Overview of the NASA Mentor-Protégé Program

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Mentor-Protégé Program Manager

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NASA Mentor-Protégé Program
Background

- NASA’s Office of Small Business Program’s Mentor-Protégé Program (MPP) has been created to provide incentives for NASA’s large prime contractors to assist eligible small businesses, as defined in NASA Federal Acquisitions Regulation (FAR) Supplement (NFS) 1819.72

- Mentor-Protégé Program’s goal is to enhance eligible small business capabilities to perform as prime contractors, subcontractors, suppliers under Government and commercial contracts
• NASA’s Mentor-Protégé Program is…
  – **Center-focused** and available at all 10 NASA Centers
    • Agreements are submitted to and maintained by the Center Small Specialists
  – A **value-focused program** aligned with NASA’s current and future strategy and mission
  – The foundation to forming **long-term business** partnerships between large prime contractors and thriving small businesses
  – Strategically documented with **clear guidance**, processes and procedures to ensure interest, goals and missions are met
Since the program was revamped in 2007, the NASA Mentor-Protégé Program continues to search for new initiatives in order to reach a wider audiences.

As of March 18, 2016, the NASA Mentor-Protégé Program has:

- 27 approved Mentors;
- **15 active** Mentor-Protégé Agreements with ~$2.2M in Developmental Assistance (Technical and Business) across 6 NASA Centers including:
  - Ames Research Center
  - Glenn Research Center
  - Goddard Space Flight Center
  - Johnson Space Center
  - Kennedy Space Center
  - Marshall Space Flight Center
To become a NASA approved Mentor, prime contractors, should:

1) Have an active and approved NASA subcontracting plan

2) Be eligible for awarding of federal government contracts

3) Submit a mentor applications to HQ OSBP
   • Applications can be submitted at any time
   • Once approved, a mentor is approved for six years

–Mentors can have *multiple* Protégés
NASA Mentor-Protégé Program
Protégé Eligibility

- Small Disadvantaged Business (SDB)
- Woman-Owned Small Business (WOSB)
- Historically Underutilized Business Zone (HUBZone) Concern
- Veteran-Owned Small Business (VOSB)
- Service-Disabled Veteran–Owned Small Business (SDVOSB)
- Historically Black College and University (HBCU)
- Minority Serving Institution (MSI)
- Small Business with an active NASA Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) Phase II contract
- Entities participating in the Ability One Program
The benefits of participation in the NASA Mentor Protégé Program will benefit all organizations involved:

- **Mentors**
  - Develop relationships with reliable small business
  - Gain evaluation points on future proposals and various credits (i.e. Award Fee credits and Past Performance Credit)

- **Protégés**
  - Enhance desirable and achieve new technical and business milestones within company
  - Strengthen capabilities to win potential prime and sub contracts

- **NASA**
  - Gains High Tech Companies
  - Reduces costs due to increase in fierce competition amongst small businesses
NASA Mentor-Protégé Program
How is the Program Measured?

- Annual Report to the Small Business Administration

- Increase in the number and dollar value of contract and subcontract awards, and revenue of protégé firms:
  - For 2 years after the conclusion of the Mentor-Protégé Agreement

- An increase in the number and dollar value of subcontracts awarded to the protégé firm by the Mentor; and,

- An increase in the employment levels of Protégé firm
  - For 2 years after the conclusion of the Mentor-Protégé Agreement
- Upon finding the “right” mentor and protégé combination that suits both organization’s missions and goals, the agreement process can begin

- Each Mentor-Protégé Agreement submission must include:
  1) A Cover Letter, from the Mentor, outlining the Agreement
  2) Protégé Application (www.osbp.nasa.gov)
  3) Mentor-Protégé Agreement (www.osbp.nasa.gov)
  4) Letters of Endorsement from:
     • Program’s Contracting Officer,
     • Contracting Officers Representative,
     • Program Manager, and
     • The designated Center Small Business Specialist

- Once all elements are complete, agreement will be submitted by the Center to OSBP HQ for review
- To assist with the achievement of organization milestones, all Mentor-Protégé Agreements require a desirable ratio of developmental assistance.

- Under a HBCU/MSI Agreement, the developmental assistance requirement split is 70% Business Development / 30% Technical Assistance.

