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# *CalMentor*

## *A & E Small Business Mentoring Program*



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**Section 5 Steering Committee**

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The Steering Committee is created to help guide and maintain the Calmentor program. The role of the steering committee is as follows:

- ◆ Collaboratively manage all aspects of the Calmentor program including development, marketing, implementation, and maintenance of the program.
- ◆ Ensure the success by monitoring, providing feedback, and reporting on Program Performance.
- ◆ Provides support in reviewing the agreements.
- ◆ Assists with resolution of potential disagreements.
- ◆ Sets the policies and procedures for the program.
- ◆ Suggestions to improve the Program in future years.

The following is the composition and function of the Steering Committee:

**A. Composition**

The Steering Committee for the Calmentor Program consists of two Caltrans District 11 representatives, two SANDAG representatives, five ACEC members, two representatives from other public agencies, and three representatives from the Caltrans District 11 Small Business Council.

**B. Function**

The Steering Committee has the authority and the responsibility to direct and manage all affairs of the Calmentor Program.

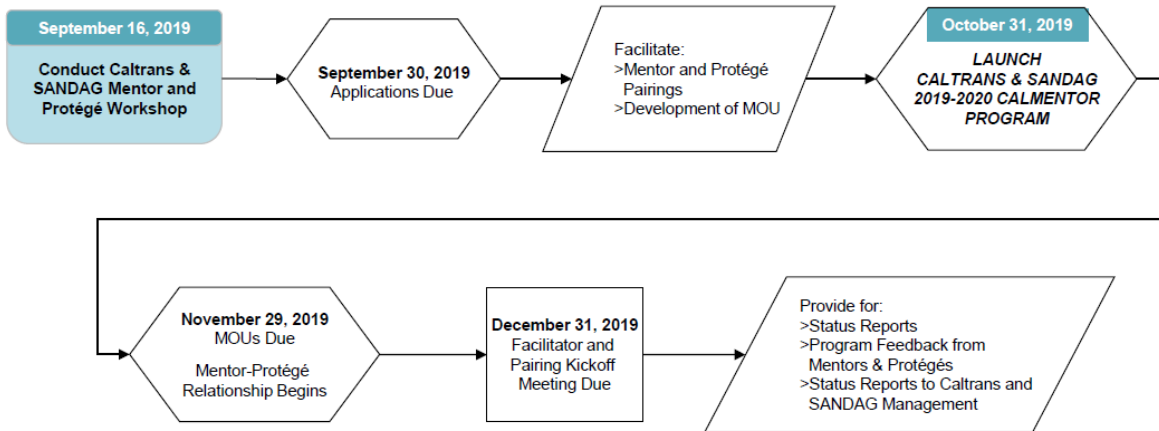
**C. Recruitment**

- ◆ Communicate to other professional societies about the program.
- ◆ Inform potential participants of the website.
- ◆ Participate in the program kick-off meeting and awards event.
- ◆ Maintain and distribute a program brochure.

**D. Meetings**

Monthly meetings are held for feedback, evaluation, and monitoring of the program. Program cycle events include a kick-off meeting, awards event, and other informational programs for networking, recognition, and recruitment.

**Calmentor**  
**2019-2020 Mentor-Protégé Program Plan**



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## **I. Introduction**

The California Department of Transportation (Caltrans) District 11 and the San Diego Association of Governments (SANDAG) are pleased to invite your firm to participate in the Calmentor Mentor-Protégé program. Initiated by Governor Schwarzenegger via Executive Order S-11-06, this program is designed to encourage and support small businesses through voluntary partnerships with mid-size and larger firms. Specifically, the program aims to increase the participation of small Architectural and Engineering (A&E) firms in public transportation projects in the San Diego region.

In order to make this program effective, Caltrans and SANDAG have partnered with the American Council of Engineering Consultants – California (ACEC-CA), and the Caltrans District 11 Small Business Council. A Steering Committee consisting of Caltrans and SANDAG staff plus several members of ACEC, the Caltrans District 11 Small Business Council, and other public agencies have worked together to develop the enclosed program materials. Please take a moment to review them.

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## **II. Mission Statement**

**Increase the pool of small businesses participating in transportation projects.**

### **Goals and Objectives**

- ◆ Establish a mentoring program that pairs small businesses with large firms.
- ◆ Enhance small business operations to achieve their growth potential.
- ◆ Create more small business opportunities and provide more meaningful participation on transportation projects.
- ◆ Establish an entry point for small firms who desire to do business with Caltrans, SANDAG, and other public agencies.
- ◆ Develop business relationships that foster new opportunities for both large and small firms.

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## **III. Program Guidelines**

### **Section 1 Location**

As an advocate for the program, Caltrans will maintain all documents pertaining to the program. Caltrans will provide online access to the program information. Caltrans District 11 Office will also serve as the facility where participants meet and perpetuate the program.



**Section 2 Participants**

Participants of the program are Mentors, Protégés, or program sponsors. Firms of all sizes are encouraged to participate. Firms that submit an application to participate in the program must have an office in the Caltrans District 11 geography of San Diego and Imperial Counties, be setup to provide architectural and engineering services and have been in business at least one year from the official start date of the program cycle. Other Calmentor programs are available in other Caltrans districts. Each participant is defined as follows:

**A. Mentors**

Larger firms willing to commit time to help smaller firms achieve their growth potential.

**B. Protégés**

Small firms seeking A&E contracts with Caltrans, SANDAG, or other public agencies.

