Office of Small Business Programs (OSBP)
where small business makes a big difference

Overview of the NASA Mentor-Protégé Program

Tabisa Kalisa
Mentor-Protégé Program Manager

Thursday, February 18, 2016
NASA Mentor-Protégé Program

Program Vision

• A NASA Center-focused Mentor-Protégé Program
• A value-focused program that is aligned with NASA’s current and future strategy and mission
• Enhancing the capabilities of eligible Protégés to perform as prime contractors, and subcontractors on NASA and other federal contracts
• To facilitate the formation of long-term business partnerships
• Clear guidance with documented processes and procedures
NASA Mentor-Protégé Program
The Numbers

- 27 approved Mentors
- 15 approved Mentor-Protégé Agreements
- ~$2.2 million in Mentor support
- 6 NASA Centers have active Agreements
  - Ames Research Center
  - Glenn Research Center
  - Goddard Space Flight Center
  - Johnson Space Center
  - Kennedy Space Center
  - Marshall Space Flight Center
NASA Mentor-Protégé Program Agreement Status

• By the end of FY2016, 9 active Mentor-Protégé Agreements will expire (unless extended)
  – 2 Mentor-Protégé Agreements under review

• By the end of FY2017, 5 active Mentor-Protégé Agreements will expire
NASA Mentor-Protégé Program

Mentor Eligibility

- Must have an active and approved NASA subcontracting plan
- Eligible for the award of federal contracts
- Mentor applications are submitted directly to HQ OSBP
- Mentor approval is for a six year period
- Mentor can have multiple Protégés
NASA Mentor-Protégé Program
Protégé Eligibility

• Small Disadvantaged Business (SDB)
• Woman-Owned Small Business (WOSB)
• Historically Underutilized Business Zone (HUBZone) Concern
• Veteran-Owned Small Business (VOSB)
• Service-Disabled Veteran–Owned Small Business (SDVOSB)
• Historically Black College and University (HBCU)
• Minority Serving Institution (MSI)
• Small Business with an active NASA Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) Phase II contract
• Entities participating in the Ability One Program
NASA Mentor-Protégé Program
Benefits of Participation

• **Mentors**
  – Better suppliers
  – Evaluation points on future proposals
  – Award Fee credits
  – Past Performance Credit

• **Protégés**
  – Increase Technical Skills
  – Business Development
  – Potential for Directed Subcontracts

• **NASA**
  – More High Tech Companies
  – More Competition – Lower Costs
- Request and inform the Center’s Small Business Specialist of the intent to submit a Mentor-Protégé Agreement
- Review the Mentor-Protégé Program Guidebook for Program Requirements
- Download current Application Templates from the OSBP website [http://www.osbp.nasa.gov](http://www.osbp.nasa.gov)
- Complete a thorough Needs Assessment
- Requirements
- Request endorsement from the respective Program Office
NASA Mentor-Protégé Program
Submit Mentor-Protégé Agreements to the Centers
NASA Mentor-Protégé Program
Mentor Considerations

- An entity with whom a mentor has an established relationship
- An entity’s geographic proximity to the mentor
- An entity’s attitude regarding being mentored
- If assistance provided will align with the protégé’s strategic vision
- The synergy of the protégé’s and mentor’s capabilities
- The commitment to the agreement by both parties
- The stability of the protégé’s management and financial status
- The Protege’s past performance
- The results of any contract/subcontract work between the mentor and protégé
- The subcontracting expectations (Meeting of the Minds)
NASA Mentor-Protégé Program
Mentor-Protégé Agreement Contents

- Letters of Endorsement
  - Contracting Officer
  - Contracting Officers Representative
  - Program Office
  - Small Business Specialist

- Mentor Cover Letter outlining the Agreement
  - Protégé Application (www.osbp.nasa.gov)
  - Mentor-Protégé Agreement (www.osbp.nasa.gov)
## NASA Mentor-Protégé Program
### Detailed Cost Breakdown

### COST OF THE AGREEMENT

<table>
<thead>
<tr>
<th></th>
<th>GFY 20__</th>
<th>GFY 20__</th>
<th>GFY 20__</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Costs &amp; Hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Labor Costs</td>
<td>$100,000</td>
<td>$101,880</td>
<td>$129,000</td>
<td>$330,880</td>
</tr>
<tr>
<td>Direct Labor Hours</td>
<td>180</td>
<td>631</td>
<td>681</td>
<td>1492</td>
</tr>
<tr>
<td><strong>Indirect Costs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HBCU/MSI/SBDC/PTAC</td>
<td></td>
<td></td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td>Other Direct Costs (i.e. Travel)</td>
<td>$800</td>
<td>$3,000</td>
<td>$1,200</td>
<td>$5,000</td>
</tr>
<tr>
<td>Other Direct Costs (i.e. Certification Fees)</td>
<td>$300</td>
<td>$300</td>
<td>$300</td>
<td>$900</td>
</tr>
<tr>
<td><strong>Fiscal Year Totals</strong></td>
<td>$101,100</td>
<td>$105,180</td>
<td>$130,500</td>
<td>$336,780</td>
</tr>
</tbody>
</table>

### OTHER DIRECT COSTS - TRAVEL

<table>
<thead>
<tr>
<th></th>
<th>Number of Employees</th>
<th>Number of Trips Projected</th>
<th>Airfare Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td>GFY 20__</td>
<td>2</td>
<td>1</td>
<td>$800.00</td>
</tr>
<tr>
<td>GFY 20__</td>
<td>5</td>
<td>3</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>GFY 20__</td>
<td>2</td>
<td>2</td>
<td>$1,200.00</td>
</tr>
</tbody>
</table>

