

# PENNDOT MENTOR-PROTEGE PROGRAM

## Welcome Guide for Tier 3 Contractor Protégés

### Introduction:

[Click Here For Audio](#) 

Welcome to Tier 3 of the [PennDOT Mentor-Protégé Program](#) (MPP) for Contractors! This guide will help you navigate the resources available on [ProRank Academy](#) (PRA) and make the most of your protégé experience. 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 3 Protégé:

- As a Tier 3 Protégé in the contractor cohort, you are PennDOT Business Partner Registered and Prequalified with at least one [ECMS workcode](#).

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- Your goal is to partner with mentors on PennDOT projects. Your mentor must win the PennDOT project before they can request to add you as the MPP Protege. Please contact the [MPP Supportive Services Center](#) at (833) 736-6677 if your Mentor needs help adding your firm to a project.

### 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 POC 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 the POC 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.
- **[Contractor 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 3 Contractor Room](#)**: This room contains potential mentors ready to partner on PennDOT projects, as well as best practices and resources for pairing.

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- *Tip: You can invite Potential Mentors to this room by sending them [this link](https://pennmpp.com/mpp-prime-mentor-survey/) (https://pennmpp.com/mpp-prime-mentor-survey/ ) to complete the Mentor MPP Questionnaire. Once the questionnaire is completed, the primary Point-Of-Contact (POC) will automatically have their original PRA profile added to the [Tier 3 Contractor Room](#), or they will have a new PRA profile created and added to the room if they use an email address not already registered in PRA. No other members of the POCs firm need to complete the questionnaire. They can just create free PRA profiles and edit their profile option to be a “Potential Mentor,” as shown in [this video](#).*
- The [Tier 3 Contractor Room Forum](#) can be used to ask PennDOT or MPP Admins questions anytime and review past questions and answers.
- You can view [this video](#) to learn more about MPP Rooms.

### 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 visible and accessible to all PRA users and can be joined by any user at any time.
  - **Example:** [PennDOT Resources Room](#)
  - **Example:** [Heavy Highway Construction Room](#)
- **Private Rooms:** Request access and approval needed.
  - **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

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all PRA users except the currently enrolled room members, and they can only be accessed with admin approval.

- **Example:** [Contractor MPP Room](#)
- **Example:** [Tier 3 Contractor 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.
- **Breadcrumb Feature:** Room visitors can navigate from sub rooms back up the room hierarchy utilizing the tiny links just under the room banner image of all sub rooms.
- **MPP Room Nesting Logic for the Tier 3 Contractors Room** is shown below:

(Parent Room > Child Room > Grandchild Room)

- [PennDOT MPP Room](#) > [Contractors MPP Room](#) > [Tier 3 Contractors Room](#)

#### MPP Tier 3 Contractor Focus:

##### 1. Making Connections with Mentors:

- The [Tier 3 Contractors Room](#) mentors are ready to pair up on PennDOT projects.
- Check the [Public Tier 3 Contractors Report](#) regularly to find new mentor firms that may be joining the program daily. (Tip: You can toggle the search filter to “potential mentors” to view a list of mentors instead of proteges.)
- MPP Rooms have three member types: Program Admins, Potential Mentors, and Potential Proteges. Ensure you are aware of the room member type before sending

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communications. You can view the services provided and contact information directly from the mentor profile.

- View mentors who are ready to work on PennDOT projects. You can click on any "Potential Mentor's" profile image to learn more about their company.
- You can send connection requests and begin dialogues with mentors once connected.
- MPP room members must connect with the user before sending a message. To initiate a connection request, click the person icon on the member profile image with a plus symbol.
- Remember, you can cancel connections anytime.
- **Best Practice Tip:** Proteges can refer Potential Mentors qualified to prime PennDOT projects by sending them the link to the [Mentor MPP Questionnaire](#). Once the questionnaire is completed, the new potential mentor firm will be ready to pair in the MPP Tier 3 Room for their respective cohort. You may want to provide your prospective mentor with a copy of [Appendix D to Part 26 - Mentor Protege Guidelines](#) to confirm the program's authenticity with PennDOT.
- The [documents section](#) of the Tier 3 Contractor Room contains a sample MOU and a Workplan template. **Please Note** that the documents in this room are just for reference. The formal documents will be sent to all participants through PRA, as shown in the [MPP Navigational Diagram](#).

