

## FREQUENTLY ASKED QUESTIONS: NTESS/SANDIA NATIONAL LABORATORIES' MENTOR-PROTÉGÉ PROGRAM

Effective Date: 01/20/2020, Version 02

**IMPORTANT:** Information provided is subject to change. The Mentor-Protégé posting on the Business Opportunity Website will contain all formal instructions, mandatory requirements, and the required application for the NTESS/Sandia DOE Mentor-Protégé Program.

### ABBREVIATIONS

**BOW:** Business Opportunity Website

**MPP:** NTESS/Sandia Mentor-Protégé Program

**Sandia:** Sandia National Laboratories

**SB:** Small business

#	Question	Answer
<b>General Scope Questions:</b>		
1	What is the intent of the NTESS/Sandia MPP?	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.
2	What documentation is required for a Prospective Protégé to be considered for the NTESS/Sandia MPP?	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 an NTESS/Sandia MPP application (request an application by emailing rlopez3@sandia.gov) Step 3: Provide an SB self-certification (SAM Registration FAR Report or Sandia Supplier Data Sheet - reference question 15 for more information) Step 4: Provide at least two (2) business references (additional detail can be found on the MPP application, page 4, section 14) Step 5: Email the completed application, SB self-certification, and two business references to supplier@sandia.gov before or by January 31, 2020 before or by 6:02 PM Mountain Time.
3	Where is the NTESS/Sandia MPP application located?	The NTESS/Sandia MPP application is attached to the BOW posting, which can be viewed or downloaded. Applicant shall email a completed application and supporting documentation to supplier@sandia.gov before or by January 31, 2020.
4	How long will the MPP opportunity be posted to the BOW?	The BOW posting closes January 31, 2020 at 6:02 PM Mountain Time.
5	Is the BOW posting a separate response than the NTESS/Sandia MPP application?	Yes, they are separate responses. Applicant shall submit a response to the BOW <u>and</u> shall also email a completed application before or by January 31, 2020. To be considered for this opportunity, reference question #2 for mandatory requirements.
6	Is the intent to award to one SB Protégé or is this posting to select several Protégés?	NTESS/Sandia will select two (2) protégés in FY20: one from NAICS 54 Series (professional, scientific, and technical services) and one from NAICS 23 Series (construction). Additional opportunities will exist in future years.
7	If my SB is selected, what is the total timeframe of the program?	The NTESS/Sandia MPP is a two-year program with an additional one-year option; total time in the program will not exceed three (3) years.
8	Do I have to be registered in iSupplier to respond to a BOW posting?	Yes, if you are interested in this opportunity and would like to submit a response, register in Sandia's iSupplier portal. Please note that it takes roughly 48 business hours to receive approval in iSupplier.  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 (reference question #2).  (Sandia National Laboratories is closed December 25, 2019-January 1, 2020.)
9	If my SB is not selected for the NTESS/Sandia MPP, will I be notified?	NTESS/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.
10	When will applicants be notified if they have been selected as a Protégé for the NTESS/Sandia MPP?	NTESS/Sandia will notify successful applicants that they have been selected to participate in the MPP by April 2020 (subject to NNSA and DOE concurrence).
11	How long do I have to be in business to apply for the NTESS/Sandia MPP?	An applicant must have been in business for at least two (2) years before applying to the MPP.
12	Are there reporting requirements for protégés that participate in NTESS/Sandia's MPP?	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 -A final report that includes the mentor/protégé partnership's successes and "lessons learned"
13	Is the intent of the NTESS/Sandia MPP to develop SB entities or to support missions within Sandia?	Both, through the MPP, NTESS/Sandia 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 NTESS/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.



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**ABBREVIATIONS**

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<b>General Scope Questions:</b>		
14	How does a response to the BOW differ from emailing the NTESS/Sandia MPP application?	<p>There are mandatory requirements that shall be answered in both the BOW and NTESS/Sandia MPP application.</p> <p>-If an applicant only responds to the BOW posting, but does not email the NTESS/Sandia MPP application, SB self-certification, and two [2] business references, it will be considered an incomplete application.</p> <p>-If an applicant only emails the NTESS/Sandia MPP application, SB self-certification, and two [2] business references, but does not respond to the BOW, it will be considered an incomplete application.</p> <p>To be considered for this opportunity, reference question #2 for mandatory requirements.</p>
15	Is there a specific form or template for the self-certification portion of the application?	For the self-certification portion of the application, an applicant shall provide a copy of a SAM registration FAR Report or a Sandia Supplier Data Sheet (available upon request by emailing rlopez3@sandia.gov).
16	Does this program cover services such as building commissioning and energy audit services?	NTESS/Sandia will select two (2) Protégés in FY20: one from NAICS 54 Series (professional, scientific, and technical services) and one from NAICS 23 Series (construction). If building commissioning and energy audit services fall within one of those NAICS codes (NAICS 54 or NAICS 23), then an applicant can respond to this opportunity. Please visit our external Sandia's Mentor-Protégé Program webpage for additional information: <a href="https://www.sandia.gov/working_with_sandia/prospective_suppliers/mentor_protege_program.html">https://www.sandia.gov/working_with_sandia/prospective_suppliers/mentor_protege_program.html</a> .
17	Does the Protégé need to have a mentor selected or does NTESS/Sandia pair them up?	No, NTESS/Sandia will be the "mentor" of record. The NTESS/Sandia Protégé Applicants Review Board, upon selection of Protégé(s), will identify potential mentors (NTESS/Sandia employees) based upon the Protégé's developmental needs.
18	Will travel be required for Protégés?	There will be minimal impact to the selected Protégés regarding travel. The Mentor(s), Program Manager, or Supplier Diversity Advocate will conduct Skype meetings and travel to the Protégés' business locations to support Mentor-Protégé scheduled activities throughout the two-year span.
19	Will a clearance be required?	No, a Protégé will not be required to have a clearance for the MPP.
20	As a small business, are you excluded from applying for the MPP if you have past or current purchase orders with Sandia?	No, you are not excluded if you have past or current purchase orders with Sandia.
21	Is there a minimum number of employees a small business must have to apply for the MPP?	A small business can apply for the MPP, as long as the company is: <ol style="list-style-type: none"> <li>1. A small business concern</li> <li>2. Can certify as a small business according to NAICS 54 Series or NAICS 23 Series code and associated Small Business Administration (SBA) designated size standard.</li> </ol>
22	Is a previous Mentor/Protégé agreement with a M&O contractor considered participation in a DOE Mentor/Protégé Program?	Yes, having a previous Mentor/Protégé agreement with a 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.
23	The selection buttons on the NTESS/Sandia Mentor-Protégé Application do not work under section 10 and 11. How can I obtain an updated application?	To receive an updated NTESS/Sandia Mentor-Protégé Application, email rlopez3@sandia.gov.