

CHANGE REQUEST COVER SHEET

Change Request Number: 10-40

Date Received: 2/26/2010

Title: Small Business Changes - Mentor-Protege Guidance and Business Declaration Form

Name: Tim Eckert

Phone: (202) 267-7527

Policy OR Guidance: Guidance

Section/Text Location Affected: T3.6.1A.8

Summary of Change: Administrative update to AMS guidance regarding mentor- protege program and update to Business Declaration Form

Reason for Change: Addition of relevant definitions and other adjustments to the language providing further clarification of the purpose and intent of the program. Administrative clarifications to Business Declaration Form (this part of CR not in Fast Edit)

Development, Review, and/or Concurrence: AJA-8

Target Audience: FAA Contracting Workforce

Potential Links within FAST for the Change: None

Briefing Planned: No

ASAG Responsibilities: None

Potential Links within FAST for the Change: None

Links for New/Modified Forms (or) Documents (LINK 1) [null](#)

Links for New/Modified Forms (or) Documents (LINK 2) [null](#)

Links for New/Modified Forms (or) Documents (LINK 3) [null](#)

SECTIONS EDITED:

Procurement Guidance:

T3.6.1 - Small Business Development Program

Small Business Development

Section 8 : Mentor-Protégé [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

SECTIONS EDITED:

Section 8 : Mentor-Protégé

Old Content: Procurement Guidance:

T3.6.1 - Small Business Development Program

Small Business Development

Section 8 : Mentor-Protégé

a. Definitions.

(1) SOCIALLY, AND ECONOMICALLY DISADVANTAGED BUSINESSES (SEDB), as used in the Mentor-Protégé Program, means small business concerns owned and controlled by socially and economically disadvantaged individuals as defined by the Acquisition Management System (AMS).

(2) HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) means institutions determined by the U.S. Secretary of Education to meet the requirements of 34 CFR 608.2 and listed therein.

(3) MINORITY EDUCATIONAL INSTITUTIONS (MI) means institutions verified by the U.S. Secretary of Education to meet the criteria set forth in 34 CFR 637.4. MIs include Hispanic-serving institutions as defined by 20 USC 1059c(b)(1).

(4) WOMEN-OWNED SMALL BUSINESSES (WO), as used in the Mentor-Protégé Program, means a small business where ownership and controlling interest (at least 51%) in the company is held by a woman.

(5) SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVSB) is a small business concern that is 51% owned and controlled by a service disabled veteran(s).

(6) HIGH-TECH: As used herein , means research and/or development efforts that are within or advances the state-of-the-art in technology discipline and are performed primarily by professional engineering, scientists, and highly skilled and trained technicians or specialists.

b. Purpose.

(1) The FAA Mentor-Protégé Program is designed to motivate and encourage firms to assist Small Socially and Economically Disadvantaged Businesses (SEDB), Service-

Disabled Veteran-Owned Small Business (SDVSB), Historically Black Colleges and Universities (HBCU), Minority Institutions (MI) and Women-Owned (WO) Small Businesses in enhancing their capabilities to perform FAA prime contracts and subcontracts, foster the establishment of long-term business relationships between these entities and Mentor Firms, and increase the overall number of these entities that receive FAA prime contract and subcontract awards. The "Mentor-Protégé Program Guide" may be obtained from the Small Business Development Program Office (SBDPO) staff.

c. Incentives for Mentor Participation.

- (1) Mentors may receive additional evaluation points (for Mentor-Protégé Program participation) toward the award of contracts during the evaluation of competitive offers.
- (2) Mentors may receive credit toward attaining subcontracting goals contained in their FAA subcontracting plan(s) for Mentor-Protégé participation.
- (3) Costs incurred by a mentor to provide developmental assistance (i.e., technical or managerial) described in Section 1.12 are allowable as indirect costs (appropriate documentation shall be provided) unless the contract contains a line item specifically for the Mentor-Protégé Program. A ceiling on allowable developmental costs shall be established at time of contract award.
- (4) Procurements may be set-aside exclusively for competition among firms that are participants in the FAA Mentor-Protégé Program.

d. Review and Approval on Mentor-Protégé Application and Agreement.

- (1) The Mentor-Protégé application and agreement is reviewed by the SBDPO. The review should be completed no later than 30 days after receipt by the FAA Team. SBDPO should provide a copy of the submitted information to the cognizant FAA service team for a parallel review and concurrence.
- (2) Upon agreement approval, the mentor may implement the developmental assistance program.
- (3) An approved agreement should be incorporated into the mentor or protégé firm's contract or memorandum of understanding with the FAA. It should be added to the subcontracting plan in contracts which contain such a plan.
- (4) If the application is disapproved the mentor may provide additional information for reconsideration. The review of any supplemental material should be completed within 30 days after receipt by the SBDPO. Upon finding deficiencies that the FAA considers correctable, the SBO should notify the mentor and request information to be provided within 30 days that may correct the deficiencies.

e. Mentor-Protégé Program Guidance Additional Mentor-Protégé Program guidance is located at web site <http://www.sbo.faa.gov>.

