



FREQUENTLY ASKED QUESTIONS

Q: What are the requirements a Mentor firm must meet prior to applying for participation in the MP Program?

A: A Mentor firm must meet the following requirements

- Must be available for award of Federal contracts and not be debarred or suspended from federal procurement.
- Must be an "other than small business" concern (Large Business).
 - Firms that have graduated from the SBA 8(a) Business Development Program may also serve as mentors if they provide documentation of their ability to do so.
- Must be currently performing under at least one active, approved subcontracting plan negotiated with the DoW or another Federal agency.
- Must have received DoW contracts and subcontracts totaling at least \$25 million during the previous fiscal year.
- Mentors must maintain an active SAM.gov registration.

Q: What are the eligibility requirements for a Protégé firm?

A: A Protégé firm may qualify as a Protégé firm if it is:

- A Small Disadvantaged Business (SDB) concern as defined by section 8(d)(3)(C) of the Small Business Act (15 U.S.C. 637(D)(3)(C)) which is:
- Eligible for the award of Federal contracts.
- A small business according to the SBA size standard for the North American Industry Classification System (NAICS) code which represents the contemplated supplies or services to be provided by the protégé firm to the mentor firm.
- Certified by the Small Business Administration as an SDB.
- A business entity that meets the criteria in above and is owned and controlled by either an Indian tribe as defined by section 8(a)(13) of the Small Business Act (15 U.S.C. 637(a)(13)) or a Native Hawaiian Organization as defined by section 8(a)(15) of the Small Business Act (15 U.S.C. 637(a)(15)); and is certified by the Small Business Administration as an SDB.
- A qualified organization employing the severely disabled which self certifies that it meets the criteria for such entities defined in Pub. L. 102-172, section 8064A.
- A woman-owned small business (WOSB) which self certifies that it meets the criteria for such entities in accordance with the DFARS and by the Small Business Act (15 U.S.C. 637(d)(3)(D)).
- A qualified HUBZone small business concern as determined by the Small Business Administration in accordance with 13 CFR Part 126.
- A small business concern owned and controlled by service-disabled veterans (SDVOSB) as defined in Section 8(d)(3) of the Small Business Act (15 U.S.C. 637(d)(3)).



Q: What is the difference between a credit and direct reimbursed Agreement?

A: Costs incurred under a credit Agreement are not directly reimbursed but are applied under Federal Agency subcontracting plan 19.703 towards SDB subcontracting goals in different multiples based on assistance provided.

Reimbursed Agreements provide reimbursement for reasonable, allocable, and allowable expenses to be reimbursed to the Mentor through a contract line item.

Q: How do I find a Mentor?

A: First, look at the companies with whom your firm does business. You may also review the DoW Subcontracting Directory. After reviewing the list, research the firm and identify companies doing business in your area of interest.

Q: Can a Protégé firm be a Mentor?

A: In accordance with DFARS Appendix I-104 (e), a DoW Protégé firm may only have one (1) active DoW Mentor-Protégé Agreement (MPA). Upon completion of the current MPA, a DoW Protégé firm may commence a new DoW MPA(s) as a Mentor provided, they are an approved DoW Mentor in accordance with Section 861, subsection (c)(1), of the National Defense Authorization Act (NDAA) for Fiscal Year 2016.

Q: Once the Agreement has been approved are there any other requirements the Mentor firm or Protégé firm must fulfill?

A: In accordance with DFARS Appendix I-111 both a Mentor and Protégé firm must report semi-annually on the progress made under active Mentor-Protégé Agreements and the Protégé firm must report on the progress made under the Mentor-Protégé Agreement annually. The Protégé firm is also required to provide data on the firm for Five (5) fiscal years after the expiration of the program participation term.

Q: When can a Mentor firm incur costs related to the Mentor-Protégé Agreement?

A: A Mentor application and signed Mentor-Protégé Agreement must be approved by the DCSA Office of Small Business Programs and Industry Engagements prior to incurring any cost.

Q: Can a Mentor firm receive direct reimbursement for direct costs other than that which is outlined in Appendix I (e.g. incidentals: travel, equipment, etc.)?

A: Yes. A Mentor firm with prior approval can receive direct reimbursement of incidental costs not to exceed 10% of the total reimbursed cost of the Agreement.

Q: Is there a time limit or term for period of performance in which the Agreement must be completed?

A: In accordance with Section 861, subsection (e)(2), of the National Defense Authorization Act (NDAA) for Fiscal Year 2016, the period of performance of a Mentor-Protégé Agreement may not exceed three (3) years. Based on unusual circumstances, extensions beyond that period may be authorized. However, the period of performance shall not exceed five (5) years.