

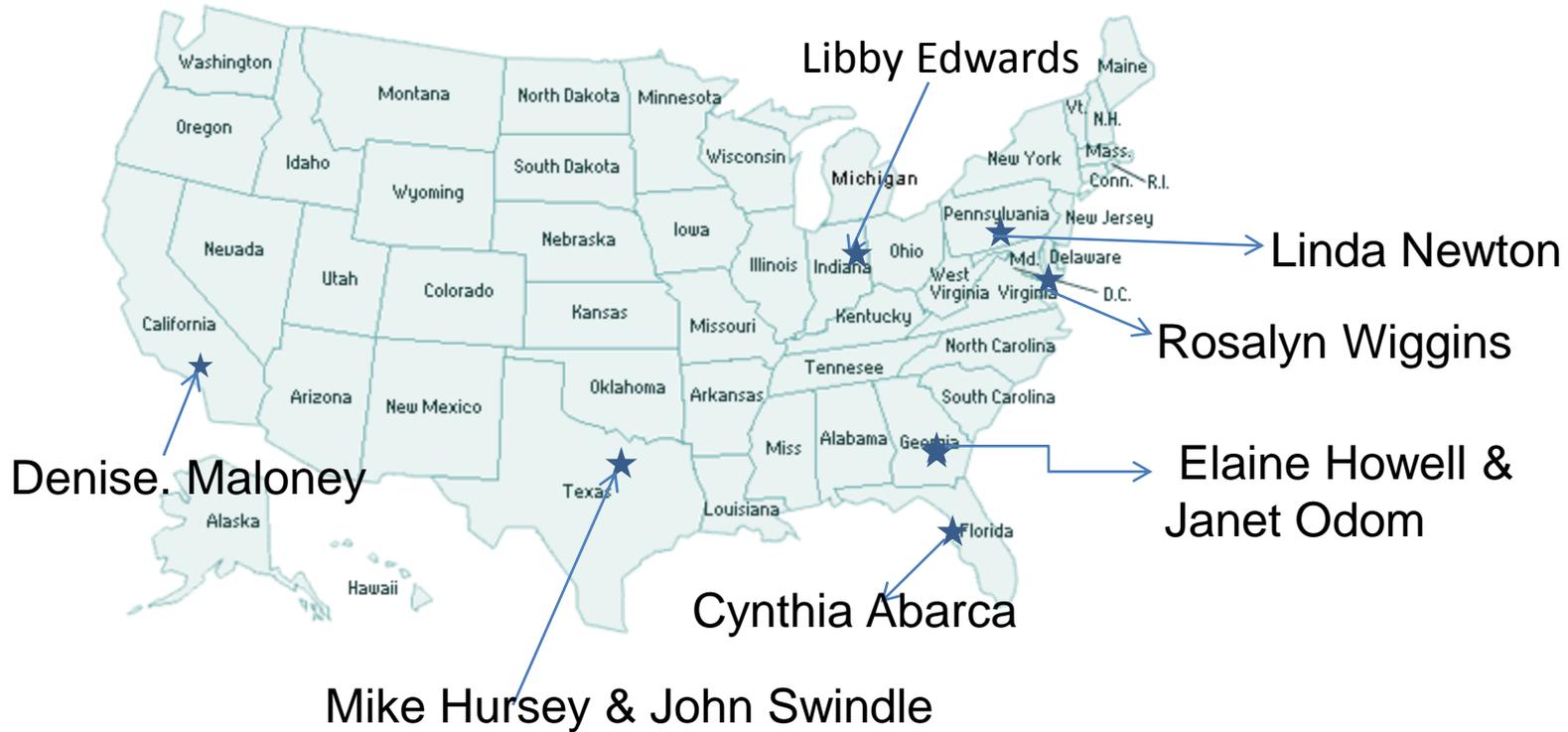


Defense Management Contract Agency Center Mentor Protégé Division

Elaine S. Howell, MP Director
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Please Hold Questions

Program Manager Locations





MP Program Managers

Cynthia Abarca
Program Manager

Cynthia.Abarca@dcma.mil

Denise Maloney
Program Manager

Denise.Maloney@dcma.mil

Libby Edwards
Program Manager

Elizabeth.Edwards@dcma.mil

Rosalyn Wiggins
Program Manager

Rosalyn.Wiggins@dcma.mil

Janet Odom
Program Manager

Janet.Odom@dcma.mil

Linda Newton
Post Division

Linda.Newton@dcma.mil



MP Program Managers

William (Mike) Hursey
Program Manager
William.Hursey@dcma.mil

John Swindle
Program Manager
John.Swindle@dcma.mil



Mentor Protégé Program

- Needs Assessment
- Memo Of Understanding
- Semi-Annual Reporting (SAR)
- DCMA Annual Review
- Success Stories

Needs Assessment

- Why is it required?
- What is a Needs Assessment?
- What is the Value of a Needs Assessment?