- Goal:
  - Help these institutions find another source of revenue utilizing contracts.
  - Expose Prime to innovative technology at HBCUs/MSIs, for possible technology infusion into NASA missions.
  - Provide students with practical job skills.
NASA Mentor-Protégé Program
Examples of Developmental Assistance

- **Business Development (70%), including but not limited to:**
  - Organizational planning management: Strategic and Business Planning, legal/risk management, proposal development
  - Business development/marketing/sales: Market Research, Product Forecasting, web-based marketing, e-commerce
  - Human Resource Management
  - Contract management
  - Facilities and plant management: security, health and safety, OSHA standards
  - Any other assistance designed to develop the business/infrastructure capabilities of the Protégé

- **Technical Development (30%), including but not limited to:**
  - Quality Management programs: ISO 9000 Certification, SEI/CMM certification
  - Technology Transfer
  - Obtaining Security Clearance for Institutional facilities
  - Lean Six Sigma
  - Fiber optics systems design
  - Network systems: design and engineering, implementation
  - Information system design
  - Tooling design and fabrication
### NASA Mentor-Protégé Program

**Detailed Cost Breakdown**

<table>
<thead>
<tr>
<th>COST OF THE AGREEMENT</th>
<th>GFY 20_ _</th>
<th>GFY 20_ _</th>
<th>GFY 20_ _</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Costs &amp; Hours</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Direct Labor Costs</td>
<td>$100,000</td>
<td>$101,880</td>
<td>$129,000</td>
<td>$330,880</td>
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<tr>
<td>Direct Labor Hours</td>
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<td>631</td>
<td>681</td>
<td>1492</td>
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<tr>
<td>Indirect Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HBCU/MSI/ SBDC/PTAC</td>
<td></td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td>Other Direct Costs (i.e. Travel)</td>
<td>$800</td>
<td>$3,000</td>
<td>$1,200</td>
<td>$5,000</td>
</tr>
<tr>
<td>Other Direct Costs (i.e. Certification Fees)</td>
<td>$300</td>
<td>$300</td>
<td>$300</td>
<td>$900</td>
</tr>
<tr>
<td>Fiscal Year Totals</td>
<td>$101,100</td>
<td>$105,180</td>
<td>$130,500</td>
<td>$336,780</td>
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</table>

### OTHER DIRECT COSTS - TRAVEL

<table>
<thead>
<tr>
<th>GFY 20_ _</th>
<th>Number of Employees</th>
<th>Number of Trips Projected</th>
<th>Airfare Estimates</th>
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<tbody>
<tr>
<td>GFY 20_ _</td>
<td>2</td>
<td>1</td>
<td>$800.00</td>
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<td>GFY 20_ _</td>
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<tr>
<td>GFY 20_ _</td>
<td>2</td>
<td>2</td>
<td>$1,200.00</td>
</tr>
</tbody>
</table>

### OTHER DIRECT COSTS - CERTIFICATION FEES

<table>
<thead>
<tr>
<th>GFY 20_ _</th>
<th>Types of Certification</th>
<th>Certification Fee Estimates</th>
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<tbody>
<tr>
<td>GFY 20_ _</td>
<td>ISO</td>
<td>$1,000.00</td>
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<tr>
<td>GFY 20_ _</td>
<td>CMMI</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>GFY 20_ _</td>
<td>-</td>
<td>$ -</td>
</tr>
</tbody>
</table>
• Dollar value of the agreement has to be high
• Protégés don’t have much value add to the relationship
• Changes cannot be made to the agreement
- Request and inform the Center’s Small Business Specialist of the intent to submit a Mentor-Protégé Agreement
- Review the Mentor-Protégé Program Guidebook for Program Requirements
- Download current Application Templates from the OSBP website [http://www.osbp.nasa.gov](http://www.osbp.nasa.gov)
- Complete a thorough Needs Assessment of your University/Institution
- Request endorsement from the respective Program Office
NASA Mentor-Protégé Program
Submit Mentor-Protégé Agreements to the Centers

- Ames Research Center
  Moffett Field, CA
- Dryden Flight Research Center
  Edwards, CA
- Jet Propulsion Laboratory
  Pasadena, CA
- Johnson Space Center
  Houston, TX
- NASA Shared Services Center
  SSC, MS
- Stennis Space Center
  SSC, MS
- Marshall Space Flight Center
  MSFC, AL
- Glenn Research Center
  Cleveland, OH
- Goddard Space Flight Center
  Greenbelt, MD
- NASA Headquarters
  Washington, DC
- Langley Research Center
  Hampton, VA
- Kennedy Space Center
  KSC, FL
Contact Information

NASA Office of Small Business Programs

Tel: (202) 358-2088  
Fax: (202) 358-3261

Website: www.osbp.nasa.gov

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NVDB