

Mentor-Protégé Program

Frequently Asked Questions



ABBREVIATIONS:

Effective Date: 06/2021, Version 04

- **BOW:** Business Opportunity Website
- **MPP:** Sandia's Mentor-Protégé Program
- **Sandia:** Sandia National Laboratories
- **SB:** Small business

Q1: What is the intent of the Sandia's MPP?

A1: This program is developmental in nature and is intended for SBs to develop/improve their capabilities. This program is not intended to be a quick path for obtaining subcontracts. While participating in the MPP, companies should use their mentors' advice to improve their processes, policies, and procedures to better position themselves to successfully compete for subcontracts after graduating from the program. SBs that solely seek to obtain noncompetitive subcontracts while in the MPP are discouraged from participating in the program.

Q2: What documentation is required for a Prospective Protégé to be considered for the Sandia's MPP?

A2: To be considered for this opportunity, SBs interested in applying for the MPP must complete the following steps:

- Step 1: Respond to all mandatory requirements/questions within the BOW posting
- Step 2: Complete a Sandia MPP application (attached to BOW) and associated narratives
- Step 3: Provide an SB self-certification (SAM FAR Report or Sandia Supplier Data Sheet - reference question 15 for more information)
- Step 4: Fill out Technical Capabilities Matrixes that are relevant to your line of work
- Step 5: Provide at least two [2] business references
- Step 6: Email the completed application and required documents (step 2 through step 5) to sddmpp@sandia.gov by or before designated time referenced on BOW

Q3: Where is the Sandia's MPP application located?

A3: The Sandia's MPP application is attached to the BOW posting, which can be viewed or downloaded.

Q4: How long will the MPP opportunity be posted to the BOW?

A4: The MPP opportunity will be posted on the BOW for 30 days.

Q5: Is the BOW posting a separate response than the Sandia's MPP application?

A5: Yes, they are separate responses. Applicant shall submit a response to the BOW and shall also email a completed application to sddmpp@sandia.gov by or before designated time referenced on BOW.

Q6: Is the intent to award to one SB Protégé or is this posting to select several Protégés?

A6: Sandia anticipates multiple awards.



Q7: If my SB is selected, what is the total timeframe of the program?

A7: The Sandia's MPP is a two-year program with an additional one-year option; total time in the program will not exceed three (3) years.

Q8: Do I have to be registered in iSupplier to respond to a BOW posting?

A8: Yes, if you are interested in this opportunity and would like to submit a response, register in Sandia's iSupplier portal. You must be approved in iSupplier before you can submit a response to the BOW. After you receive approval, you must respond via the BOW, and you must also email a completed application to sddmpp@sandia.gov by or before designated time referenced on BOW.

Q9: If my SB is not selected for the Sandia's MPP, will I be notified?

A9: Sandia will notify applicants that have not been selected to participate in the MPP. Protégé applicants that were not selected may request a discussion to better understand Sandia's decision. To submit a discussion request, email supplier@sandia.gov within 15 business days of receiving notification.

Q10: When will applicants be notified if they have been selected as a Protégé for the Sandia's MPP?

A10: Sandia will notify successful applicants that they have been selected to participate in the MPP by July 2022 (subject to NNSA and DOE concurrence).

Q11: How long do I have to be in business to apply for the Sandia's MPP?

A11: An applicant must have been in business for at least two (2) years before applying to the MPP.

Q12: Are there reporting requirements for protégés that participate in Sandia's MPP?

A12: Protégés that participate in the MPP must submit two (2) required reports to Sandia: A semiannual progress report that summarizes the agreement's accomplishment status and that conveys whether the Protégé believes the mentor and protégé are accomplishing their program objectives, and a final report that includes the Mentor-Protégé partnership's successes and "lessons learned".

Q13: Is the intent of the Sandia's MPP to develop SB entities or to support missions within Sandia?

A13: Both, through the MPP, Sandia's intends to foster long-term business relationships with SB entities by providing developmental assistance to the Protégé companies. This assistance will help Protégés develop or enhance their ability to build solid, established, and successful businesses, while meeting Sandia's mission and acquisition needs subject to subcontract opportunities and funding. However, this program is not intended to be a quick path for obtaining subcontracts. Small businesses with the primary purpose of obtaining non-competitive subcontracts while in the program are discouraged from participation.

Q14: How does a response to the BOW differ from emailing the Sandia's MPP application?

A14: There are mandatory requirements that shall be answered in both the BOW and Sandia's MPP application.

- If an applicant only responds to the BOW posting, but does not email the Sandia's MPP application, SB self-certification, and two [2] business references, it will be considered an incomplete application.



- If an applicant only emails the Sandia's MPP application, SB self-certification, and two [2] business references, but does not respond to the BOW, it will be considered an incomplete application.

Q15: Is there a specific form or template for the self-certification portion of the application?

A15: For the self-certification portion of the application, an applicant shall provide a copy of a SAM FAR Report or a Sandia Supplier Data Sheet (available upon request by emailing sddmpp@sandia.gov).

Q16: Does the Protégé need to have a mentor selected or does Sandia's pair them up?

A16: No, Sandia will be the "mentor" of record. The Sandia's Protégé Applicants Review Board, upon selection of Protégé(s), will identify potential mentors (Sandia's employees) based upon the Protégé's developmental needs

Q17: Will travel be required for Protégés?

A17: There will be minimal impact to the selected Protégés regarding travel. The Mentor(s), Program Manager, or Supplier Diversity Advocates will conduct Microsoft TEAMS meetings and travel to the Protégés' business locations to support Mentor-Protégé scheduled activities throughout the two-year span.

Q18: Will a clearance be required?

A18: No, a Protégé will not be required to have a clearance for the MPP. However, if a subcontract is awarded to a Protégé and a clearance is required, Protégés will have to abide by the contractual requirements.

Q19: As a small business, are you excluded from applying for the MPP if you have past or current purchase orders with Sandia?

A19: No, you are not excluded if you have past or current purchase orders with Sandia.

Q20: Is there a minimum number of employees a small business must have to apply for the MPP?

A20: A small business can apply for the MPP, as long as the company is: 1. A small business concern 2. Can certify as a small business according to NAICS series code and associated Small Business Administration (SBA) designated size standard listed in the BOW.

Q21: Is a previous Mentor-Protégé agreement with a M&O contractor considered participation in a DOE Mentor-Protégé Program?

A21: Yes, having a previous Mentor-Protégé agreement with an M&O contractor is considered past participation. "Management and operating" (M&O) contract is a term used to describe the contracts that are central to the Department of Energy's business model.