



# Small Business Mentoring Program



2025

# Small Business Mentoring Program

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## I. Calmentor Mission Statement

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Increase the pool of small businesses participating in transportation projects.

### Goals and Objectives

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- ◆ 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 and other public agencies.
- ◆ Develop business relationships that foster new opportunities for both large and small firms.

# Small Business Mentoring Program

## II. Program Guidelines

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### Section 1 – Introduction

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Calmentor is a program created out of a partnership between Southern California Alliance (SCA) and the private consulting industry to promote and increase the participation of small businesses on District 7, 8, and 12, professional architectural and engineering (A&E) contracts.

### Section 2 – Location

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As an advocate for the program, Caltrans and SCA will maintain all documents pertaining to the program and provide a website for updating program information. District 7 Headquarters will serve as the facility where participants meet and perpetuate the program.

### Section 3 – Objectives

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The Calmentor Program seeks to achieve the following 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 business firms who desire to do business with Caltrans and other public agencies.
- ◆ Develop business relationships that foster new opportunities for both large and small business firms.

### Section 4 – Participants

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Participants of the program are either Mentors, Protégés, or program sponsors. Each participant is defined as follows:

#### **A. Mentors**

Firms that are willing to commit time to help smaller business firms achieve their growth potential.

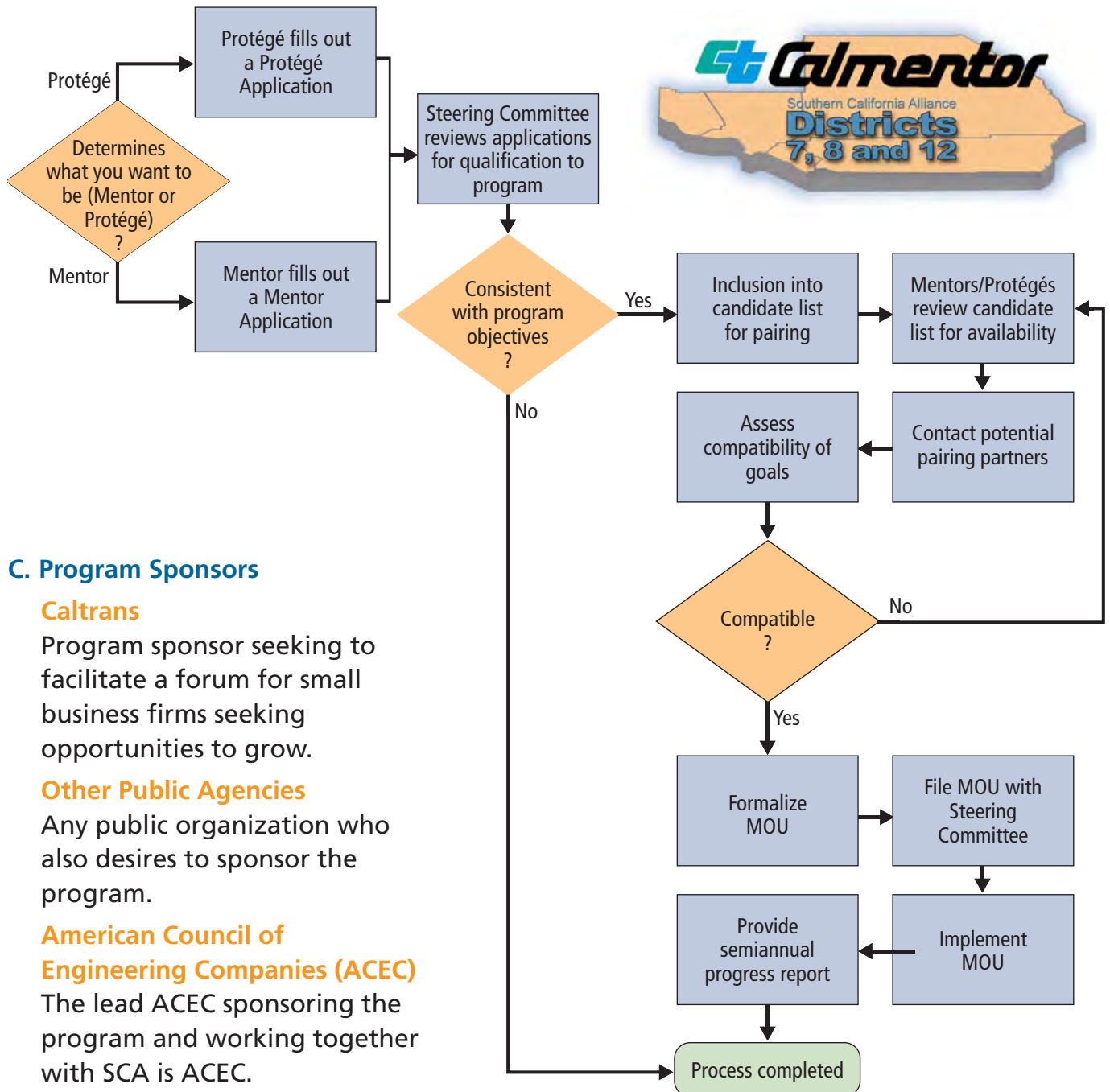
#### **B. Protégés**

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



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## Calmentor Program Process



### C. Program Sponsors

#### Caltrans

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

#### Other Public Agencies

Any public organization who also desires to sponsor the program.

#### American Council of Engineering Companies (ACEC)

The lead ACEC sponsoring the program and working together with SCA is ACEC.

Participation in the program is strictly voluntary.

# Small Business Mentoring Program

## Section 5 – Program Structure

### A. Pairing Process

- ◆ Protégé submits a Protégé Application form.
- ◆ Mentor submits Mentor Application form.
- ◆ Potential Mentor and Protégé meet and interview each other.
- ◆ Agree on areas of support and development.

