

Sandia National Laboratories - Office of Small Business Advocacy
(OSBA)

“BSA” Agreement

As a requirement for participation in the Sandia National Laboratories, Office of Small Business Advocacy, Mentor/Protégé Program, the Mentor/Protégé Team (consisting of the following participants) agree to the terms set forth in the body of this document including (but not limited to) confidentiality, indemnification, meeting schedule, orientation, and reporting.

Business Service Advisor (BSA)
 Name: _____
 Co. Name: _____
 Phone: _____
 Fax: _____
 Email: _____

Mentor/Protégé Team
 Co Name Mentor: _____
 Co. Name Protégé: _____
 Protégé Phone: _____
 Protégé Fax: _____
 Protégé Email: _____
 Mentor Email: _____

Acknowledgements and Terms:

1. BSA, Mentor, and Protégé are voluntary participants in program.
2. Release: By signing this document you authorize Sandia Office of Small Business Advocacy to publicize your participation and progress in the Mentor/Protégé Pilot Program. You agree to authorize Sandia to utilize your name, business name and success stories in media and news releases. You grant this waiver and release on the distinct understanding that the use of your name and other information will be accurate.
3. Orientation: The BSA, Mentor, and the Protégé are required to have participated in their respective Orientations. OSBA will host other non-mandatory Mentor/Protégé events, but all participants are encouraged to attend.
4. Meeting and Reporting Schedule: The BSA/Mentor/Protégé Team is expected to meet up to and including eight (8) hours. All are required to attend meetings prepared and report outcomes of each meeting to OSBA in a timely fashion (within one week of meeting completion). BSA/Mentor/Protégé Teams are expected to work toward solutions to specific issues facing the Protégé.
5. Confidentiality: BSA, Mentor, Protégé, and OSBA are to take normal precautions against disclosure of information that Protégé marks and otherwise identifies; it is, nonetheless, recognized that disclosure can occur. Sandia, its employees, the Mentoring and BSA partners and its representatives assume no obligation or liability to Protégé should there be any form of disclosure, unless covered by another agreement.
6. Termination: Sandia reserves the right to terminate BSA/Mentor/Protégé Team at any time without obligation to disclose reasoning.
7. Indemnification: Protégé agrees to hold harmless Sandia, its employees, the Mentor and BSA partners or representatives therein from any liability or claim alleged to arise from the Mentor/Protégé program.
8. During and post-participation in the Mentor/Protégé program, BSA’s, Mentors and Protégé will be requested to answer quality survey questionnaires to identify opportunities for improving service.

 Signature of BSA

 Printed Name

 Date

 Signature of Mentor

 Printed Name

 Date

 Signature of Protégé

 Printed Name

 Date

 Signature of OSBA

 Printed Name

 Date