

Mentor Application Template

A Company that is interested in participating in the DoD Mentor-Protégé Program must submit an application for approval as a mentor. The application must be submitted to the Director, Office of Small Business Programs (OSBP), Office of the Under Secretary of Defense for Acquisition, Technology and Logistics [OUSD (A T & L)]. Interested firms must be accepted as a participating mentor prior to negotiation of a mentor-protégé agreement.

The following application template is provided, as a guide to assist in the preparation of the program application, however at a minimum all elements below must be addressed. To the maximum extent practicable, the application should be limited to not more than ten single spaced pages.

1. Mentor Information.

Mentor Point of Contact

Company/Division Name	
Contact Name	
Position Title	
Address	
Phone	
Fax	
E-mail	
Company URL	http://

2. Eligibility. *Provide a statement that the company is currently performing under at least one active approved subcontracting plan negotiated with DOD or another Federal agency pursuant to FAR 19.702, and that the company is currently eligible for the award of Federal contracts.*

3. Historical Background. *Provide a brief summary about the company, including the company profile, and historical and recent activities and accomplishments under their Small Disadvantaged Business and Mentor-Protégé Programs. Indicate whether your company has been a small disadvantaged business (SDB), women-owned small business, or 8(a). If a graduated 8(a), please include graduation date.*

4. DOD Contracts. *List the total dollar amount of DOD contracts **received** by the company during the two preceding fiscal years.*

Total DOD Contracts	
FY-____	FY-____
\$	\$

5. DOD Subcontracts. *List the total dollar amount of DOD subcontracts **received** by the company during the two preceding fiscal years.*

Total DOD Subcontracts	
FY-____	FY-____
\$	\$

6. Other Federal Agency Contracts. *List the total dollar amount of other Federal Agency contracts **received** by the company during the two preceding fiscal years.*

Total Federal Agency Contracts	
FY-____	FY-____
\$	\$

7. Other Federal Agency Subcontracts. *List the total dollar amount of other Federal Agency subcontracts **received** by the company during the two preceding fiscal years.*

Total Federal Agency Subcontracts Received	
FY-____	FY-____
\$	\$

8. DOD Subcontracts Awarded. *The total dollar amount of subcontracts **awarded** by the company under DOD contracts during the two preceding fiscal years.*

Total Subcontracts Awarded (DOD) Awarded	
FY-____	FY-____
\$	\$

9. Other Federal Agency Subcontracts Awarded. *The total dollar amount of subcontracts **awarded** by the company under other Federal Agency contracts during the two preceding fiscal years.*

Total Subcontracts Awarded (Federal) Awarded	
FY-____	FY-____
\$	\$

10. DOD Subcontract Awards to SDBs. *The total dollar amount and percentage of subcontract awards made to all SDB firms under DOD contracts during the two preceding fiscal years. (If presently required to submit SF 295, provide copies of the previous two years end reports)*

Total SDB Subcontracts Awarded (DOD)		
	Percentage	Dollar Amount
FY-____	%	\$
FY-____	%	\$

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11. Other Federal Agency Subcontract Awards to SDBs. *The total dollar amount and*

percentage of subcontract awards made to all SDB firms under other Federal agency contracts during the two preceding fiscal years. (If presently required to submit SF 295, provide copies of the previous two years end reports)

Total SDB Subcontracts Awarded (Federal)		
	Percentage	Dollar Amount
FY-___	%	\$
FY-___	%	\$

12. Ability to Provide Developmental Assistance. *Describe the company's ability to provide developmental assistance and how that assistance will potentially increase subcontracting opportunities in industry categories where SDBs are not dominant in the company's vendor base.*

13. Terms and Conditions. *Provide a statement that the company will comply with all program reporting and review requirements (i.e., 3-Month reports as well as the Defense Contract Management Agency (DCMA) annual performance reviews).*