



Calmentor



PROGRAM GUIDELINES

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I. PROGRAM OVERVIEW

A. BACKGROUND

Executive Order S-11-06, issued in July 2006, required the California Department of Transportation to support a small business architecture and engineering mentor-protégé program in all Districts. Executive Order S-11-06 was supported by a wide array of firms and organizations committed to expanding the number of highly qualified small businesses available in the public transportation sector. This program was designed to support the achievement of a goal of 25 percent participation by small and disadvantaged business firms in State construction and infrastructure spending.

B. MISSION STATEMENT

The mission of the District 4 Calmentor Program is to increase the pool of highly qualified small businesses available for Professional Architectural & Engineering public transportation sector contracts within the District 4 geographic boundary.

C. GOALS AND OBJECTIVES

The goal of the Calmentor Program is to facilitate 12-month pairings between Mentors and Protégés that enhance the knowledge, qualifications, readiness, and capacity of Protégés to perform work on public transportation sector projects. It is not the goal of the Calmentor Program to provide or otherwise obtain new contracts or revenue sources for Protégés.

Goals are achieved through the following performance objectives:

1. Facilitating at least three new pairings annually between Mentor and Protégés to achieve Calmentor Program SMART Goals and Development Milestones;
2. Facilitating at least four general membership meetings annually including the Calmentor Program Annual Luncheon where educational workshops, presentations, and other information is shared to expand the knowledge and capacity of members around the public transportation contracting process and requirements;
3. Facilitating at least four business networking sessions to foster new business contacts and pairings among Mentors, Graduate Protégés, and Protégés during Calmentor Program regular membership meetings and the Calmentor Program Annual Luncheon;
4. Fostering relationships with regional/local public transportation agencies in the District 4 geographic region to participate in Calmentor Program general membership meetings and the annual luncheon and to share information on upcoming procurements, small business outreach events and support, and procurement process requirements; and
5. Supporting non-certified Protégés to obtain California Micro-Business Certification.

II. PROGRAM GUIDELINES

A. LOCATION

Calmentor Program membership meetings and other program-related activities will take place at District 4 Headquarters located at 111 Grand Avenue, Oakland, California.

B. PARTICIPANTS

Participants of the Program are the Advocate, Steering Committee members, Public Agency Partners, Sponsors, Mentors, Protégés, and Graduate Protégés.

C. ADVOCATE

Caltrans District 4 is the Advocate. The Advocate will:

1. House all documents pertaining to the Calmentor Program;
2. Record meeting minutes for Calmentor Program meetings;
3. Host on the Caltrans District 4 website a Calmentor Program website;
4. Participate in Steering Committee meetings;
5. Provide general guidance and support as required;
6. Provide a space for membership meetings at District 4 Offices;
7. Identify Caltrans subject matter experts for educational workshops and panel presentations during membership meetings and the annual luncheon;
8. Provide the “Look Ahead Report” during Calmentor Program membership meetings; and
9. Provide other support as needed, subject to available resources.

D. STEERING COMMITTEE

1. Duties

The Steering Committee provides broad guidance and oversight to the Calmentor Program. The Steering Committee has the authority and the responsibility to manage all affairs of the Program that are not expressly precluded, including:

- a. Establishing and monitoring achievement of Calmentor Program goals and objectives;
- b. Setting Calmentor Program policies and procedures (program guidelines);
- c. Serving as an advisory body to Caltrans;
- d. Planning and participating in Calmentor Program general membership meetings including the Jt. Professional Liaison – Calmentor Program Quarterly Meetings and the Calmentor Program Annual Luncheon;
- e. Serving as ambassadors for pairings during general membership meetings and Calmentor Program business networking events;
- f. Recruiting new Calmentor Program members;
- g. Approving Mentor, Public Agency Partner and Protégé membership applications;
- h. Identifying sponsors to support the cost of Calmentor Program general membership meetings including the Calmentor Program Annual Luncheon;

- i. Facilitating pairings between Mentors and Protégés including reviewing and approving Mentor and Protégé memoranda of understanding (MOU), authorizing MOU extension requests or Protégé reassignments, and mediating disagreements between a Mentor and Protégé;
 - j. Managing the election process for Steering Committee vacancies including recruiting new members;
 - k. Approving the Calmentor Program Headquarters Quarterly and Annual Reports and preparing other District 4 Calmentor Program progress reports as requested by Caltrans; and
 - l. Other duties agreed upon by Steering Committee members.
2. **Members of the Steering Committee**
The Steering Committee consists of nine members that includes four Mentors, four Graduate Protégés and/or Protégés, and the Advocate Representative. The Advocate Representative is appointed by the Advocate and only votes in the case of a tie.
3. **Officers**
The Steering Committee will include a Chair and Vice Chair elected by a simple majority vote of the Steering Committee members.
- a. **Chair**
The Chair conducts all meetings and has the power to appoint Subcommittee Chairs subject to the approval of the Steering Committee. The Chair is accountable for all Calmentor Program-related business.
 - b. **Vice Chair**
The Vice Chair has all rights of the Chair in the absence of the Chair at any Steering Committee meeting.
4. **Subcommittees**
The Steering Committee may create Subcommittees to assist members with fulfilling their duties. The following Subcommittees have been created:
- a. **Public Agency Partner Subcommittee**
Liaisons with Calmentor Program Public Agency Partners to support Calmentor meeting “look ahead” reports, presentations to the General Membership, and participation on the annual luncheon panel.
 - b. **Fundraising/Special Events Subcommittee**
Raises funds to support the cost of Calmentor Program graduation plaques, mentor firm acknowledgement awards, business networking reception refreshments, annual luncheon, and other Calmentor Program related expenses approved by the Steering Committee.
 - c. **Pairing Subcommittee**
Supports meeting Caltrans District 4 annual pairing goals for the Calmentor Program by facilitating pairings between Mentors and Protégés.