New Content: Procurement Guidance:

T3.6.1 - Small Business Development Program

Small Business Development

Section 8 : Mentor-Protégé

a. Definitions.

(1) SOCIALLY, AND ECONOMICALLY DISADVANTAGED BUSINESSES (SEDB), as used in the Mentor-Protégé Program, means small business concerns owned and controlled by socially and economically disadvantaged individuals as defined by the Acquisition Management System (AMS).

(2) HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) means institutions determined by the U.S. Secretary of Education to meet the requirements of 34 CFR 608.2 and listed therein.

(3) MINORITY EDUCATIONAL INSTITUTIONS (MI) means institutions verified by the U.S. Secretary of Education to meet the criteria set forth in 34 CFR 637.4. MIs include Hispanic-serving institutions as defined by 20 USC 1059c(b)(1).

(4) WOMEN-OWNED SMALL BUSINESSES (WO), as used in the Mentor-Protégé Program, means a small business where ownership and controlling interest (at least 51%) in the company is held by a woman.

(5) SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVSB) is a small business concern that is 51% owned and controlled by a service disabled veteran(s).

(6) HIGH-TECH, as used herein means research and/or development efforts that are within or advances the state-of-the-art in technology discipline and are performed primarily by professional engineering, scientists, and highly skilled and trained technicians or specialists.

(7) SMALL DISADVANTAGED BUSINESS (SDB) is a small business concern that is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals and that has its management and daily business controlled by one or more such individuals.

(8) SMALL BUSINESS (SB) is a business, including its affiliates, that is independently owned and operated and not dominant in producing the products or performing the services being purchased, and one that qualifies as a small business under the Federal

Government's criteria and North American Industry Classification System (NAICS) Code size standards.

b. Purpose.

(1) The FAA Mentor-Protégé Program is designed to motivate and encourage firms to assist Small Businesses (SB), preferably Socially and Economically Disadvantaged Businesses (SEDB), Small Disadvantaged Businesses (SDB), Service-Disabled Veteran-Owned Small Business (SDVSB), Historically Black Colleges and Universities (HBCU), and Minority Institutions (MI) and Women-Owned Businesses (WOB), enhancing their capabilities to perform FAA prime contracts and subcontracts, foster long-term business relationships between these entities and Mentor Firms, and increase the overall number of these entities that receive FAA prime contract and subcontract awards. The "Mentor-Protégé Program Guide" may be obtained from the Small Business Development Program Group (SBDPG) staff.

c. Incentives for Mentor Participation.

- (1) Mentors may receive additional evaluation points (for Mentor-Protégé Program participation) toward the award of contracts during the evaluation of competitive offers.
- (2) Mentors may receive credit toward attaining subcontracting goals contained in their FAA subcontracting plan(s) for Mentor-Protégé participation.
- (3) Costs incurred by a mentor to provide developmental assistance (i.e., technical or managerial) described in Section 1.12 are allowable as indirect costs (appropriate documentation must be provided) unless the contract contains a line item specifically for the Mentor-Protégé Program. A ceiling on allowable developmental costs must be established at time of contract award.
- (4) Procurements may be set-aside exclusively for competition among firms that are participants in the FAA Mentor-Protégé Program.

d. Review and Approval on Mentor-Protégé Application and Agreement.

- (1) The Mentor-Protégé application and agreement is reviewed by the SBDPG. The review should be completed no later than 30 days after receipt. The SBDPG should provide a copy of the submitted information to the cognizant FAA service team and Contracting Officer for a parallel review and concurrence.
- (2) Upon approval of the agreement, the mentor may implement the developmental assistance program.
- (3) An approved agreement should be incorporated into the mentor or protégé firm's contract or memorandum of understanding with FAA. It should be added to the subcontracting plan in contracts which contain such a plan.

(4) If the application is disapproved, then the mentor may provide additional information for reconsideration. The review of any supplemental material should be completed within 30 days after receipt by the SBDPG. Upon finding deficiencies that FAA considers correctable, the SBDPG should notify the mentor and request information to be provided within 30 days that may correct the deficiencies.

e. Additional Mentor-Protégé Program guidance is located on the Small Business Development Office website.

