



CITY OF COLUMBIA

Office of Business Opportunities Compliance
1401 Main Street 4th Floor | Columbia, South Carolina 29201
Phone: 803-545-3950

MENTOR PROTÉGÉ PROGRAM Implementation Plan

Date: _____	Mentor Amount: _____ <small>(including subcontractors or sub consultants amounts)</small>
Project Name: _____	Mentor % of Total Contract: _____ <small>(include 2 decimal places)</small>
Project #: _____	Protégé Amount: _____
Mentor: _____	Protégé % of Total Contract: _____ <small>(include 2 decimal places)</small>
Protégé: _____	Duration of the Project: _____
Total Project Contract 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.

The full scope of services needs to be provided to the protégé and a meeting/discussion between the protégé and mentor needs to be held. The protégé and mentor must mutually agree upon the services the protégé will provide at 20% or more throughout the duration of the contract. These services should be based on current capabilities as well as developing and building upon new capacities and skills sets.

A completed Business Information Records (BIR) form is required, and will be reviewed along with this Implementation Plan. **The information recorded in the BIR must be consistent with the Implementation 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 does the work performed in this project relate to the goals identified in your MPP Team Agreement and Business Plan?



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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 in which the team’s success is being achieved.*

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

Mentor:

Protégé:

Please ensure that all Subcontractors are listed on the Business Information Records (BIR) and complete items below:

List Subcontractors Names below: (Do not include Protégé)	Who will the subcontractor report to?	Who is responsible for payment of the subcontractor?

Special Arrangements:



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5. What scope of work is to be performed by each participant of the MPP team utilizing the proposed resources identified above?

a. Description of Mentor’s responsibilities on project:

b. Description of Protégé 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?

7. Outline of regularly scheduled meeting between Mentor and Protégé (Progress reporting).

8. Define payment schedule and financial terms identifying milestones for initial, progress and final payments.



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MENTOR-PROTEGE IMPLEMENTATION PLAN SIGNATURE SHEET

MPP participants acknowledge that any change orders/contract amendments to this project will require a completed Implementation Plan Addendum for each change order/contract amendment made to the project.

IN WITNESS WHEREOF, the parties hereto have caused these present 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: _____
Firm Name: _____

ATTEST: _____
By: _____
Title: _____

EXECUTED by _____ (Protégé Firm) this _____ day of _____ 20____.
Corporate SEAL

By: _____
Title: _____
Firm Name: _____

ATTEST: _____
By: _____
Title: _____

RECOMMENDED FOR APPROVAL:

EXECUTED by the Office of Business Opportunities - Compliance on this _____ day of _____ 20____.

By: _____

Title: _____