

## The CMD Mentor Protégé Program

The Contract Monitoring Division (CMD) is mandated to enforce the 14B Local Business Enterprise Ordinance (LBE). Through this mandate CMD offers the following Mentor/Protégé Program (MPP). The MPP's sole purpose is to enhance the capability of participants to compete more successfully for City government contracts. The program encourages private-sector relationships and expands CMD's efforts to identify and respond to the developmental needs of LBEs.

This mentoring program is offered under the 14B Ordinance, powers and duties of the CMD Director (14B.10(B)(3)). The program provides an avenue for Micro LBEs to achieve entrepreneurial success and contribute to the strength and vigor of our economy.

### Benefits of CMD Mentor-Protégé program

1. Enhance the growth potential of approved Protégés
2. Create opportunity for Prime Consultants to give back to the community through technical knowledge transfer
3. Facilitate the pairing of approved Protégés with approved Mentors
4. Provide the Mentor-Protégé members the opportunity to network
5. Encourage business relationships that foster new opportunities for both Mentor and Protégé firms
6. Provide education on various aspects of contracting processes with the City.

## Sponsoring Agencies



### Contract Monitoring Division City Administrator's Office

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**Edwin M. Lee, Mayor**  
**Naomi M. Kelly, City Administrator**



## CONTRACT MONITORING DIVISION City Administrator's Office

**Veronica Ng**  
Director

# Mentor-Protégé Program

## FAQ's

### WHAT IS IT?

The City and County of San Francisco's Mentor Protégé Program provides a platform for successful prime companies to assist CMD-Certified firms in any of the following, but not limited to, capacity building areas:

1. Organizational/Structural Needs
2. Leadership Development Needs
3. Financial/Business Infrastructure Needs
4. Insurance/Bonding Needs
5. Networking/Business Community Engagement Needs

### WHO IS A MENTOR?

A Mentor is a successful prime consultant or contractor with the capability to mentor small businesses in the area of capacity building in order to successfully bid for City contracts.

### WHO IS A PROTÉGÉ?

A Protégé is a CMD Certified Micro business seeking technical and managerial assistance to develop capacity in order to achieve entrepreneurial success and contribute to the strength and vigor of the San Francisco economy.

## Protégé Responsibilities

1. Participate in training.
2. Engage in mentoring relationship.
3. Learn about City agencies and their respective missions, responsibilities and business opportunities.
4. Participate in networking opportunities with Mentor and others.
5. Submit documentation in a timely manner.

## Mentor Responsibilities

1. Provide training to Protégé in any of the following, but not limited to, areas:
  - ✓ Accounting
  - ✓ Advertising
  - ✓ Business Development
  - ✓ Contract Opportunities
  - ✓ Financing
  - ✓ Interview Process Coaching
  - ✓ Labor Compliance
  - ✓ Networking
  - ✓ Proposal/Bid Submittal
  - ✓ Project Team Development
  - ✓ Other (specify below)
2. Facilitate mentoring relationships.
3. Provide opportunities to learn about City agencies and their respective missions, responsibilities and business opportunities.
4. Provide opportunities to network with other contractors and consultants.
5. Submit program documentation in a timely manner.

## Key Benefits

- Mentor's Good Faith Effort (GFE) requirements are waived for two years when bidding as a Prime on City projects.
- Protégé gains relevant capacity and experience.
- The City increases the pool of LBE businesses successfully bidding as primes and/or subcontractors for public projects and contracts.

*I am very pleased to see the fruition of the Mentor-Protégé Program because it is an extension of what San Francisco is about. We are a very diverse City and our contracting pool needs to reflect this reality. The MPP has the potential to create a sustainable partnership between large and small businesses which in turn increases our pool of qualified small contractors and consultants for the foreseeable future.*

Mayor Ed Lee

## The Enrollment Process for Mentors and Protégés

Prospective Mentors and Protégés must complete an online application (available at [www.sfgov.org/cmd](http://www.sfgov.org/cmd)) listing the areas in which Mentors can provide mentoring and what capacity building areas Protégés would like to focus on.

Prospective Protégés and Mentors will reach out to each other from a list of eligible Mentors and Protégés posted on the CMD website, with the goal of forming teams of one Mentor /one Protégé.

Each Mentor/Protégé team will write a letter of interest summarizing their proposed team. Ten teams will be randomly selected from the pool of teams submitted, five for construction services and five for professional services (architecture + engineering).

Each of the selected teams will submit a MOU to CMD that will lay out the rights and responsibilities of the Mentor and Protégé.