

## EVERYONE WINS WITH MENTORING

Mentoring is a business-to-business relationship that allows firms to share their expertise and resources to further their business objectives and create a stronger economy with a more competitive business environment. The practice of matching and cultivating relationships between large and small firms yields significant return on investment allowing both to learn, evolve and compete on WisDOT projects and in new markets.

For more information or to Get Started, please contact the [Bureau of Equity and Environmental Services](#), Wisconsin Department of Transportation

**414.438.4583**

## WHAT'S IN IT FOR ME?

Mentor/Protégé is designed to increase the statewide capacity and availability of DBEs and help the prime contractor develop relationships that foster DBE participation on DOT projects. Mentors receive credit to partner with DBEs, and DBEs receive assistance to foster development.

### Common Types of Assistance

- Technical Assistance
- Equipment Utilization
- Financial Counseling
- Bonding
- Capital Formation
- Record Keeping
- Business Planning



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Wisconsin Department of  
Transportation

# WISDOT MENTOR/PROTÉGÉ PROGRAM



**Bureau of Equity and  
Environmental Services**

## PROGRAM WITH A PURPOSE



This program was started to give **Disadvantaged Business Enterprises (DBEs)** the help they need to build their businesses and successfully

compete for work in transportation related contracts. By working with experienced prime contractors (“Mentors”) on WisDOT projects, DBEs (“Proteges”) can learn how to run their companies more efficiently and submit more competitive bids for contracts outside the program. Firms must be **certified** under Wisconsin’s Unified Certification Program (UCP) in order to participate.

**Prime contractors** may be reimbursed for their training and assistance costs under Federal Transit Authority (FTA), Federal Highway Authority (FHWA) and Federation Aviation Authority (FAA) programs.

## STEPS

*If you have completed the Mentoring Connection Program or already have a relationship with a prime, skip to step 8.*

### MENTOR

1. Notify DBE office of willingness to mentor.
2. Complete and submit a Mentor Protégé Request.
3. Attend a matchmaking session to meet potential protégé(s).
4. Select potential protégé(s).
5. Arrange brainstorming meetings with protégé(s).
6. Outline tasks with selected protégé.
7. If both parties agree, prepare a draft agreement.

### PROTÉGÉ

1. Ensure DBE certification is up-to-date.
2. Notify DBE office of your interest.
3. Complete a Mentor Protégé Assessment.
4. Prepare a marketing package for matchmaking session.
5. Attend a matchmaking session.
6. If selected, attend brainstorming meetings with potential mentor(s).
7. If both parties agree on tasks, draft the agreement.

### BOTH MENTOR & PROTÉGÉ

8. Forward draft agreement to: DBE office, 6150 W. Fond du Lac Ave., Milwaukee, WI, 53218.
9. Mentor and protégé meet with the DOT review panel.
10. Revise or finalize the agreement per the review panel.
11. Resubmit notarized agreement to DBE office for approval.

## THE MENTOR PROTÉGÉ AGREEMENT

The Mentor Protégé Agreement is one component of the business development services provided by the Wisconsin Department of Transportation through its Disadvantaged Business Enterprise Program. As such the Code of Federal Regulations, Part 26, governs its guidelines. Its purpose is to further the development of DBE firms via the provision of training and assistance from other firms so they may:

- Move into non-traditional areas of work.
- Compete in the marketplace outside the DBE program.

## About the Mentor Protégé Agreement

### Prerequisites:

- Both firms must be in good standing with WisDOT.
- Mentor must be registered.
- Protégé must be a certified DBE firm in good standing.

### Requisites:

- A formal, written development plan.
- Review and approval of WisDOT DBE Office.
- Defined objectives and roles of both parties.
- Outline of the arrangement’s duration.
- A fee schedule for direct and indirect cost for mentor’s services.

### Provisions for Mentor Reimbursement:

- Mentor’s services and associated costs must be directly attributable and properly allowable to specific individual contracts.
- The fee schedule must be approved by WisDOT’s Bureau of Financial Services **and the Bureau of Equity and Environmental Services (BEES)**.
- The amount claimed shall be verified by WisDOT and paid on an incremental basis.