Needs Assessment

- Why is it required?
- **DFARS Appendix I – 106 (b) MP agreements should be structured AFTER completion of a preliminary assessment of the developmental needs of the protégé AND mutual agreement regarding the developmental assistance to be provided to address those needs.**
- **Appendix I-107 (e) – a preliminary assessment of the developmental needs of the protégé firm.**

What is a Needs Assessment?

- It is a documented Process used to determine and specify the type of developmental assistance the MENTOR will provided to the protégé.
- It outlines the current status of the protégé's business.
- It reflects where the Protégés weaknesses and strengths are.

What is a Needs Assessment?

- **It includes the specific areas that require mentoring & specific tasks agree upon, to help the Protégé achieve their goals and grow in the DOD/Federal market place.**
- **I-100 (2) Purpose of MPP – increase the overall participation of the protégé as subcontractors & supplier's.**
- **The starting point to ANY (Credit or Reimbursable) MPA**

Format - No regulation – Be creative



Needs Assessment

What is the Value of a Needs Assessment?

- **Basis upon which you build the developmental assistance plan in a MPA. WHO, WHAT, WHEN, WHERE and HOW's within the MP Agreement (milestones/semi-annual reports).**
- **Basis for your detailed cost proposal, for each task identified in the plan.**
- **A detailed needs assessment builds a good MP Agreement.**

DCMA is here to help!



Semi Annual Report

DoD Mentor-Protégé Semiannual Report

Report Completion
Areas of Most Concern



Semi Annual Report

- DFARS Appendix I-112.2
- Mentors **must** report on the progress made under active mentor-protégé agreements semiannually for the periods ending March 31st and September 30th throughout the Program participation term of the agreement. The September 30th report must address the entire fiscal year.
- Reports are due 30 days after the close of each reporting period.
- Reports are required for all agreements that were ACTIVE during the six month reporting period; even if there was not any fiscal or developmental activity.



Semi Annual Report

Section B – Obligations and Invoices

- Invoices - Ensure that you input all invoices submitted during the reporting period
- Obligated Dollars – Input the cumulative total of all dollars obligated to the agreement from the start of the agreement through the end of the report period. If your agreement has received more than one increment of funding since the start of the agreement, all increments of funding should be added in the first block of this area. The other two blocks will be automatically populated.

Section B - OBLIGATIONS AND INVOICES		
(This section applies ONLY to reimburseable agreements)		
All Invoices Submitted to DFAS (during this report period)		
Invoice Number	Date	Amount
1	11/5/09	\$25,838
2	11/24/09	\$31,349
3	12/30/09	\$31,309
4	2/2/10	\$86,410
Total of Invoices Submitted During This Report Period:		\$174,907
Total of Invoices Submitted Prior to This Report Period:		\$3,580
Cumulative Total of All Invoices for This Agreement Thru End of This Report Period:		\$178,487
Cumulative Total of All <u>PAID</u> Invoices for This Agreement Thru End of This Report Period:		\$29,418
Cumulative Total of All <u>UNPAID</u> Invoices for This Agreement Thru End of This Report Period:		\$149,069
Obligated Dollars		
Cumulative Obligated Dollars From Start of Agreement Thru End of This Report Period:		\$536,752
Cumulative Obligated Dollars (Thru End of This Report Period) Remaining to be Invoiced:		\$358,265
% of Cumulative Obligated Dollars That Have Not Been Invoiced (Thru End of This Report Period)		66.7%



Semi Annual Report

Section C – Expenditures to HBCU, MI, PTAC, SBDC

Include full descriptions of the type of service or training provided.