Red Line Content: Procurement Guidance:

T3.6.1 - Small Business Development Program

Small Business Development

Section 8 : Mentor-Protégé

a. Definitions.

(1) SOCIALLY, AND ECONOMICALLY DISADVANTAGED BUSINESSES (SEDB), as used in the Mentor-Protégé Program, means small business concerns owned and controlled by socially and economically disadvantaged individuals as defined by the Acquisition Management System (AMS).

(2) HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) means institutions determined by the U.S. Secretary of Education to meet the requirements of 34 CFR 608.2 and listed therein.

(3) MINORITY EDUCATIONAL INSTITUTIONS (MI) means institutions verified by the U.S. Secretary of Education to meet the criteria set forth in 34 CFR 637.4. MIs include Hispanic-serving institutions as defined by 20 USC 1059c(b)(1).

(4) WOMEN-OWNED SMALL BUSINESSES (WO), as used in the Mentor-Protégé Program, means a small business where ownership and controlling interest (at least 51%) in the company is held by a woman.

(5) SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVSB) is a small business concern that is 51% owned and controlled by a service disabled veteran(s).

(6) HIGH-TECH: ~~As,~~ as used herein means research and/or development efforts that are within or advances the state-of-the-art in technology discipline and are performed primarily by professional engineering, scientists, and highly skilled and trained technicians or specialists.

(7) SMALL DISADVANTAGED BUSINESS (SDB) is a small business concern that is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one or more socially and economically

disadvantaged individuals and that has its management and daily business controlled by one or more such individuals.

(8) SMALL BUSINESS (SB) is a business, including its affiliates, that is independently owned and operated and not dominant in producing the products or performing the services being purchased, and one that qualifies as a small business under the Federal Government's criteria and North American Industry Classification System (NAICS) Code size standards.

b. *Purpose.*

(1) The FAA Mentor-Protégé Program is designed to motivate and encourage firms to assist Small Businesses (SB), preferably Socially and Economically Disadvantaged Businesses (SEDB), Small Disadvantaged Businesses (SDB), Service-Disabled Veteran-Owned Small Business (SDVSB), Historically Black Colleges and Universities (HBCU), and Minority Institutions (MI) and Women-Owned Businesses (WOWOB) ~~Small Businesses in~~, enhancing their capabilities to perform FAA prime contracts and subcontracts, foster ~~the establishment of~~ long-term business relationships between these entities and Mentor Firms, and increase the overall number of these entities that receive FAA prime contract and subcontract awards. The "Mentor-Protégé Program Guide" may be obtained from the Small Business Development Program ~~Office Group~~ (SBDPO/SBDPG) staff.

c. *Incentives for Mentor Participation.*

(1) Mentors may receive additional evaluation points (for Mentor-Protégé Program participation) toward the award of contracts during the evaluation of competitive offers.

(2) Mentors may receive credit toward attaining subcontracting goals contained in their FAA subcontracting plan(s) for Mentor-Protégé participation.

(3) Costs incurred by a mentor to provide developmental assistance (i.e., technical or managerial) described in Section 1.12 are allowable as indirect costs (appropriate documentation ~~shall~~ must be provided) unless the contract contains a line item specifically for the Mentor-Protégé Program. A ceiling on allowable developmental costs ~~shall~~ must be established at time of contract award.

(4) Procurements may be set-aside exclusively for competition among firms that are participants in the FAA Mentor-Protégé Program.

d. *Review and Approval on Mentor-Protégé Application and Agreement.*

(1) The Mentor-Protégé application and agreement is reviewed by the ~~SBDPO~~ SBDPG. The review should be completed no later than 30 days after receipt ~~by the FAA Team.~~ The SBDPG should provide a copy of the submitted information to the cognizant FAA service team and Contracting Officer for a parallel review and concurrence.

(2) Upon ~~approval agreement~~ ~~of approval~~ the agreement, the mentor may implement the developmental assistance program.

(3) An approved agreement should be incorporated into the mentor or protégé firm's contract or memorandum of understanding with ~~the~~ FAA. It should be added to the subcontracting plan in contracts which contain such a plan.

(4) If the application is disapproved, then the mentor may provide additional information for reconsideration. The review of any supplemental material should be completed within 30 days after receipt by the ~~SBDPO~~ SBDPG. Upon finding deficiencies that ~~the~~ FAA considers correctable, the ~~SBO~~ SBDPG should notify the mentor and request information to be provided within 30 days that may correct the deficiencies.

e. ~~Mentor-Protégé~~ ~~Program Guidance~~ Additional Mentor-Protégé Program guidance is located at ~~web site~~ <http://www.sbo.faa.gov>.