### B. Establishing a Formal Relationship

- ◆ Draft a Memorandum of Understanding (MOU).
- ◆ Describe the goals and objectives.
  - ◆ Develop method or approach to achieve the goals and objectives.
  - ◆ Establish a mentoring duration.

### C. Evaluation and Feedback

- ◆ Mentor and Protégé review milestones in their MOU.
- ◆ File periodic reviews with Caltrans.

### D. Recognition

- ◆ Evaluate accomplishments.
- ◆ Review metrics that measure growth and development of Protégé.
- ◆ Celebrate success at biannual meeting.

**Protégé Application**

Business Name	
Contact	
Address	
Phone	
Email	
Type of A&E Services	

**Mentor Application**

Business Name	
Contact	
Address	
Phone	
Email	
Type of A&E Services	

1. Please list specific areas in which your firm would be willing to mentor: \_\_\_\_\_

2. Please indicate the number of protégés you are willing to mentor: \_\_\_\_\_

3. How much time can you commit per protégé? \_\_\_\_\_ per month

4. Has your firm worked with any of the following agencies?

a. Caltrans	Yes	No
b. Metro / OCTA / RCTC / SANBAG / VCTC	Yes	No
c. Local Agencies	Yes	No
d. Other Governmental Agencies	Yes	No

5. Describe previous experience in mentoring with any of the above listed agencies: \_\_\_\_\_

Please attach a brief summary of your company profile and submit completed application to:

Department of Transportation  
Division of Program & Project Management  
Office of Consultant Services, MS-2  
Attn: Jay Shah (Jay\_Shah@dot.ca.gov)  
100 S. Main Street  
Los Angeles, CA 90012





## Section 6 – Administration

### A. Maintenance

Program maintenance requires the following:

- ◆ Monitoring the status of Protégés or Mentors that are already committed, as well as their anticipated completion date.
- ◆ Assisting small business firms with the pairing process.
- ◆ Updating the program website:

Unavailable page/Please email mailto: [d7.ppm.consultant.services.unit@dot.ca.gov](mailto:d7.ppm.consultant.services.unit@dot.ca.gov)

- ◆ Standard application
- ◆ Standard MOU
- ◆ Frequently asked questions
- ◆ Disclaimer
- ◆ Calendar of Steering Committee meetings

### B. Dispute Resolution

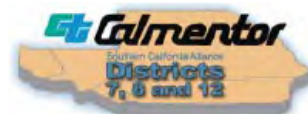
Participation in the Calmentor Program is voluntary. Disputes between two parties may be referred to the Steering Committee for discussion and recommendation.

### C. Recruitment

- ◆ Communicate to other professional societies about the program.
- ◆ Inform potential participants of the website
- ◆ Participate in the annual meeting.
- ◆ Maintain a program brochure.

### D. Meetings

Biannual meetings are held in November for feedback, evaluation, networking, recognition, and recruitment.



#### Memorandum of Understanding

This memorandum of understanding (MOU) is between the Mentor and the Protégée participating in the Caltrans Calmentor Southern California Alliance Program.

Mentor Name	
Address	
City/Zip	
Contact Person 1 (Name/Tel/E-mail)	
Contact Person 2 (Name/Tel/E-mail)	
Business Focus	1. 2. 3.