Section C - EXPENDITURES TO HBCU, MI, PTAC, SBDC (During Period of This Report)						
(This section applies to BOTH reimburseable and credit agreements)						
Date	Amount	Name of Institution				Description of Service or Training
		Type of Institution (mark one)				
		HBCU	MI	PTAC	SBDC	
1/13/10	\$41,900	Florida International University (FIU)				Onsite Training: Review Gap Analysis AS9100
			x			
Total	\$41,900					



Semi Annual Report

Section D – Labor, ODC & Incidental Costs to Mentor

- In accordance with approved Gantt Chart and Budget
- Costs or Credits Applied must meet FAR 31 Standards – Reasonable, Allowable and Allocable
- Breakdown the labor into smaller increments and don't lump the whole six months together.
- Define your ODCs (travel, postage, conference fees, equipment, leases)

Section D - LABOR, ODC, & INCIDENTAL COSTS to MENTOR					
(This section applies to BOTH reimburseable and credit agreements)					
Enter labor, other direct cost, and incidental cost which were incurred only during the 6-month period covered by this report					
Date	Amount	Cost Type (mark one)			Description
		Labor	ODC	Incidental	
5/4/11	\$286			X	Offshore Technology Conference
6/27/11	\$4,368			X	Tri-Service Conference
8/1/11	\$2,806			X	Protégé Travel to PMR
8/1/11	\$2,386		X		Mentor travel - PMR and working meetings at Protégé location
Apr-Aug 2011	\$47,806	X			Program Management
Total	\$57,652	\$47,806	\$2,386	\$7,460	



Semi Annual Report

Section E- SB & SDB Subcontracting Credit to be Taken by Mentor

- This Section is for Credit Agreements ONLY!
- Multipliers are applied in accordance with the figures included in Section D.
- The amounts in this section should be added to the Mentor’s SB dollar figures on the SSR in eSRS. Credit dollars are applied to all applicable SB Categories associated with the Protégé, (i.e.) SB, SDB, WOSB, HubZone VOSB and SDVOSB.

Section E - SB & SDB SUBCONTRACTING CREDIT TO BE TAKEN BY MENTOR		
(This section applies ONLY to credit agreements)		
The below amounts may be added to the SB and SDB dollar figures on the SF295 or eSRS summary report submitted by the Mentor:		
HBCU, MI, PTAC, SBDC Credits	Labor Credit	ODC Credit
\$167,600	\$143,418	\$4,772
TOTAL SB & SDB CREDIT TO BE CLAIMED		
\$315,790		



Semi Annual Report

Section F – Developmental Assistance Provided/Milestones Achieved

- Ensure that approved start/end dates are used and that they are in accordance with your last approved Gantt/Milestone Chart
- Any negative variances will require a Corrective Action Plan that will have to address why the milestone was missed or behind and how you plan to bring it back on track

Section F - DEVELOPMENTAL ASSISTANCE PROVIDED / MILESTONES ACHIEVED						
(This section applies to BOTH reimburseable and credit agreements)						
At a minimum, changes of start dates, end dates, and negative variances must be briefly explained in the next section						
Developmental Tasks ¹		Planned or Actual Start Date	Planned or Actual End Date	% of Allotted Time Elapsed as of End of Report Period	Estimate of Actual % Complete as of End of Report Period	Variance
1	Identify and Develop Required QMS Processes	11/23/2009	5/14/2010	74.4%	50%	-24%
2	Process Improvement/Lean Event	3/1/2010	4/23/2010	56.6%	65%	
3	Develop Process and Control Methods for Production	4/26/2010	7/29/2010		0%	
4	Security Needs Assessment	12/14/2009	12/25/2009		100%	
5	Personnel and Facility Security Plan	12/28/2009	10/4/2010	33.2%	50%	
6	Develop and Conduct ITAR training	1/4/2010	6/15/2010	53.1%	50%	-3%
7	Business Development, Training and Sustainability	2/1/10	7/19/10	34.5%	25%	-10%



Semi Annual Report

Section I – Revenue, Employees & Contracts – Protégé

- **The six month reporting period is either October 1-March 31 or April 1-September 30**
- **This is a report of the Protégé's ROI for the six month period.**
- **Protégé must provide Gross Revenue for the Six-Month Period of the Report – this figure is the Protégé's revenue obtained during the six month reporting period**
- **Employees – Number of employees the Protégé has on the last day of the six month reporting period**
- **Cumulative AWARDED From Start of Agreement Thru End of Report Period – these are awards the protégé has received since the start of the agreement including any task orders/delivery orders awarded under IDIQ contracts.**
- **INVOICED during Six-Month Period of this Report – Invoices from the awards received after start of agreement are reported in this section. Invoices from awards made prior to the agreement should not be included.**

Section I - REVENUE, EMPLOYEES, & CONTRACTS - PROTÉGÉ

Please note that some of the data requested below are dollars *INVOICED* during the period of this report only and some are total dollars *AWARDED* cumulative from the start of the agreement.