5. Tenure
Steering Committee members serve for an initial 2-year term, commencing on January 1st of the calendar year following approval by the general membership of a candidate slate put forth by the Steering Committee. No member may serve more than two consecutive 2-year terms unless approved by the Advocate.
6. Removal and Replacement
Any Steering Committee member may initiate the removal or replacement of an elected member if it serves the best interests of the Calmentor Program. Upon the approval of a majority of the Steering Committee members, the member will be removed and replacement actions taken. A member may be removed and replaced for any of the following reasons:
 - a. Resignation;
 - b. Two or more absences at regular general membership meetings and business networking events within a 12-month period including the Calmentor Program Annual Luncheon;
 - c. Disruptive and/or abusive behavior;
 - d. Inactive Mentor, Graduate Protégé, or Protégé status pursuant to Section II.G.1-3; and/or
 - e. Non-observance of the mission, objectives and guidelines of the Calmentor Program.
7. Vacancy
 - a. Membership Notification
The membership will be notified when a vacancy on the Steering Committee occurs, including whether a vacancy is for a Mentor or Graduate Protégé/Protégé.
 - b. Applications
A Mentor, Graduate Protégé, or Protégé with active membership status will have 30 calendar days to submit a completed Calmentor Program Steering Committee Candidate Statement to the Steering Committee Chair, or his/her designee.
 - c. Candidate Slate
The Steering Committee will screen all Calmentor Program Steering Committee Candidate Statements to determine whether applicants meet Calmentor Program Steering Committee and other applicable Calmentor Program qualifications and requirements. Qualified candidates will be placed on a candidate slate for a vote of approval by the general membership pursuant to Section II.D.7.d.

Where there are a greater number of qualified candidates than Steering Committee vacancies, the Steering Committee will apply a set of screening criteria to determine placement of candidates on the candidate slate in the following priority:

- i. Active status pursuant to Section II.G.1-3;
 - ii. General membership meeting attendance over the prior 12-month period;
 - iii. Expected contribution to Calmentor Program as member of the Steering Committee based on the candidate statement and/or other information available to the Steering Committee.
- d. General Membership Approval
- Each October of the calendar year when a vacancy or vacancies exist on the Steering Committee, the Steering Committee will submit a slate of candidates to the General Membership for a vote of approval over a 30-day period. Each mentor, graduate protégé and protégé firm with active status will be allowed to cast one vote per firm. A simple majority of the total number of active mentor, active graduate protégé and active protégé firms in favor of the candidate slate is required to fill Steering Committee vacancies.

8. Steering Committee Rules

a. Meetings

The Steering Committee will meet at least quarterly with the general membership. Additional meetings with only the Steering Committee members may be requested by the Chair.

b. Notice

Notice and distribution of the quarterly meeting agenda will be provided to the general membership no less than 10 days prior to the meeting. Notices for additional meetings will be provided to the Steering Committee Members no less than 7 days prior to the meeting.

c. Quorum

A majority of the Steering Committee members constitutes a quorum for the transaction of business at any meeting of the Steering Committee. If less than a majority is present, a majority of those present may adjourn the meeting.

d. Action

An action of the Steering Committee quorum constitutes an action of the Steering Committee unless the act of a greater number is required by the guidelines.

- e. Action by Written Consent
Any action of the Steering Committee may be taken without a meeting if a consent in writing, setting forth the action so taken, is approved by two-thirds of the members.
- f. Compensation
There is no compensation for non-Caltrans District 4 Steering Committee members; membership is strictly voluntary.

E. PUBLIC AGENCY PARTNERS

1. Definition
Any public agency or department that has officers within the geographic boundaries of District 4 may submit the Calmentor Program Public Agency Partner Application to be a Calmentor Program Public Agency Partner.
2. Expectations
A Public Agency Participant must be willing and able to provide the following support to the Calmentor Program:
 - a. Designate one representative to attend Calmentor Program meetings annually which include the January, July and October Joint Professional Liaison – Calmentor Program Quarterly Meetings and the Calmentor Annual Awards Luncheon;
 - b. Prepare and disseminate quarterly ‘look-ahead’ reports in an accessible hand-out format that lists relevant upcoming A&E contracting opportunities within the respective agency or department at regular District 4 Calmentor Program meetings;
 - c. Make presentations to the Calmentor Program membership from time to time during meetings on best practices for procurement and other topics mutually agreed upon between Caltrans and the Partner, subject to the availability of agency or department staff to participate; and
 - d. Provide best practices for small business access to information about contracting with the Partner at regular District 4 Calmentor Program meetings.
 - e. Provide the Advocate of the Calmentor Program with a ‘weblink’ to the appropriate page on their agency website that highlights upcoming contracting opportunities.

