PENNDOT MENTOR-PROTEGE PROGRAM

(Consultant MPP Virtual Pairing Guide)

Introduction

This document will help your firm navigate the PennDOT Mentor-Protege Program (MPP) pairing process more effectively and answer some of the questions you will be asked when informing other consultants about the program. The information provided will focus on Tier 3 MPP participants of the consultant cohort. The objective of Tier 3 is successful mentor-protege paring. Please remember that MPP participants must meet various requirements before participating.

Mentors should submit all pairing requests through PRA using their MPP tab. Proteges should respond to the mentor pairing request email by clicking the Respond button. They will be redirected to their respective PRA MPP tab, where they can accept or deny the paring request. When the pairing request does not occur through PRA, the MPP Supportive Services Center is unaware of the MPP project to provide support and assistance.

Consultant Mentor Roles and Responsibilities

- Must have an active and approved ECMS Consultant Qualifications Package;
- Must have a positive record of performance as a PennDOT consultant for at least five (5) years based on Consultant Evaluations or references;
- Leads the development of the MOU, including:
  - Documents commitment to create a development plan scope and capacity to provide meaningful instruction and beneficial resources to its Protégé as documented in a signed MOU; and
  - Creates a protégé development plan as part of the MOU and
- Agrees to a regular coordination schedule and/or a minimum number of monthly hours on average to work with the protégé.

Mentor Protégé work is eligible toward the overall DBE goal of the advertised project in accordance with **Attachment A.**

Important Considerations for Tier 3 Consultant Pairing:

- Both proteges and mentors should check to ensure that the protege's **overhead rate** is either approved, pending approval, or being developed, as it will be required for the protege's participation on the MPP project.
- Both proteges and mentors should check to ensure that the protege's **employee roster** is either approved, pending approval, or being developed, as it will be required for the protege's participation on the MPP project.
- The protege must be a certified DBE with the proper NAICS code(s) listed in PAUCP to perform the scope of work outlined in their work plan.

Understanding The MPP Process

Understanding the entire PennDOT Mentor-Protege Program process helps tremendously when pairing with mentors or proteges. Although there is a pre-approved list of mentors and proteges in **your respective tier 3 room**, you can introduce new participants to the MPP in minutes by sending them the appropriate questionnaire link. We'll start by reviewing the overall process and discussing critical considerations for pairing at each step.

Step 1: Sign-Up and Profile Creation

- **Protege Sign-Up**: The primary contact for the protege firm visits mppsurvey.com and completes the protege questionnaire. This creates the Protege Profile in ProRank Academy and sends a welcome email with instructions on how to get started.
- **Mentor Sign-Up**: The mentor company's primary contact completes the mentor questionnaire at mppsurvey.com. This creates the Mentor Profile in ProRank Academy and sends a welcome email with further instructions. The mentor questionnaire is distinct from the protege questionnaire, ensuring that specific mentor-related details are captured.
- **Pairing Tip:** Proteges can invite mentors who meet the criteria for MPP participation by sending them the link to complete the mentor questionnaire, and mentors can invite eligible proteges by sending the protege questionnaire to the firms.

Secondary MPP User Process for Proteges and Mentors:

- **Secondary Protege Sign-Up Process**: (multi-account video)
    - **Requesting Multi-Account Access**: PRA users from the protege firm who did not complete the MPP questionnaire need to request "Multi-Account" access.
    - **Access Granting**: Once the primary MPP POC grants multi-account access, the secondary protege PRA user can toggle to the primary MPP user's profile and view the MPP rooms and resources as the primary user.
    - **Legal Disclaimer:** By enabling Multi-Account access, you acknowledge and accept the risks associated with granting access to secondary users. ProRank Academy is not liable for any misuse, unauthorized access, or data loss resulting from the use of the Multi-Account function. Users are responsible for managing and monitoring access permissions and ensuring compliance with all relevant data protection regulations and organizational policies.
- **Secondary Mentor Sign-Up Process**:
    - **Creating a Public Profile**: PRA users from the mentor firm who did not complete the MPP questionnaire can create free public profiles on PRA.
    - **Profile Update**: Upon login, the user must update their profile. Remember to choose "Interested in participating in the PennDOT MPP" and select "Mentor."
    - **Profile Addition**: Once the profile change is saved, the secondary mentor's profile is added to their cohort's Tier 3 room. Note that Tier 3 rooms may have multiple mentor profiles from a single mentor firm but will only have one protege profile per protege firm. This helps reduce confusion when mentors search for firms to initiate the pairing process.