Protégée	
Address	
City/Zip	
Contact Person 1 (Name/Tel/E-mail)	
Contact Person 2 (Name/Tel/E-mail)	
Business Focus	1. 2. 3.

# Small Business Mentoring Program

## Section 7 – Steering Committee

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

- ◆ Establishes the goals and objectives and ensures that they are fulfilled.
- ◆ Maintains the Calmentor website.
- ◆ Collects historical information on how the program is proceeding.
- ◆ Provides support in reviewing the agreements.
- ◆ Assists with resolution of potential disagreements.
- ◆ Establishes the grievances protocol.
- ◆ Sets the policies and procedures for the program.
- ◆ Evaluates the performance of the program.
- ◆ Is an advisory body to ACEC-LA.



The following rules are set for the Steering Committee.

### A. Composition

The Steering Committee consists of a combination of 4 Mentors, 4 Protégés, and one Representative from District 7, 8, and 12. Mentor Representatives should originate from ACEC-LA.

### B. Function

The Steering Committee has the authority and the responsibility to direct and manage all affairs of Calmentor Program not expressly precluded by the general November meeting.

### C. Meetings

The Steering Committee meets four times a year with special meetings called as necessary.

### D. Notice

Notice of special meetings of the Steering Committee is given at least 2 days in advance of meeting. The committee members are notified in person, by mail, or electronic media to each member of the Steering Committee.





## **E. Quorum**

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

## **F. Action**

The Steering Committee's members present the action(s) to be performed by the committee. The Steering Committee's quorum must approve the action(s) to be taken by the Steering Committee.

## **G. Action by Written Consent**

Any action that may be taken at a meeting of the Steering Committee may be taken without a meeting if a consent in writing, setting forth the action to be taken, and it is approved by two-thirds of the Steering Committee members.

## **H. Vacancies**

A vacancy occurring in the Steering Committee for any reason and any newly created Steering Committee position will be filled by the Steering Committee.

## **I. Compensation**

Steering Committee members volunteer their services for attendance at any regular or special meetings of the Steering Committee or the annual members meeting.

## **J. Steering Committee Officers and Members Duties**

The Steering Committee Officers include a Chair, a Vice Chair, and a Secretary. The Steering Committee Officers may appoint members for special tasks, if deemed necessary. Any such appointed or created assignment will serve for a stated period, not to exceed the period of the next general members meeting.

### **Chair**

The Chair conducts all meetings of Steering Committee and has the power to appoint committees subject to the approval of the Steering Committee. In general, the Chair performs all duties relating to the Calmentor Program and all business relating this program.

# Small Business Mentoring Program

## Vice Chair

The Vice Chair presides in the absence of the Chair. The Vice Chair performs such duties as assigned by the Chair or by the Steering Committee and assists the Chair in various tasks relating to the Calmentor Program.

## Secretary (Caltrans)

The Secretary is the guardian of Calmentor Program records. The Secretary is responsible for keeping the minutes of all meetings of the members and the Steering Committee; keeping a current register of the post office address of each member; all official correspondence and notices of the Calmentor Program; preparation of the annual report; and other such duties as may be assigned by the Chair or by the Steering Committee. The Secretary must have a copy of the Calmentor Program Guidelines present at all meetings.

## K. Election and Tenure

The Steering Committee members of the Calmentor Program are appointed by the members for a 2-year term commencing January 1 through December 31. The appointment is conducted by mail or electronic media in a manner determined by the Steering Committee. Any active member in with Calmentor Program is eligible to be member of the Steering Committee. Steering Committee members are elected for a term of 2 years. No member is eligible to serve more than two consecutive terms as member of the Steering Committee. A board member filling a midterm vacancy may serve a maximum of 2 terms consecutively in that position. Serving the midterm position constitutes one term, regardless of the length of service in that position.

## L. Removal

Any member elected or appointed may be removed by Caltrans whenever, in its judgment, that removal serves the best interests of the Calmentor Program. Such removal is initiated by the Steering Committee, but it must have the approval of a majority of the Steering Committee members. Such removal must be without prejudice.



**For More Information:**

- ❖ Website: <https://dot.ca.gov/caltrans-near-me/district-7/calmentor>
- ❖ Email: [d7.ppm.consultant.services.unit@dot.ca.gov](mailto:d7.ppm.consultant.services.unit@dot.ca.gov)
- ❖ LinkedIn: <https://www.linkedin.com/groups/12285931/>