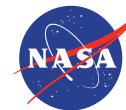


# JPL Mentor-Protégé Program

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**Jet Propulsion Laboratory**  
California Institute of Technology

# MENTOR-PROTÉGÉ PROGRAM

The goal of the program is to provide participants with training to strengthen areas of the small business that are crucial to successfully bid for and perform subcontracts at JPL.

The Mentor-Protégé Memorandum of Understanding (MOU), or agreement, sets forth a plan to train companies in specified business and technical development areas. The MOU is designed to provide a mutual benefit to the protégé and JPL.

A separate subcontract agreement will be issued to fund the fully executed MOU.

# ELIGIBILITY CRITERIA

Interested participants must be one of the following business entities:

- Small
- Small Disadvantaged (SDB)
- Women-Owned Small Business (WOSB)
- Historically Black College or University (HBCU)
- Minority Institution (MI)
- Veteran-Owned Small Business (VOSB)
- Service-Disabled Veteran-Owned Small Business (SDVOSB)
- Historically Underutilized Business Zone (HUBZone) Concern
- Small business with an active NASA Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) Phase II Contract

\*Must be registered in the System for Award Management (SAM)\*May not be a Foreign Entity\*May not be Debarred

# SELECTION CRITERIA

- Value of the proposed developmental assistance to the Protégé. This will help to define the technical and business development milestones for the agreement
- Identification of a counterpart organization at JPL to sponsor the agreement
- Approval obtained from JPL Contract Management Section
- Perceived benefit and/or value of the agreement to JPL
- Availability of funds.

# AGREEMENT ELEMENTS

- Needs Assessment: A description of the type of technical and business development assistance that the small business would like to receive from JPL. Examples include:
  - Technical Development:
    - Procurement Quality Assurance Audit
    - Increase in CMMI Level
  - Business Development:
    - Terms and Conditions Tutorial
    - Review of JPL's Proposal Process
    - On-Lab Marketing Support
    - Cost Audit

# AGREEMENT ELEMENTS – Cont'd

- History of Subcontract Performance at JPL
- Metrics: Defined quantitative measures for success which will indicate the extent to which the development tasks and milestones have been met. Examples include:
  - Increase in number of employees
  - Increase in annual revenue
  - Increase in the number of solicitations and awards
  - Quality of performance on subcontract tasks
  - Technical skills enhancement
- Semi-Annual Reports: The Mentor and Protégé must submit two semiannual reports to ensure that all milestones are being met.

# MOU AGREEMENT PROCESS

- The Protégé small business must submit a “Needs Assessment” to the JPL Small Business Programs Office SBPO). The assessment should demonstrate both business and technical development needs.
- Upon review and approval of the Protégé’s “Needs Assessment”, the SBPO will work with the Contract Technical Manager (a representative of the sponsoring JPL organization) and the small business to establish both the business and technical development tasks of the agreement.
- Develop a schedule of performance for the development tasks and indicate which JPL personnel or organization will facilitate the training.
- The small business must provide its history, description of capabilities, listing of executive management, revenue, and number of employees.

# PERIOD OF PERFORMANCE

- The standard period of performance is two years.
- The agreement may be extended for one additional period for a maximum period of performance of three years.



# JPL Small Business Programs Office

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Questions?