

CalMentor

A & E Small Business Mentoring Program



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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 new Calmentor Mentor-Protégé program. Consistent with Governor Schwarzenegger’s 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 develop existing businesses and promote more small and emerging Architectural and Engineering (A&E) firms for the potential of participating 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 Companies – California (ACEC-CA), the City of San Diego, the San Diego Contracting Opportunities Center – Procurement Technical Assistance Center (PTAC), and the Caltrans District 11 Small Business Council. A Steering Committee consisting of Caltrans and SANDAG staff plus several members of ACEC, the City of San Diego, PTAC, and the Caltrans District 11 Small Business Council have worked together to develop the enclosed program materials. Please take a moment to review them.

II. Mission Statement

Increase the pool of A&E 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.
- ◆ Develop business relationships that foster new opportunities for both large and small firms.

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 Headquarters will also serve as the facility where Steering Committee 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. 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 business development assistance and the potential for participating in A&E contracts with Caltrans, SANDAG, or other public agencies.

C. Program Sponsors

Caltrans

[HTTP://WWW.DOT.CA.GOV/DIST11/](http://www.dot.ca.gov/dist11/)

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.

B. Establishing a Formal Relationship

- ◆ Draft a Memorandum of Understanding (MOU).
 - Describe the goals and objectives (Examples are "Improve the protégé's business development skills by pursuing at least one project together" or "Improve the protégé's business practices by sharing financial policies and procedures").
 - Develop method or approach to achieving the goals and objectives.
 - Establish a mentoring duration with regular meetings.

C. Evaluation and Feedback

- ◆ Mentor and Protégé review milestones in their MOU.
- ◆ File progress report with Caltrans and SANDAG every 4 months.

D. Recognition

- ◆ Evaluate accomplishments.
- ◆ Review metrics that measure growth and development of protégé and recognize contributions of mentors.
- ◆ Celebrate success at 18 month anniversary meeting.

Section 4 Administration

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. <http://dot.ca.gov/dist11/calmentor/>
 - Standard MOU.
 - Frequently asked questions.
 - Disclaimer.
 - Calendar of Steering Committee meetings.

B. Dispute Resolution

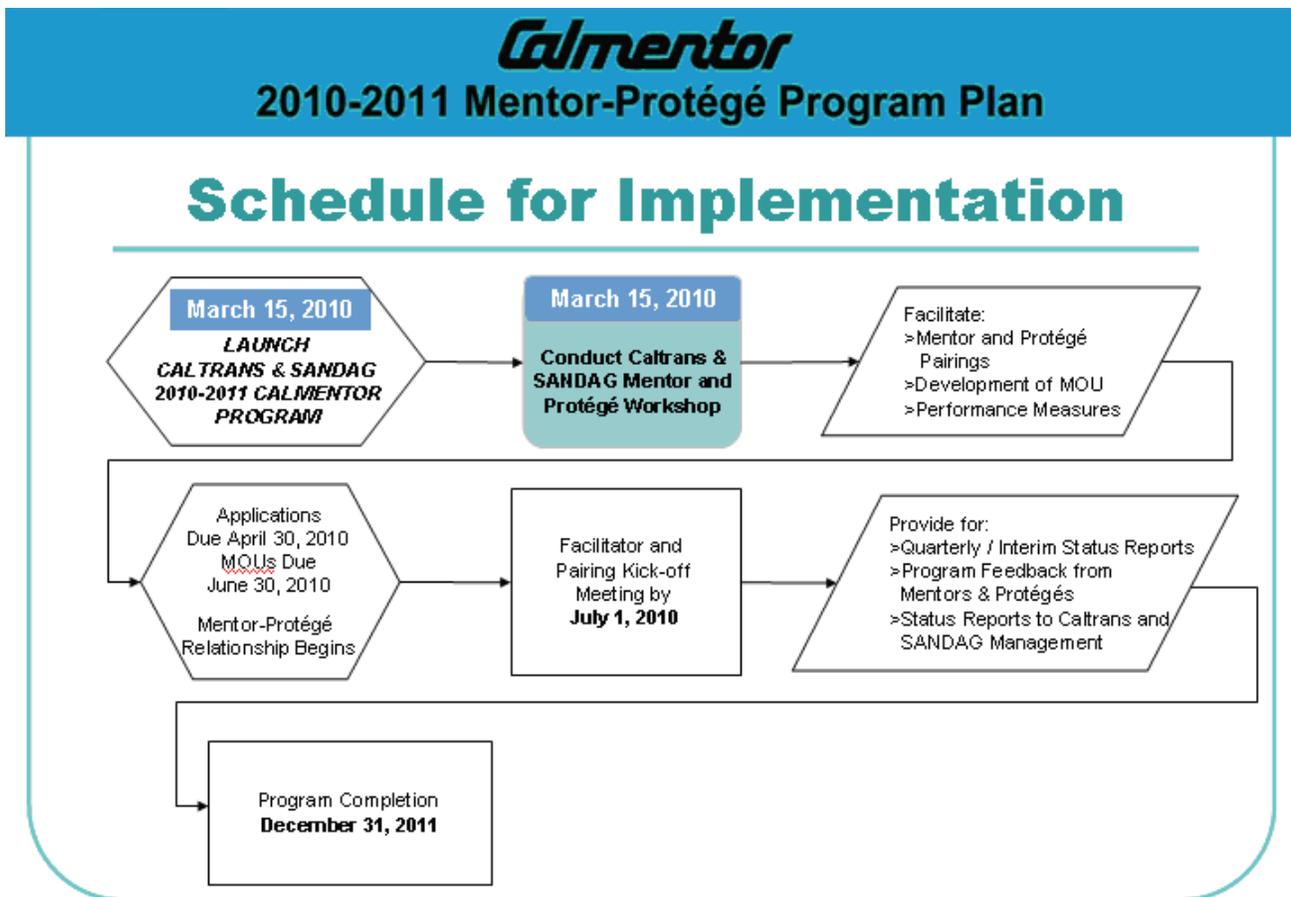
Participation in the Calmentor program is voluntary. Disputes between two parties may be referred to the Steering Committee for discussion and recommendation.

C. Recruitment

- ◆ Communicate to other professional societies about the program.
- ◆ Inform potential participants of the website.
- ◆ Participate in the 18 month anniversary meeting.
- ◆ Maintain and distribute a program brochure.

D. Meetings

Regular meetings and quarterly progress reports will be used for feedback, evaluation, networking, recognition, and recruitment.



Section 5 Steering Committee

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.
- ◆ Provides suggestions to improve the program in future years.
- ◆ Act as an advisory body to ACEC-CA.

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

A. Composition

The Steering Committee for the Calmentor Program consists of three Caltrans District 11 representatives, two SANDAG representatives, four ACEC members, one City of San Diego representative, one PTAC member, and two 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.





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