### 2. Tier 3 Contractor Learning Objectives:

- [Course 22.13 - PennDOT ECMS Provisional Code Request \(Sub Initiated\)](#): This course is designed to guide contractors through the step-by-step process of requesting a provisional work class code using PennDOT's Engineering and Construction Management System (ECMS).
- [Lesson 22.2.4 – ECMS Force Accounts](#): This lesson guides contractors through submitting a PennDOT Force Account for an ECMS project. A PennDOT Force Account

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is a contractual arrangement that allows construction projects to address unforeseen work items or changes without specific contract pricing.

- [Appendix D to Part 26 - Mentor Protege Guidelines](#): For contractors, a provisional specification, referred to as the PennDOT DBE Mentor Protégé Special Provision (Attachment D), was developed to provide for line-item reimbursement for the mentor's services provided and any associated costs that must be directly attributable and properly allowable to specific individual contracts. As a best practice, this document should be provided to potential mentors with your introduction email to help inform them about the MPP.

### 3. Tier 3 Contractor Learning Resources:

- [Provisional Prequalification Guidelines](#): This document provides guidelines for the provisional assignment of a work classification code by PennDOT to a prequalified contractor, working as a subcontractor if a Prime Contractor is willing to train and directly supervise this work as it is self-performed by the subcontractor. **This work classification code must be assigned to the Prime Contractor to be considered for provisional prequalification for the subcontractor.** Provisional prequalification approval is project-specific. Successful completion of provisional prequalification may be applied toward the regular assignment of the work classification code.
  - Provisional prequalification does not apply to a 1<sup>st</sup>-tier subcontractor mentoring another 1<sup>st</sup>-tier subcontractor. Provisional prequalification does not apply to a 1<sup>st</sup>-tier subcontractor mentoring a 2<sup>nd</sup>-tier subcontractor. Provisional prequalification only applies to a prime contractor mentoring a 1<sup>st</sup>-tier subcontractor.
  - Only one provisional prequalification work classification will be granted per subcontractor at one time. Once a provisional work classification has been made permanent, the subcontractor may initiate another provisional request.

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- As an MPP contractor Protege, you will acquire your new work codes using the provisional prequalification process, so it is highly recommended that you understand the guidelines.
- [Contractor MOU Template](#): The mentor and protege should begin their formal agreement by signing the MOU. The sooner this can be done, the better. This should occur immediately after a prime decides to mentor the protege if the prime has already been awarded the project. The MOU can be signed immediately after the award notice if the project has not been awarded. The mentor should have this executed document available and ready for discussion at their kick-off meeting with PennDOT.
- [Contractor Development Plan Template](#): This template can be used to develop your mentor-protege development plan. The mentor and the protege should work together and have input in creating this plan, although it is the mentor's responsibility to submit the plan to PennDOT.
- [Sample Contractor Development Plan](#): This is an example of how a contractor protege work plan might look once completed.
  - Tip: In MPP jargon, development plans are also commonly referred to as work plans, so please do not be clear about whether you hear these terms used together.
    - Example: "Work Development Plan"
    - Or if you hear them used interchangeably;
      - Development Plan and
      - Work Plan
  - These terms refer to the same document for the PennDOT MPP.

### MPP Navigational Diagram and Virtual Pairing Guide:

- [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.

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- The [MPP Contractor Virtual Pairing Guide](#) provides a detailed written overview of the MPP virtual pairing process between mentors and protégés of the contractor cohort on PRA.

### Additional Resources:

- [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.
- The [MPP Public Contractor Protege Report](#) is a dynamic list of Tier 3 contractor proteges viewable by the public. It provides general information about each firm and can be an alternative to granting Multi-Account access.
- [PennDOT MPP Program Guide](#): This document is PennDOT's guidance on policies and procedures for the Mentor-Protege Program.
- [PennDOT ECMS Road Map](#): This is an interactive PDF diagram of the PennDOT ECMS process of becoming "Ready to Work" for PennDOT projects.
- [ProRank Academy 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.

Legal Disclaimer:



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### Conclusion:

The [Tier 3 Contractor Welcome Guide](#) provides a detailed framework for construction contractor 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](mailto:pennmpp@prorankllc.com) or by phone at (833) 736-6677 or **(833) PENN-MPP**. You can also visit us at [pennmpp.com](http://pennmpp.com) for more information on the PennDOT MPP.