Step 2: Visit The Tier 3 Consultant Room

- **Tier 3 Cohorts:** All mentors can visit their cohort's Tier 3 Room on the PRA platform after signing up. However, only proteges who are actively qualified and ready to pair on MPP projects with mentors can access their cohort's Tier 3 Room.

  - There are two separate cohorts: one for Contractors and one for Consultants. Mentors and proteges viewing this document have access to the applicable rooms in the consultant cohort.
    - Tier 3 Consultants - **Consultant Tier 3 Room:** This room contains potential Consultant Cohort mentors and protégés ready to partner on PennDOT projects, as well as best practices and pairing resources.
- **Tier 3 Access**: Mentors can only access the Tier 3 rooms of their respective cohorts. All other tier rooms are restricted to proteges and admins. Access to Tier 3 rooms allows mentors and proteges to review each other's profiles and send connection requests through PRA. **Note:** "**Connection Requests**" on PRA Are Not the same as "Pairing Requests" for MPP projects. Only Mentors can initiate pairing requests from the MPP tab of their PRA profile.
- **Room Report Feature:** The Room Report feature provides access to detailed reports of MPP room members and their roles within the program. This feature helps proteges and mentors find and vet each other quickly before pairing.
- **Public Tier 3 Consultant Report:** The public reports allow users to view Tier 3 Room Reports without logging into PRA.
  - **Public Consultant Tier 3 Report**

Step 3: Mentor/Protege Pairing Request

- **Request**: Mentors initiate a pairing request through their MPP Tab using the "Add Projects" subtab. Mentors enter basic project details, then review and choose proteges for collaboration. (Mentor Pairing Request Video)
- **Acceptance**: Proteges will receive an email and see the pairing request in their MPP profile tab. They can accept or deny the mentor's request. (Protege Request Video)
- **Pairing Note:**
  - **Consultants:** The mentor-protege pairing request should always occur before the SOI deadline for the consultant cohort.

Step 4: Mentor-Protege MOU Signature

- Upon notice of selection for the MPP project, the awarded mentor will be sent a virtual MPP MOU agreement from PRA. The mentor POC should sign this agreement virtually or upload a physical copy of the fully executed MOU. (Mentor MOU Video)
- Upon completing the mentor's virtual signature, the protege will receive an email prompting them to sign the virtual MOU. (Protege MOU Video)
- **Pairing Note:** The MOU is the formal agreement between the mentor and protege to work together on a PennDOT project. If a physical MOU agreement has been signed, it should be uploaded to PRA through the MPP tab when requested from PRA.

Step 5: Work Development Plan Submission

- The Work Development Plan (work plan) templates will be emailed to the mentors by ProRank Academy once the MOU has been signed. The mentor and protégé are required to develop a mentor protégé development plan.
- Once complete, the work plan should be uploaded through the mentor's My MPP tab on PRA or by following the link provided in the email. (This link will give a brief video.)
- The protege's anticipated start date will be provided with the work plan.
- The work plan needs approval by PennDOT before services begin.
- Both the mentor and protege will be notified by PRA when PennDOT approves the Work Development Plan.
- **Pairing Note:** Mentor protégé teams can propose using a particular work item needed for training through a signed agreement (the MOU) at the onset of the mentor-protégé partnership. Approval must be documented before starting the services. As part of the work development plan, the mentor protégé team must include the projects and duration for which any equipment or other means of equity is being shared.

