PENNDOT MENTOR-PROTEGE PROGRAM
(Welcome to Tier 3 - Contractor Proteges)

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Subject: Welcome to Tier 3 of the PennDOT MPP for Contractors!

Dear [Recipient Name],

Welcome to Tier 3 of the PennDOT Mentor-Protégé Program (MPP) for Contractors! Whether you ascend from Tier 2 or start fresh at Tier 3, we are excited to have you on board.

This email aims to help you navigate the MPP resources available on ProRank Academy (PRA) and make the most of your protégé experience.

- ProRank Academy (PRA) Password Reset Link: This will allow you to reset your PRA password if you forgot it or are having issues logging in.

Key Highlights:

- **Purpose of Tier 3:**
  - The purpose of tier 3 is to help your firm successfully pair with a PennDOT (MPP) mentor to participate on a PennDOT highway construction project.
- **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 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.

- **Secondary Protégé Sign-Up Process:**
    - Additional firm members (secondary proteges) can request "Multi-Account" access from your MPP Point-Of-Contact (primary protege) user to access the MPP rooms and resources on PRA. Watch the Instructional Video at this link.
    - Once the primary user(s) grants the secondary user(s) Multi-Account access, the secondary user(s) can toggle to the primary MPP user's profile to view 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.

- **Navigating MPP Rooms:**
    - MPP Room Reports: These reports provide dynamic, in-line views of crucial information from all MPP Rooms that users can access. This is a private link that can only be accessed by PRA members. Only PRA members currently enrolled in MPP rooms can generate MPP room reports using the link above.
    - Contractor MPP Room: This room is for all participants of the contractor cohort.
    - Tier 3 Contractor Room: This room contains potential mentors ready to partner on PennDOT projects.
        - *Tip: You can invite Potential Mentors to this room by sending them this link (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*

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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](#).

- **Viewing Potential Mentor Profiles:**
    - View various MPP Mentors in the Tier 3 Contractor Room or using the Tier 3 Contractor Room Report.
    - You can send connection requests to initiate dialogues if logged in to PRA.

- **Making Connections**
    - You can access the [Tier 3 Contractors Room](#) to view mentors looking to pair with proteges and send connection requests. (Watch the first 3 minutes of [this video](#) to see how.)
    - You should regularly check the [Tier 3 Contractor MPP Room](#) and/or Tier 3 Contractor [Room Report](#) for new mentor firms because the list is dynamic and updates regularly.

- **Additional Reports:**
    - [Public Tier 3 Contractor Protege Report](#): This is a publicly viewable list of all Tier 3 contractor proteges available to participate in the PennDOT MPP. (Tip: You can toggle the search filter to "potential mentors" to view a list of mentors instead of proteges.)

- **MPP Navigational Diagram:**
    - [MPP Navigational Diagram](#) This document is an interactive flowchart that provides a linear view of the entire Mentor Protege lifecycle. It includes video instructions and direct links to each webpage referenced at each step to guide participants through the program.

For a comprehensive overview of Tier 3, please refer to the [Welcome Guide for Tier 3 Protégés in the Contractor Cohort](#).

If you have any questions or need further assistance, please contact us at (833) 736-6677 or pennmpp@prorankllc.com.

Best regards,

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[Your Name]

MPP SSC Admin Team