



# CITY OF COLUMBIA

## Department of Utilities and Engineering Compliance Division

P.O. Box 147 | Columbia, South Carolina 29217  
Phone: 803-545-3049 Fax: 803-545-4130

### MENTOR PROTÉGÉ PROGRAM Implementation Plan

Date: \_\_\_\_\_

Project Number: \_\_\_\_\_

Mentor: \_\_\_\_\_

Project Name: \_\_\_\_\_

Protégé: \_\_\_\_\_

Duration of the Project: \_\_\_\_\_

Project Contract Amount: \_\_\_\_\_

Protégé Amount: \_\_\_\_\_

**Statement of Commitment:** Both Mentor and Protégé are committed to providing an adequate amount of resources and effort to execute the plan below. Mentor and Protégé acknowledge the Implementation Plan is a joint plan and agree to meet at least quarterly to verify compliance with this Plan.

**1. How do the Mentor and Protégé intend to work together on the designated project?**  
*Address contractual relationship, general roles and informal teaming arrangements.*

**2. How will the specific, quantitative goals in the Annual Business Plan and MPP Agreement be implemented via the work on the project?** *Address general goals here and specific goals in question 9.*

**3. How will the team focus on developing protégé's business and implementing the actions necessary to obtain results reflected in the Mentor-Protégé Agreement?** *Identify milestones, thresholds, or other indicators team that would indicate success is being achieved.*



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**4. Proposed manpower and resources from both the Mentor and the Protégé is required for the project.** *Address key personnel, equipment/materials, and insurance/bonding. Address special arrangements where applicable.*

Mentor:

Protégé:

Subcontractors:

Special Arrangements:

**5. What scope of work to be performed by each participant of the MPP team?**

a. Description of Mentor's responsibilities:

b. Description of Protégé's responsibilities on project:

c. Description of responsibilities that will be completed as a team:

**6. What is the anticipated duration (in months) of each major phase of the project? During which phases will the Protégé be utilized?**



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- 7. How will the team comply with and maintain the focus on the requirements of the program for the duration of the project?**

- 8. What are the team's specific, quantitative goals and milestones for the current project?**

- 9. Outline of Regularly Scheduled meeting between Mentor and Protégé (Progress reporting).**

- 10. Define payment schedule and financial terms identifying milestones for initial, progress and final payments.**



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11. List the Subcontractors that will be used on this project, as well as the information requested below: (The Subcontractor(s) listed below will NOT consist of your Protégé.)

| Subcontractor's Name | Telephone | Address | Who will they report to? | Contract Amount | MPP, MBE, WBE, SBE | Percentage of Contract |
|----------------------|-----------|---------|--------------------------|-----------------|--------------------|------------------------|
|                      |           |         |                          |                 |                    |                        |
|                      |           |         |                          |                 |                    |                        |
|                      |           |         |                          |                 |                    |                        |
|                      |           |         |                          |                 |                    |                        |
|                      |           |         |                          |                 |                    |                        |
|                      |           |         |                          |                 |                    |                        |
|                      |           |         |                          |                 |                    |                        |

12. What percentage of the project is being implemented by the Protégé? Must equate to a minimum of 20% of total contract amount.

Protégé Contract Value: \_\_\_\_\_

Percentage of Contract: \_\_\_\_\_ (Minimum of 20% of total contract amount is required)



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### MENTOR-PROTEGE IMPLEMENTATION PLAN SIGNATURE SHEET

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their proper officials thereunto duly authorized as of the dates below indicated:

EXECUTED by \_\_\_\_\_ (Mentor Firm) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Corporate SEAL

By: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Title: \_\_\_\_\_

EXECUTED by \_\_\_\_\_ (Protégé Firm) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Corporate SEAL

By: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Title: \_\_\_\_\_

### RECOMMENDED FOR APPROVAL:

EXECUTED by the Department of Utilities & Engineering, Compliance Division on this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Title: \_\_\_\_\_