### OTHER DIRECT COSTS - CERTIFICATION FEES

<table>
<thead>
<tr>
<th></th>
<th>Types of Certification</th>
<th>Certification Fee Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td>GFY 20__</td>
<td>ISO</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>GFY 20__</td>
<td>CMMI</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>GFY 20__</td>
<td></td>
<td>$-</td>
</tr>
</tbody>
</table>
NASA Mentor-Protégé Program
Technical Transfer (70%)

• Quality Management programs: ISO 9000 certification, SEI/CMM certification
• Logistics systems: supply chain management, transportation management
• Sensing and imagery
• Environmental remediation system design
• Hazardous material control
• Metal machining
• Lean Six Sigma
• Fiber optics systems design
• Financial management
• Network systems: design and engineering, implementation
• Information system design
• Tooling design and fabrication
• Product assembly techniques
NASA Mentor-Protégé Program

Business Development (30%)

- Organizational planning management: strategic planning, business planning, legal/risk management, proposal development
- Business development/marketing/sales: market research, product forecasting, web-based marketing, e-commerce
- Human resource management
- EEO Compliance
- Contract management
- Facilities and plant management: security, health and safety, OSHA standards
- Any other assistance designed to develop the business/infrastructure capabilities of the Protégé
NASA Mentor-Protégé Program
HBCUs/MSIs

• NASA has a One-Percent Goal for HBCU/MSI contracts
• Under a HBCU/MSI Agreement, the developmental assistance requirement split is reversed (70% Business Development / 30% Technical Assistance)

  • Goal:
    • Help these institutions find another source of revenue utilizing contracts
    • Expose Prime to innovative technology at HBCU/MSI’s, for possible infusion into NASA missions
    • Provide students with practical job skills
**Purpose:** The NASA HBCU/MSI Technology Infusion Road Tour is designed to assist NASA and Large Prime Contractors meet and/or exceed the mandated Historically Black Colleges and Universities/Minority Serving Institutions (HBCU/MSI) goal through utilization of the Mentor-Protégé Program

- In addition, the Road Tour will provide HBCUs/MSIs an introduction and a platform to seek NASA and Large Prime Contractors to pursue non-grant funding
Logistics

- FY2016 – Pilot Road Tour
- 2 ½ Day Event; Free of Charge (Registration via Eventbrite)
  - **Day One:** Overview of MPP, Developmental Assistance (70% Business vs. 30% Technical), Funding Statistics (grant funding vs. contract funding), Understanding Government Contracts/Procurement Overview, SBIR/STTR
  - **Day Two:** Various workshops topics to include-
    - How to complete a needs assessment?
    - How to find a Large Prime Contractors / Mentors?
    - The Importance of HBCU/MSI Advocates (Panel of MPP past participants)
    - What’s Next?
  - **Day Three (1/2 Day):** Joint Counseling Sessions
    - The Joint Counseling Sessions will be available only to the hosting state’s Universities / Institutions in attendance of the Road Tour. Each school will present a 15-minute elevator pitch to NASA OSBP, Technical POCs and Large Prime Contractors
    - Presentations, capabilities, etc. will be provided to panel members prior to joint counseling session
Universities and Institutions

- The Road Tour will be hosted by a University/Institution
- The hosting institution must also invite and confirm at least 3 state universities/institutions will be in attendance
  - Possibly collaborate on hosting responsibilities
- All schools registering to attend must complete the NASA HBCU/MSI Capabilities form
- Since the HBCU/MSI Partnerships Meeting, 3 Universities have expressed interest in volunteering their facility
  - North Carolina Central University (March 22-24, 2016)
  - University of Texas El Paso (April 19-21, 2016)
  - Florida A&M University (September 27-29, 2016)
NASA Mentor-Protégé Program
Mentor-Protégé Agreement Evaluation

- Merit of the Mentor-Protégé Agreement to both Parties
  - Do all the pieces make sense?
- Perceived benefit / value of the agreement to NASA
  - Does it expand High Tech Capability of the Protégé?
- Percentage of hours associated with technical transfer
  - Does it meet the 70% / 30% split
- Available Subcontracting Opportunities
- Utilization of HBCUs/MSIs, PTACs, and SBDCs
  - No more than 20% of total cost
- Proposed cost
  - Is it realistic, are ODC <10%?
NASA Mentor-Protégé Program

Misconceptions

• Dollar value of the agreement has to be high

• Protégés don’t have much value add to the relationship

• Mentors only submit a Mentor Application only when they have identified a protégé

• Mentors can only mentor one protégé at a time

• Changes cannot be made to the agreement
NASA Mentor-Protégé Program
Way Forward

• Future one-on-one discussions with HBCUs/MSIs interested in establishing Mentor-Protégé Agreements at NASA Centers

• Mentor’s Guidebook for large primes interested in partnering with HBCUs/MSI
  – Best Practices and Lessons Learned

• Updates to the Mentor-Protégé Program Guidebook

• Educating NASA organizations of Mentor-Protégé Program
Contact Information

Mrs. Tabi Kalisa  
Mentor-Protégé Program Manager

Mrs. Melanie Osei  
Mentor-Protégé Program Analyst (Contractor)

NASA Office of Small Business Programs

Tel: (202) 358-2088  
Fax: (202) 358-3261

Website: [www.osbp.nasa.gov](http://www.osbp.nasa.gov)

NASASmallBusiness  @NASA_OSBP  NASAOSBP  NVDB