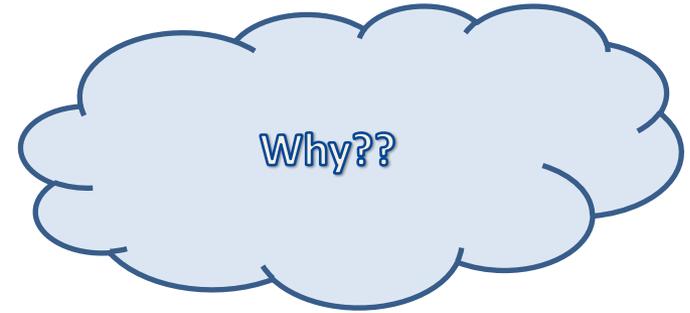
Protégé's Revenue, Employees, & Proposals					DoD Prime Contracts		DoD Subcontracts
Protégé's Gross Revenue During This Report Period (Dollars)	Protégé's Employees at End of This Report Period (Number)	Proposals Submitted to DoD by Protégé During Report Period	Proposals Submitted to Other Federal Agencies (Excluding DoD) by Protégé During Report Period		DoD Prime Contract Awards to Protégé (Number)	DoD Prime Contract Awards to Protégé (Dollars)	DoD Subcontracts From Mentor to Protégé (Number)
				Invoiced During Six-Month Period of This Report Only			
				Cumulative Awarded From Start of Agreement Thru End of Report Period			

	DoD Subcontracts						
	DoD Subcontracts From Mentor to Protégé (Dollars)	DoD Subcontracts to Protégé From All Sources Other Than Mentor (Number)	DoD Subcontracts to Protégé From All Sources Other Than Mentor (Dollars)	DoD Subcontracts From Protégé to Mentor (Number)	DoD Subcontracts From Protégé to Mentor (Dollars)	DoD Subcontracts From Protégé to Other Than Mentor (Number)	DoD Subcontracts From Protégé to Other Than Mentor (Dollars)
Invoiced During Six-Month Period of This Report Only							
Cumulative Awarded From Start of Agreement Thru End of Report Period							

	Other Federal Prime Contracts		Other Federal Subcontracts			
	All Other Federal (excluding DoD) Prime Contract Awards To Protégé (Number)	All Other Federal (excluding DoD) Prime Contract Awards To Protégé (Dollars)	All Other Federal (excluding DoD) Subcontract Awards To Protégé From Mentor (Number)	All Other Federal (excluding DoD) Subcontract Awards To Protégé From Mentor (Dollars)	All Other Federal (excluding DoD) Subcontract Awards To Protégé From All Sources Other Than Mentor (Number)	All Other Federal (excluding DoD) Subcontract Awards To Protégé From All Sources Other Than Mentor (Dollars)
Invoiced During Six-Month Period of This Report Only						
Cumulative Awarded From Start of Agreement Thru End of Report Period						

	Other Federal Subcontracts			
	All Other Federal (excluding DoD) Subcontract Awards To Mentor From Protégé (Number)	All Other Federal (excluding DoD) Subcontract Awards To Mentor From Protégé (Dollars)	All Other Federal (excluding DoD) Subcontract Awards From Protégé To Other Than Mentor (Number)	All Other Federal (excluding DoD) Subcontract Awards From Protégé To Other Than Mentor (Dollars)
Invoiced During Six-Month Period of This Report Only				
Cumulative Awarded From Start of Agreement Thru End of Report Period				

Annual Reviews



DFARS Appendix I- 113
Performance Reviews



Annual Reviews

DFARS Appendix I- 113 Performance Reviews:

- **DCMA will conduct annual performance reviews of the progress and accomplishments realized under approved mentor-protégé agreements. These reviews must verify data provided on the semiannual reports and**
- **(1) Whether all costs reimbursed to the mentor firm under the agreement were reasonably incurred to furnish assistance to the protégé in accordance with the mentor-protégé agreement and applicable regulations and procedures; and**
- **(2) Whether the mentor and protégé accurately reported progress made by the protégé in employment, revenues, and participation in DoD contracts during the Program participation term and for 2 fiscal years following the expiration of the Program participation term.**



Annual Reviews

- Mentor Questionnaire
 - Financials (OBL, invoices)
 - ROI
 - MP Comments
 - Expenditure tables
 - Property, HBCU/PTAC \$
- Protégé Questionnaire
 - ROI
- DCMA Annual Review



Annual Reviews

DCMA Annual Review continued:

- SAR (Timely, Accurate & Complete???)
- CAPs
- Risk Ratings (L, M, H)
- DCMA Recommendation (Continue, Terminate, move to Post Division)

QUESTIONS

