

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 2 Consultant Protégés

Introduction

[Click Here For Audio](#) 

Welcome to Tier 2 of the PennDOT Mentor-Protégé Program (MPP) for Consultants! This guide will help you navigate the resources available on ProRank Academy (PRA) and help you get to Tier 3 of the MPP Consultant Cohort. Initially, only your PRA profile will have access to the MPP Rooms available to your firm. Suppose you would like others in your organization to access the MPP Rooms available to your firm on PRA. In that case, you must use the “[multi-account feature](#)” (found as the third tab in your profile menu) to allow others to view the MPP rooms using your PRA profile. This feature is explained further below.

Secondary Protégé Sign-Up Process / Requesting & Granting Multi-Account Access:

- Secondary MPP proteges or PRA users from the protege firm who did not complete the MPP questionnaire must [request](#) "Multi-Account" access to the primary protege's PRA profile. (You can watch this [video](#) for further instructions.)
- Once the primary MPP protege grants multi-account access, the secondary protege can toggle to the primary protege's profile and view the MPP rooms 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.

Navigating the PennDOT MPP Rooms

1. Understanding Your Role as a Tier 2 Protégé

- As a Tier 2 Protégé in the consultant cohort, you are PennDOT Business Partner Registered but **not yet Actively Qualified on ECMS**.

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- Your goal is to create and submit your PennDOT Annual Consultant Qualifications Package (CQP) for the first time or to renew your expired CQP, which must be renewed on ECMS annually.

2. Understanding Group Rooms

Group rooms or “rooms” provide PRA Users with consolidated information on a specific subject or objective. Each of the PennDOT MPP cohorts and their tiers has its respective rooms on PRA, consolidating the relevant information for that MPP cohort tier. Each MPP participant will have access to various MPP rooms that may change as the participant moves through the program.

- The MPP point-of-contact (POC) PRA user can access all MPP group rooms by navigating to the [group rooms page](#) and entering the keyword “MPP” into the search box. This will show a list of all MPP rooms in which their company is currently enrolled.
 - Only the PRA profile of the MPP primary protege user will be able to see or access the MPP rooms. As explained above, all other company users from the protege firm must receive multi-account access to use the primary protege’s profile to view MPP rooms.
- **[PennDOT MPP Room](#)**: This room is for all PRA users interested in and/or enrolled in the PennDOT Mentor-Protege Program. It shows all program stakeholders from both cohorts and across all tiers, including interested stakeholders who still need to be enrolled as mentors or proteges.
- **[Consultant MPP Room](#)**: This room is for all PennDOT MPP consultant cohort participants. Please note that although you will meet potential mentors in this room, you should only attempt to pair with them on projects once you have successfully reached Tier 3 of the program.
- **[Tier 2 Consultant Room](#)**: This room contains resources, courses, and discussion forums focused on helping your firm submit your CQP to reach Tier 3 of the cohort.
- **[Tier 2 Consultant Room Forum](#)**: You can use these discussions to ask PennDOT or MPP Admins questions anytime and read through previous responses.

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3. PRA Group Room Statuses

Rooms on PRA have three visibility statuses. By completing their PRA profile and uploading their capabilities statement, PRA users are automatically enrolled into applicable rooms, which may have “Public,” “Private,” or “Hidden” status. These three room statuses are explained further below.

- **Public Rooms:** These rooms are open for all PRA users to join anytime. Public rooms are visible and accessible to all PRA users.
 - **Example:** [PennDOT Resources Room](#)
 - **Example:** [Civil Engineering Room](#)
- **Private Rooms:** These rooms require the PRA Users to request access and receive approval from a room moderator. Most PRA users gain access to these rooms by providing relevant information. Private Rooms are visible to all PRA users but not accessible without prior approval.
 - **Example:** [PennDOT MPP Room](#)
 - **Example:** [DBE Supportive Service Room](#)
- **Hidden Rooms:** These rooms are only visible to room members. Most PRA users gain access to these rooms by providing relevant information. Hidden Rooms are invisible to all PRA users except the currently enrolled room members, and these rooms can only be accessed with admin approval.
 - **Example:** [Consultant MPP Room](#)
 - **Example:** [Tier 2 Consultant Room](#)

4. Room Hierarchies

Rooms house other rooms on PRA as “Subgroups.” Most rooms on PRA are nested and can be navigated using the “breadcrumb” links at the top of the room page just below the room banner image. (Please [watch this video](#) for a further explanation of the MPP room hierarchy.)