F. SPONSORS

Any public or private organization may participate as a Calmentor Program sponsor. Sponsorship may include monetary or non-monetary support for Calmentor Program needs.

G. GENERAL MEMBERSHIP

The General Membership includes Mentors, Protégés, Graduate Protégés, the Advocate Representative, Sponsors, Public Agency Partners, and others invited to participate by the Steering Committee or Advocate Representative. A member may be classified as “inactive” and ultimately removed from the Calmentor Program if the requirements below are not maintained.

1. Mentor:

a. Definition

Mentors are established professional A&E firms willing to commit time to mentor a protégé firm to improve their qualifications for participating in public sector transportation projects and to achieve the Calmentor Program developmental milestones.

b. Qualifications

To be considered for Mentor status, a firm must meet all of the following requirements:

- i. Have held contracts in excess of \$5 million in aggregate with Caltrans and other State or public agencies, or be a Graduate Protégé;
- ii. Have offices within the geographic boundaries of District 4; and
- iii. Submit a completed Calmentor Program Mentor Firm Application that is approved by the Steering Committee.

c. Mentor Membership Active Status Requirements

To maintain Calmentor Program membership active status, Mentors are expected to:

- i. Enter into a MOU with a Protégé within three months of approval of membership;
- ii. Have graduated a Protégé, or have at least one active MOU with a Protégé, over the prior 12-month period;
- iii. Initiate the pairing process by facilitating the first meeting with the Protégé within one month of the Steering Committee’s approval of an MOU;
- iv. Meet with their paired Protégé at least four times per year to support the achievement of MOU goals and Calmentor Program developmental milestones;
- v. Designate one representative to attend at least three of four Calmentor Program meetings annually which include the January, July and October Joint Professional Liaison – Calmentor Program Quarterly Meetings and the Calmentor Annual Awards Luncheon;

- vi. Submit quarterly progress reports to the Steering Committee Chair, or his or her designee, on the status of Protégé pairings in meeting MOU SMART goals and Calmentor Program developmental milestones; and
 - vii. Notify the Steering Committee Chair, or his or her designee, when challenges arise with an approved pairing that cannot be resolved between the Mentor and Protégé.
2. Protégé:
- a. Definition
Protégés are small firms seeking to improve their qualifications to perform work on public sector transportation projects.
 - b. Qualifications
To be considered for Protégé status, a firm must, at a minimum, be able to demonstrate that:
 - i. The firm has been certified or could qualify to be certified as a Micro-Business by the California Department of General Services (<\$5 million in average revenues annually over the prior three-year period);
 - ii. The firm must provide services that are procured within the Caltrans A&E program including, but not limited to, architectural, landscape architectural, environmental engineering, land surveying, right of way engineering, construction engineering, construction management and project management services;
 - iii. The firm does not meet qualifications for a Mentor; and
 - iv. Submit a completed Calmentor Program Protégé Firm Application that is approved by the Steering Committee.
 - c. Protégé Membership Active Status Requirements
To maintain active status as a Calmentor Program Protégé, a Protégé must meet all of the following:
 - i. Identify and submit to the Steering Committee at least three active status Mentors that offer similar or like services as the Protégé and which the Protégé believes to be a good fit for its developmental goals;
 - ii. Once a Mentor has agreed to consider a pairing with the Protégé, prepare within 14 calendar days a draft MOU for review and approval of the Mentor that includes up to three Calmentor Program SMART Goals;
 - iii. Once the MOU is approved by their Mentor and the Steering Committee, meet with their paired Mentor in their Mentor's designated District 4 office at least four times per year to support the achievement of MOU goals;

- iv. Designate one representative to attend annually at least three of four Calmentor Program meetings which include the January, July and October Joint Professional Liaison – Calmentor Program Quarterly Meetings and the Calmentor Annual Awards Luncheon; and
 - v. Notify the Steering Committee when challenges arise with their approved pairing that cannot be resolved between the Mentor and Protégé.
3. Graduate Protégé
- a. Definition
A Graduate Protégé is a Protégé that completes a one-year MOU term and achieves MOU SMART Goals and all of the following development milestones at the completion of the MOU term:
 - i. Successfully prepare all necessary SF330 Architect-Engineer Qualifications Documents for their firm;
 - ii. Understand accounting requirements to ensure compliance with Federal Accounting Regulations;
 - iii. Successfully attain State of California Micro-Business Certification; and
 - iv. Successfully foster three new business contacts.
 - b. Graduate Protégé Membership Active Status Requirements
To maintain Calmentor Program membership active status, Graduate Proteges are expected to designate a representative to attend at least three of four Calmentor Program meetings annually which include the January, July and October Joint Professional Liaison – Calmentor Program Quarterly Meetings and the Calmentor Annual Awards Luncheon.