

Office of
Small Business Programs (OSBP)
where small business makes a **big** difference



Mentor Application Template



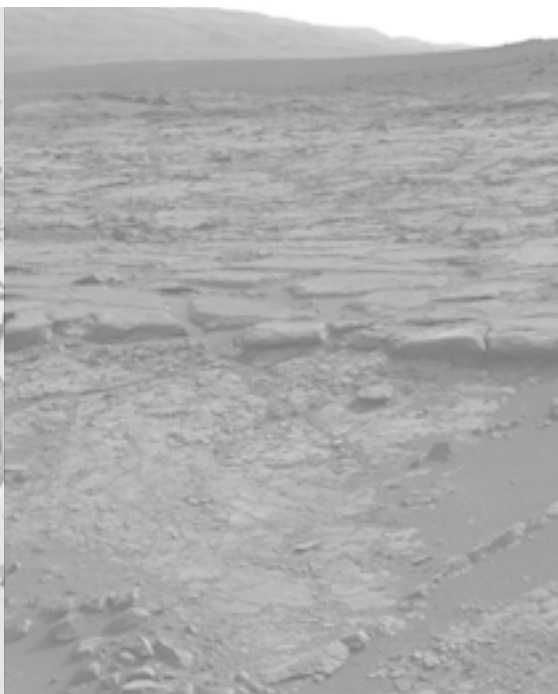
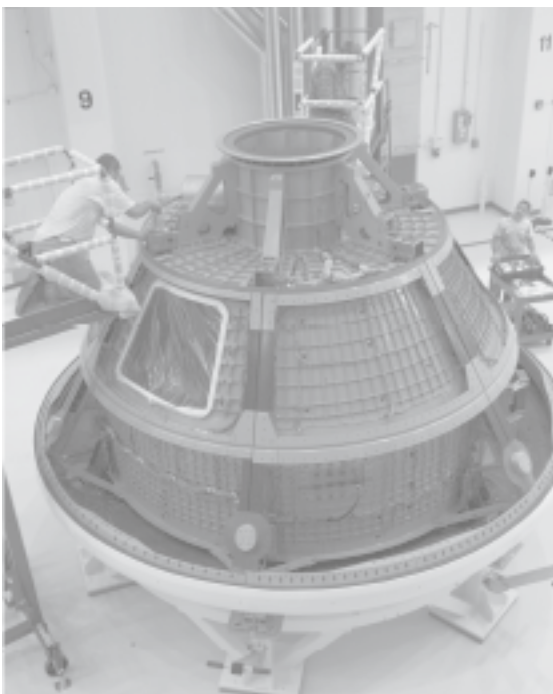
Mentor:

Date of Submission:

As of January 2020

The Orion ground test vehicle sits on a work stand in the Operations and Checkout (O&C) Facility at NASA's Kennedy Space Center in Florida. The vehicle traveled more than 1,800 miles from the company's Waterton Facility near Denver, where it successfully completed a series of rigorous tests that simulated launch and space flight environments.

This mosaic of images from Curiosity's Mast Camera (Mastcam) show geological members of the Yellowknife Bay formation. The scene has the Sheepbed mudstone in the foreground and rises up through Gillespie Lake member to the Point Lake outcrop. These rocks record superimposed ancient lake and stream deposits that offered past environmental conditions favorable for microbial life. Rocks here were exposed about 70 million years ago by removal of overlying layers due to erosion by the wind.



A-2. Mentor Application Template

Date of Submission: _____

Overview

A business that is interested in participating in the NASA Mentor–Protégé Program (MPP) must submit an application for approval as a Mentor. The application must be submitted to the NASA MPP Program Manager (PM) at the Marshall Space Flight Center (MSFC) in Huntsville, AL.

All fields must be addressed and completed in full below. The PM may request additional information as needed.

M1. Mentor Information

Mentor Information	
ADDRESS	
PHONE	
FAX	
EMAIL ADDRESS	
WEBSITE	
INDUSTRY (I.E., R&D, SVC, MFG)	
CAGE CODE	
DATE OF MENTOR APPROVAL	
NAME OF MENTOR COMPANY	
DIVISION NAME	
DUNS NUMBER	
POINT OF CONTACT NAME	
POSITION TITLE	

M2. Eligibility. Please indicate whether the company is currently eligible for the award of Federal contracts and is performing under at least one active approved subcontracting plan negotiated with NASA. YES or NO

If yes, please indicate the contract # _____

M3. Historical Background. In 400 words or less, provide a brief summary about the business, including a profile, historical background, recent activities and accomplishments. Indicate whether the business has ever been classified as a small business.

Mentor Historical Background

*If more than 1500 characters, add an additional file.

M4. Small Business Prime and Subcontracting Goals. Please provide, as an attachment, a 3-year trend analysis of the company’s Small Business Prime and Subcontracting Goals and Actuals.

M5. Mentor Performance Data. Please fill out the following tables with all requested data for two complete Government Fiscal Years (GFYs) immediately preceding submission of this application. Please note that the GFY is from October 1 to September 30.

a. Prime Contracts. List the number of prime contracts awarded from NASA and other Federal agencies along with the associated dollar values for all prime contracts received by the firm. If none, enter zero.

Prime Contracts Awarded to Mentor			
	GOVERNMENT FISCAL YEAR	NUMBER OF PRIME CONTRACTS AWARDED	TOTAL PRIME CONTRACTS VALUE (\$)
NASA PRIME CONTRACTS	GFY- _____		
	GFY- _____		
OTHER FEDERAL AGENCY PRIME CONTRACTS	GFY- _____		
	GFY- _____		

b. Subcontracts. List the number of NASA subcontracts and other Federal Agencies along with the associated dollar values for each. If none, enter zero.

Subcontracts Awarded to Mentor			
	GOVERNMENT FISCAL YEAR	NUMBER OF SUBCONTRACTS AWARDED	TOTAL SUBCONTRACTS VALUE (\$)
NASA SUBCONTRACTS	GFY- _____		
	GFY- _____		
OTHER FEDERAL AGENCY SUBCONTRACTS	GFY- _____		
	GFY- _____		

M6. Ability to Provide Developmental Assistance. Describe the Mentor’s ability to provide developmental assistance. Include how the assistance will potentially increase subcontracting opportunities to small businesses and/or Historically Black Colleges and Universities (HBCUs)/Minority Serving Institutions (MSIs).

Ability to Provide Development Assistance

*If more than 1200 characters, add an additional file.

M7. Summary Subcontracting Report (SSR). Attach to this application a copy of the SSRs for the two preceding GFYs.

M8. Signatures. Before signing this document, verify that the content you are submitting is correct. Please attach a cover letter on company letterhead once application is ready for submission.

Mentor Signature: _____ **Date:** _____