms of measurable objectives, the UT System Mentor Protégé program seeks to help protégé companies:

- attain long-term stability in the marketplace;
- improve financial strength and bonding capability;
- meet the objectives outlined in the protégé company business plan;
- successfully complete the Mentor Protégé program; and
- enable successful transition from protégé to mentor.

It is important to note that by participating in this Mentor-Protégé program, neither the Mentor nor the Protégé are guaranteed work with UT System, UT System institutions or any State of Texas agency.

Program Structure (Expectations)

The UT System Mentor Protégé Program is comprised of three key components, the Mentor, the Protégé and the Sponsor. Each component plays a major role in the program and each bears responsibility for the success of the program. Each Mentor Protégé relationship, usually a two-year period, will be unique based on needs, type of business and business climate during the mentor protégé process. Emphasis should be on the Protégé's business development and not on monetary gains by either the Mentor or Protégé. **Per Texas Administrative Code 20.28, Section D, Item number 7, UT System Mentor Protégé relationships will be limited to 4 years.**

- **Sponsor** - The major function of the sponsor is to facilitate interaction between the mentor and protégé. Sponsor should meet once per year to review the progress of the partnership..
- **Mentor** - A mentor firm is a large, well-established, successful company that is willing to voluntarily commit time, resources, and expertise to teach, develop, and grow a small business that is ready to take the next step toward success. The Mentor is usually a firm who has extensive work experience with UT System and/or who is currently working on a UT System project or has worked on a UT System project in the past. The Mentor serves as an advisor to the Protégé firm and receives no monetary compensation from the sponsoring agency. Mentor firms are equipped with the knowledge and experience to help small, emerging business enterprises refine and implement sound business practices.
- **Protégé** - A protégé firm is a small State of Texas HUB certified firm that voluntarily applied for acceptance into the UT System Mentor-Protégé program and has been in business for at least 2 years. In addition, the Protégé firm has met the UT System selection criteria defined in "Next Steps" section of this document. They have a vision for growth and long-term stability and sustainability in their industry but they need guidance to achieve sound business practices that will increase the potential for sustainable growth. NOTE: HUB certification status is verified via the Centralized Master Bidders List (CMBL) prior to submission of the Mentor Protégé reporting form to the TPASS office. (Attach CMBL printout to application)
- **Program Structure** - requires at least quarterly meetings between the mentor and protégé as well as a timeline for reporting the progress of the partnership. The sponsor will attend meetings as needed. The first meeting between mentor and protégé should critically examine the protégé business strategy which could include business plan, marketing plan, financial statements, accounting systems, project files and answers to situation analysis questionnaire. If no business plan or systems are in place, action may be taken to develop these items for implementation.

The second meeting, based on the findings of the 1st, will establish three goals needing the most attention. At each meeting, the mentor and protégé, working through a written agenda, will identify and agree on action steps necessary to work toward completion of the goals. The minutes of each meeting should be written and distributed by the Mentor or Protégé to each participant. A review of the mentor protégé team progress will be discussed at each meeting.

Roles and Responsibilities

Mentor

After the agreement is signed the mentor will:

1. Visit Protégé office location;
2. Review the business plan and situation analysis questionnaire;
3. Review company structure (Organizational chart);
4. Audit accounting systems;
5. Review project files and work-in-progress reports

Protégé

After the agreement is signed the protégé will:

1. Provide complete up to date information to the Mentor;
2. Discuss and provide input on the established goals
3. Attend meetings as scheduled;
4. Complete deliverables as assigned by Mentor

Miscellaneous Information

Mentors must be “On-Call” and attend regular meetings. Mentors have an obligation to give their best business advice to the protégés. A mentor **is not** expected to address routine business matters but as a mentor, your assigned representatives must be readily available to answer questions as well as help the protégé address any significant business issues or problems they may encounter.

Protégé should also take the initiative to request additional assistance needed to address business issues that may arise, as well as, make every reasonable effort to attend regularly scheduled meetings and implement business initiatives that develop from the meeting with the Mentor.

The program sponsor’s key responsibility is to facilitate and structure the interaction between the mentor and protégé. Other responsibilities include informing and reminding mentors and protégés of their roles and responsibilities, and maintaining meeting minutes.

As a result of the cooperative effort between the Mentor, Protégé and Sponsor, a broad base of high quality companies will emerge and lasting partnerships between mentor and protégé will evolve. **It is also important to note that by participating in this program, neither the Mentor nor the Protégé is guaranteed work with UT System, UT System campuses/institutions or any State of Texas agency.**

Candidate Participation Requirements

Mentor

- Completion of UT System Mentor Application.
- Have experience on UT System projects
- Ability to provide developmental guidance in areas identified by the protégé.

Protégé

- Eligibility and willingness to obtain HUB certification under State of Texas HUB Program. (*Protégé must be certified as a HUB prior to the execution of the Mentor Protégé Agreement*)(*Include copy of the Protégé HUB certification with each partnership agreement*)
- Completion of UT System Protégé Application.
- The business must be in operation for at least two years.
- A basic business plan
- Office location other than a room in your home
- Ability to identify the type of guidance needed for business development.

Next Steps

To ensure the success of the Mentor Protégé team partnered through UT System, Office of HUB Development, each protégé candidate must pass a screening process prior to acceptance into the program. The protégé application, answers to the supplemental questionnaire, situation analysis and business SWOT will be considered the screening process.

Every Mentor Protégé match is unique. What may work well for one corporate relationship may not work for another. When an identification of a possible Mentor Protégé relationship is made, the UT System Mentor Protégé coordinator will contact each partner to schedule a joint meeting where the Mentor partner and the Protégé partner have an opportunity to meet to determine if the proposed relationship is a “good fit”.

Upon termination of the participation agreement either by expiration or by letter, both the Mentor and Protégé are asked to submit a written evaluation of the program. Topics to be included in the evaluation 1) adherence to the program goals and objectives; 2) roles and responsibilities clearly defined; 3) adherence to participation requirements; and 4) overall opinion of the program.

Summary

Thank you for your interest in the UT System Mentor Protégé Program. It is our hope that you, the protégé, will consider participation in this program a learning experience and a method of insuring your business’s sustainability in the marketplace. In addition, it is our hope that the mentor will consider participation in this program not only because it is the “right thing to do” but to “give back” to a community that once supported their new emerging business on its road to success. With that in mind, approach each mentor protégé relationship individually with a focus and emphasis on development.

Direct any questions regarding the Mentor-Protégé Program to:

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