Step 6: MPP Feedback Surveys

- Upon uploading the protege work plan into PRA for approval, the mentor must also provide an anticipated start date for the protege's scope of work. This date is crucial as it signifies the start of the survey period. On the anticipated start date, the mentor and the protege will receive a separate one-question survey asking if the protege's work scope has begun. If either answers "yes," the following ten questions of the project feedback survey will be shown, and the first "Project Feedback" survey will be captured. If either firm answers "no," the same one-question study will be sent every 30 days until the answer is "yes." Inconsistent answers will prompt the MPP SSC to contact both parties to resolve the issue.

- **Feedback Survey:** After the initial feedback survey, both parties will receive a survey every 60 days until they identify that the protege's agreed scope of work has been completed on the final question. Once this is indicated, the feedback survey will display the Project Closeout Survey questions.
- **Closeout Survey:** Upon project completion, both parties will complete a closeout survey to assess the success of the mentoring relationship and the project outcomes.
- **Pairing Note:** You don't need to wait for the survey. Both mentors and protégés can communicate issues or challenges on an MPP project by calling (833) 736-6677 or Emailing mpp@prorankllc.com Monday through Friday from 9:00 a.m. to 5:00 p.m.

Step 7: Successful Protege Completion

- After completing the project and the closeout survey, the protege will have completed a cycle through the MPP. They can now reenter the MPP by updating their survey and starting a new cycle.
- **Pairing Note:** After completing the MPP project, the protege's primary profile should be automatically removed from Tier 4 and returned to their Tier 3 Room. Underutilized firms will get removed from Tier 4 but remain in Tier 3.

MPP Navigational Diagram: Please see an interactive visual diagram of the last seven steps discussed at this link.

Understanding The Consultant Cohort

PennDOT will identify design projects that include a Mentor Protégé WBS Code pay line item. Consultant protégés must be PennDOT registered BPs and have an active and approved

ECMS Consultant Qualifications Package and overhead rate. Consultant protégés must also be PAUCP-certified DBEs in the NAICS for the completed work.

The mentor and protégé are required to develop a mentor protégé development plan. The mentor and protégé can invoice PennDOT monthly through the ECMS consultant agreement. Total payment cannot exceed two percent (2%) of the total ECMS Agreement Price Proposal hours. The invoice(s) must include a completed MPP Activity Invoicing Log form (**Attachment F**) to document satisfactory performance.

- **Protege Tips:** Consultant Agreements have MPP Training Provisions that require MPP protege participation in the ECMS advertisement.
  - Teams are looking for proteges ready to work on PennDOT projects.
  - Promoting that your firm has an approved overhead rate and employee roster can separate your firm from other proteges.
  - Ensure your firm has the proper NAISC codes in PAUCP for the scope of work you are performing.
  - Make sure your firm has a company resume uploaded on PRA.
  - Don't limit your search for mentors to those listed in the Tier 3 Room.
    - Invite prospective mentors from PRA and ECMS by sending them the link to the MPP mentor questionnaire.

Additional Resources:

- MPP Website: Visit the official MPP website for more information.
- 22.3.4 Determining Your Indirect Cost Rate: This lesson on PRA will give you an overview of how to calculate your indirect Overhead Cost Rate in a Far-compliant manner.
- 22.3.5 Submitting Your Overhead Rate on ECMS: This lesson on PRA will show you how to submit your indirect cost rate on ECMS once calculated.
- 22.3.6 Employee Roster & Wage Rate Submission: This lesson on PRA will show you how to create and submit your employee roster on ECMS.
- PR Indirect Rate Rate Resource Folder: The folder contains various resources to help users calculate FAR-compliant indirect overhead rates.

- PennDOT MPP Program Guide: This document is PennDOT's guidance on policies and procedures for the Mentor-Protege Program.

Conclusion

This guide provides a detailed framework for new PennDOT MPP participants of the consultant cohort to navigate the Mentor-Protege Program (MPP) 's virtual pairing resources. Following the outlined steps, participants can effectively engage in the virtual pairing process and utilize available tools to foster successful mentor-protege relationships.

For further assistance, please contact the PennDOT MPP Supportive Services Center by email at pennmpp@prorankllc.com or by phone at (833) 736-6677 or **(833) PENN-MPP.** You can also visit us at pennmpp.com for more information on the PennDOT MPP.