- **Subgroups:** Each room with subordinate rooms has a “subgroups” tab. This tab shows the next level of rooms, which drill down to more specific classifications of information.

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- **Breadcrumb Feature:** Room visitors can navigate from sub rooms back up the room hierarchy utilizing the tiny links located just under the room banner image of all sub rooms.
- **MPP Room Nesting Logic for the Tier 2 Consultant Room** is shown below:
(Parent Room > Child Room > Grandchild Room)
 - [PennDOT MPP Room](#) > [Consultant MPP Room](#) > [Tier 2 Consultant Room](#)

MPP Tier 2 Consultant Focus

1. Annual Qualification Package Overview

All Consultants, both prime and subconsultants, must submit a Consultant Qualification Package (CQP) annually through ECMS. The CQP indicates the Consultant's project experience, quality plan, employee qualifications and certifications, the services that the Consultant can provide, and the Disadvantaged Business Enterprise certification, if applicable.

ECMS automates the packaging of supporting documents and provides an electronic "cover page" used to collect and store general information about the Consultant, its location, and services. The cover page is also used to attach (or package) the other documents comprising the CQP. Please see the four components of the consultant qualification package outline below:

- **General Information** – This section captures your basic company information and allows you to demonstrate, showcase, and communicate what your company offers.
- **Project Experience** – This section captures your past work and references from those you have worked for.
- **Resumes** – This section identifies key individuals of the firm.
- **Quality Plan** – This document will discuss your firm's quality assurance, control, process, and outcome/results.

Having an active qualifications package in ECMS is required to participate on PennDOT ECMS professional services advertisements. The resources below will guide you through creating, renewing, and submitting your CQP.

2. Tier 2 Consultant Learning Objectives

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- [PRA Lesson 22.3.1 - Consultant CQP](#): This 5-part lesson will walk you through creating and submitting your consultant qualifications package on ECMS.
- [PRA Lesson 22.3.3 - Consultant CQP Renewal](#): This 20-minute lesson walks you through renewing your consultant qualifications package on ECMS.

3. Tier 2 Consultant Learning Resources

- [Consultant Qualifications Package Presentation Slides](#): These slides provide screenshots of accessing CQP templates on ECMS and an overview of each component of the CQP.
- [Business Types That Would Need a CQP](#): This image from the General Information CQP template provides a list of service disciplines that need an active CQP to participate in PennDOT ECMS projects.
- [CQP Templates](#): This link provides access to CQP templates maintained in ProRank Academy(PRA). The user must be logged in to PRA to use this link. PennDOT CQP templates can also be accessed directly from ECMS, as shown in the CQP presentation slides above.

Additional Resources

- [MPP Navigational Diagram](#) This document is an interactive flowchart that guides proteges and mentors through the entire MPP lifecycle. It includes video instructions and direct links to each webpage referenced at each program step.
- [PennDOT MPP Program Guide](#): This document is PennDOT's guidance on policies and procedures for the Mentor-Protege Program.
- [PennDOT Mentor-Protege Program \(MPP\) Website](#): This is the official website for the PennDOT MPP Program. It contains various resources to help proteges and mentors understand and navigate the program.



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- [PennDOT ECMS Road Map](#): This is an interactive PDF diagram of the PennDOT ECMS process of becoming “Ready to Work” for PennDOT projects.
- [ProRank Academ3 Password Reset Link](#): This will allow you to reset your PRA password if you forgot it or are having issues logging in.

Multi-Account Access and Disclaimer

Requesting Multi-Account Access:

- PRA users from the protege firm who did not complete the MPP questionnaire (secondary proteges) must request "Multi-Account" access from the firm’s MPP Point of Contact (primary protege) user to access MPP rooms.
- Once the primary protege user grants multi-account access, the secondary protege PRA user can toggle profiles and view the MPP rooms using the primary profile.

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Conclusion

The [Tier 2 Consultant Welcome Guide](#) provides a detailed framework for consultant PennDOT MPP Program participants to navigate the Mentor-Protege Program (MPP) resources on PRA. This guide is maintained as a virtual document. For the latest version, please use “[this link](#)” and check the top right corner of any page for changes to the version number.

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.