

## Supplemental Questions

In an effort to select quality firms to participate in the UT System Mentor-Protégé program, the Office of HUB Development has created this series of questions to enable us, the Mentor and Protégé foster a partnership that is beneficial to all parties. Please complete the questions below. Questions that are not applicable denote by "N/A".

### General Information

1. What is your company structure?
  - Corporation
  - Limited Partnership
  - Sole Proprietorship
  - Sub-Chapter S Corp.
  
2. Is there a formal business plan in place? *(If yes, attach a copy)*
  - Yes
  - No
  
3. Is there a company organizational chart in place? *(If yes, attach a copy)*
  - Yes
  - No
  
4. Do you have a Policies and Procedures Manual?
  - Yes
  - No
  
5. Is it current?
  - Yes
  - No
  
6. Is the Employee Manual current?
  - Yes
  - No
  
7. Does your company have a drug-testing program in place?
  - Yes
  - No
  
8. Does your company have a safety program in place?
  - Yes
  - No
  
9. Does your company have a risk management program in place?
  - Yes
  - No
  
10. Does your company have an emergency action plan?
  - Yes
  - No
  
11. How many years of experience does your management team have in the industry?

12. Do you outsource any portion of your office operations?

- Yes
- No

13. How many employees do you have on staff?

14. On the average, how long have these employees been with your company?

15. What is your yearly employee turnover?

\_\_\_\_\_ %

16. When hiring, do you use a personnel service?

17. Are your payroll taxes current?

- Yes
- No

18. Is your company involved in any current tax disputes?

- Yes
- No

19. Is your company involved in any current lawsuits or OSHA disputes?

- Yes
- No

20. What is your bonding capacity for a single job?

21. How long have you been with your bonding company?

22. How many jobs have you had to bond?

23. What is the largest project you had to bond?

24. What is your Experience Modification Rating (EMR)?

25. What is your Lost Time Incident Rate?

## **Project Information**

1. Are you the Prime Contractor or Sub-Contractor on most of your projects?
2. What percentage of your scope of work do you sub-contract?
3. What types of projects have you done?
4. What is the average size of the projects you do?
5. Are your projects statewide or local?
6. Are your projects commercial or industrial?
7. What general contractors have you worked with in the past?
8. Are your projects hard-bid or negotiated?
9. Is there a Superintendent or foreman on each of your projects?  
 Yes  
 No
10. How many current projects do you have in progress?
11. What is the duration of each of the projects noted above?
12. Is your project scheduling done in house or is it outsourced?

13. Do you use any electronic bidding software?

- Yes
- No

14. If yes, which one(s)?

15. Have you ever worked on any UT projects?

- Yes
- No

### **Situation Analysis**

1. What is the current authorized backlog for the company?

\$

2. What is the current annual volume for the company?

\$

3. What are the current profit goals for the company and are they being consistently achieved?

4. What are the current marketing goals for the company and have our goals been achieved in the past?

5. What type of clients are you currently working for?

6. What is our preferred manner of doing business (project delivery method)?

7. Who are our best clients?

8. Are there any dissatisfied clients?

9. What barriers exist to hamper our success?

10. Who are our main competitors?

11. What are our unique advantages and/or what differentiates our company?

**Business SWOT**

1. Strengths:

2. Weaknesses:

3. Opportunities:

4. Threats:

**Miscellaneous**

1. In what areas of your business do you feel you need extra help?

2. On a separate sheet of paper In essay format, 1 page or less, 12 pt. font, single spaced:

a. Discuss your expectations of the Mentor-Protégé Program.

b. Discuss your expectations of your Mentor?