**C. Program Sponsors**

**Caltrans** [HTTPS://DOT.CA.GOV/CALTRANS-NEAR-ME/DISTRICT-11](https://dot.ca.gov/caltrans-near-me/district-11)

Program sponsor seeking to facilitate a forum for small firms seeking opportunities to grow.

**SANDAG** [HTTP://WWW.SANDAG.ORG](http://www.sandag.org)

Co-sponsor of Calmentor program.

**Other Public Agencies**

Any public organization who also desires to sponsor the program.

**ACEC-CA** [HTTP://WWW.ACEC-CA.ORG](http://www.acec-ca.org)

The lead private organization sponsoring the program and working together with Caltrans and SANDAG is the American Council of Engineering Companies – California (ACEC-CA).

Participation in the program is strictly voluntary.

**Section 3 Program Structure**

**A. Pairing Process**

- ◆ Mentor and Protégé submit an application.
- ◆ Potential Mentor and Protégé meet and interview each other.
- ◆ Agree on areas of support and development.

**Calmentor**  
Application for Mentor-Protégé Program  
(for Potential Mentor only)

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Type of Business: \_\_\_\_\_

Now Caltrans Professional References:

Name	Firm Name	Phone	Title	Client Since
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

- Please list three specific goals that your firm would like to gain from participating in the program.
- Please list three areas that your firm brings to the relationship.
- Please list the firm's San Diego Imperial County office location and approximate number of staff (include business San Diego/Imperial County or regional participation in the program A/E/C or other professional and engineering services).
- Describe the qualities you are seeking from the protégé firm. Do you prefer a group that performs similar types of work as your firm, or different? Please state any specific protégé firms desired.
- Has your firm worked with any of the following agencies?
 

a. Caltrans	Yes <input type="checkbox"/> No <input type="checkbox"/>
b. SANDAG	Yes <input type="checkbox"/> No <input type="checkbox"/>
c. Local Agencies	Yes <input type="checkbox"/> No <input type="checkbox"/>
d. Other governmental agencies	Yes <input type="checkbox"/> No <input type="checkbox"/>
- How long has your firm been in business? \_\_\_\_\_ Years

Consideration: This Caltrans District 11 A&E Small Business Mentoring Program is a Caltrans initiative. For more information, please contact the Caltrans District 11 A&E Small Business Mentoring Program at 619.441.4100 or visit [www.caltrans.com](http://www.caltrans.com).

**Calmentor**  
Application for Mentor-Protégé Program  
(for Potential Protégé only)

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Type of Business: \_\_\_\_\_

Now Caltrans Professional References:

Name	Firm Name	Phone	Title	Client Since
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

- Please list three specific goals that your firm would like to gain from participating in the program.
- Please list three areas that your firm brings to the relationship.
- Please list your firm's San Diego Imperial County office location and approximate number of staff (include business San Diego/Imperial County or regional participation in the program A/E/C or other professional and engineering services).
- Describe the qualities you are seeking from the mentor firm. Do you prefer a mentor that performs similar types of work as your firm, or different? Please state any specific mentor firms desired.
- Is your firm currently certified as a  DBE,  SDBE, or  SBE? Yes  No
- Has your firm worked with any of the following agencies?
 

a. Caltrans	Yes <input type="checkbox"/> No <input type="checkbox"/>
b. SANDAG	Yes <input type="checkbox"/> No <input type="checkbox"/>
c. Local Agencies	Yes <input type="checkbox"/> No <input type="checkbox"/>
d. Other governmental agencies	Yes <input type="checkbox"/> No <input type="checkbox"/>
- How long has your firm been in business? \_\_\_\_\_ Years or more of program? \_\_\_\_\_ Years
- What is your average annual revenue for the past three years?
 

2014	_____
2013	_____
2012	_____
- Does your firm want the mentor to qualify for Caltrans Small Business certification? Yes  No

Consideration: This Caltrans District 11 A&E Small Business Mentoring Program is a Caltrans initiative. For more information, please contact the Caltrans District 11 A&E Small Business Mentoring Program at 619.441.4100 or visit [www.caltrans.com](http://www.caltrans.com).

**B. Establishing a Formal Relationship**

- ◆ Draft a Memorandum of Understanding (MOU).
  - Describe the goals and objectives (Examples are "Improve the Protégé's ability to identify and pursue public works contracts" or "Improve the Protégé's business practices by sharing financial policies and procedures").
  - Develop method or approach to achieving the goals and objectives and establish a mentoring duration.
  - Note: The Calmentor program is a mentoring program, with voluntary participation by the firms, and no guarantee of contract work between the Mentor and Protégé.

**C. Evaluation and Feedback**

- ◆ Mentor and Protégé review milestones in their MOU.
- ◆ File progress report with Caltrans and SANDAG.

**D. Recognition**

- ◆ Evaluate accomplishments.
- ◆ Review metrics that measure growth and development of Protégé and recognize contributions of Mentors.
- ◆ Celebrate success at program cycle awards event.

**Section 4 Administration**

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**A. Maintenance**

Program maintenance requires the following:

- ◆ Monitoring the status of Mentors and Protégés that are already committed, as well as their anticipated completion date.
- ◆ Assisting small firms with the pairing process.
- ◆ Updating the program website:
  - Standard application. <https://dot.ca.gov/caltrans-near-me/district-11/district-11-popular-links/calmentor>
  - Standard MOU.
  - Frequently asked questions.
  - Disclaimer.

**B. Dispute Resolution**

Participation in the Calmentor program is voluntary. Disputes between two parties may be referred to the Steering Committee for discussion and recommendation.