



MPP HANDBOOK

PRE-AWARD ACTIVITIES

FOR MENTORS & PROTEGES

[v041325](#)



MPP-PRA HANDBOOK OVERVIEW & INSTRUCTIONS

PENNDOT MENTOR-PROTEGE PROGRAM

PREFACE



Introduction

Welcome to this PennDOT Mentor-Protégé Program (MPP) reference guide, focusing on **Tiers 1 through 3**—the “Pre-Award” stages where Protégés gain readiness to do business with PennDOT. You’ll find that each tier’s section begins with a short **summary** derived from the “Welcome Email” sent to new participants (whether they’re enrolling as a Tier 1, Tier 2, or Tier 3 Protégé—or as a Mentor). While much of this content is geared toward Protégés (since Tiers track a Protégé’s progress), **Mentors** will also find useful information in the following sections:

1. **Mentor Welcome Guides** – The first, most direct resource for Mentors.
2. **Virtual Pairing Guides** – Detailed steps on how Mentors pair with Protégés in Tier 3.
3. **Tier 3 Welcome Guides** – These primarily support Protégés but also contain helpful insights for Mentors ready to collaborate on PennDOT projects.

Tiers 1–3 (Pre-Award Focus)

- **Tier 1** – Helps new Protégés become **Business Partner Registered**.
- **Tier 2** – Guides **registered** Protégés through Prequalification (Contractors) or Annual Qualifications (Consultants).
- **Tier 3** – Covers **mentor–protégé pairing** and final readiness steps for PennDOT projects. Mentors join here to connect with qualified Protégés.

Although this document centers on Tiers 1–3, there are some Mentor resources touching on **Tier 4 (Post-Award)** activities. For the most comprehensive picture of Tier 4 and beyond, please see the **MPP Navigational Diagram** in the “Diagrams” section of this guide.

How to Use This Document

1. **Review Your Tier or Role:** Each section starts with a short “Welcome” summary that matches the email you likely received upon entering that stage.
2. **Understand Where Mentors and Protégés Intersect:** Mentors primarily engage at Tier 3 (pairing with Protégés), they should consult the Mentor Welcome Guides and Virtual Pairing Guides for more details.
3. **Expect Some Overlap:** Because each tier section is self-contained, you may see repeated instructions or references. This is normal—it ensures everyone has the info they need, even if they only read one tier’s section.
4. **Use the MPP Navigational Diagram:** If you need details on Tier 4 or next-step milestones, refer to the final “Diagrams” section. This overview helps you see the full MPP life cycle and how to progress beyond Pre-Award.



PENNDOT MENTOR-PROTEGE PROGRAM

PREFACE

5. **Ask for Help:** At the end of each section, you'll see how to contact the **Supportive Services Center** or post questions in the MPP forums on ProRank Academy (PRA).

Feel free to skip straight to the tier or topic you need most. If you have any questions, the MPP administrators are here to support you every step of the way. We hope this document streamlines your experience in the PennDOT Mentor-Protégé Program!



PENNDOT MENTOR-PROTEGE HANDBOOK

TABLE OF CONTENTS

The following two pages provide a table of contents for the MPP Handbook and direct links to the foremost sections of the accompanying audio. Each section offers in-depth information and resources to help MPP participants achieve their objectives. Tier 4 resources will be coming soon.

Getting Started Resources

- [Protege Survey Link](#) (Only for the first or primary MPP contact; **One firm survey per cycle.**)
- [Mentor Survey Link](#) (Only for the first or primary MPP contact; **One survey is per firm.**)

Preface & Table of Contents

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Tier 1 Resources

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- [Tier 1 Consultant Protege Email Audio](#)
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- [Tier 1 Consultant Welcome Guide Audio](#)

Contractor:

- [Welcome Guide Summary For Tier 1 Contractor Proteges \(Pages 18-21\)](#)
- [Tier 1 Contractor Protege Email Audio](#)
- [Welcome Guide For Tier 1 Contractor Proteges \(Pages 22-28\)](#)
- [Tier 1 Contractor Welcome Guide Audio](#)

Tier 2 Resources

Consultant:

- [Welcome Guide Summary For Tier 2 Consultant Proteges \(Pages 29-32\)](#)
- [Tier 2 Consultant Proteges Email Audio](#)
- [Welcome Guide For Tier 2 Consultant Proteges \(Pages 33-38\)](#)
- [Tier 2 Consultant Welcome Guide Audio](#)

Contractor:

- [Welcome Guide Summary For Tier 2 Contractor Proteges \(Pages 39-42\)](#)
- [Tier 2 Contractor Protege Email Audio](#)
- [Welcome Guide For Tier 2 Contractor Proteges \(Pages 43-49\)](#)
- [Tier 2 Contractor Welcome Guide Audio](#)

Tier 3 Resources

Consultant:

- [Welcome Guide Summary For Tier 3 Consultant Proteges \(Pages 50-53\)](#)
- [Tier 3 Consultant Proteges Email Audio](#)
- [Welcome Guide For Tier 3 Consultant Proteges \(Pages 54-60\)](#)
- [Tier 3 Consultant Welcome Guide Audio](#)

Contractor:

- [Welcome Guide Summary For Tier 3 Contractor Proteges \(Pages 61-64\)](#)
- [Tier 3 Contractor Protege Email Audio](#)
- [Welcome Guide For Tier 3 Contractor Proteges \(Pages 65-73\)](#)
- [Tier 3 Contractor Welcome Guide Audio](#)

Mentor Resources

Consultant:

- [Welcome Guide Summary For Consultant Mentors \(Pages 74-77\)](#)
- [Consultant Mentor Email Audio](#)
- [Welcome Guide For Consultant Mentors \(Pages 78-85\)](#)
- [Consultant Mentor Welcome Guide Audio](#)

Contractor:

- [Welcome Guide Summary For Contractor Mentors \(Pages 86-89\)](#)
- [Contractor Mentor Email Audio](#)
- [Welcome Guide For Contractor Mentors \(Pages 90-98\)](#)
- [Contractor Mentor Welcome Guide Audio](#)

Virtual Pairguides

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MPP Diagrams

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TIER 1 CONSULTANTS

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome to Tier 1 - Consultant Proteges



Welcome to Tier 1 of the PennDOT MPP for Consultants!

Welcome to Tier 1 of the PennDOT Mentor-Protégé Program (MPP) for Consultants! We are excited to have you in the program. This section summarizes the MPP resources available on ProRank Academy (PRA) and supports you in completing the Business Partner Registration (BPR) process on PennDOT's ECMS.

- [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 1:**
 - Tier 1 focuses on assisting consultants in completing the Business Partner Registration (BPR) process on PennDOT's ECMS, a crucial step toward advancing the program.
 - [PRA Course 22.1 - ECMS Business Partner Registration](#): This course will walk you through completing and submitting your Business Partner Registration (BPR) applications to PennDOT. The BPR application submission is a two-part process.
- **Tier 1 Consultant Protege Learning Objectives**
 - [PRA Course 22.1 - ECMS Business Partner Registration](#): This course will walk you through completing and submitting your Business Partner Registration (BPR) applications to PennDOT. The BPR application submission is a two-part process.
 - **The online form submission** is a 5-tab web form completed and submitted through the [ECMS Frameset website](#).
 - [The PDF Business Partner Agreement](#) is a PDF document that must also be completed and emailed back to the ECMS Help Desk.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome to Tier 1 - Consultant Proteges

Note: The information on both forms must match precisely to prevent delays in receiving your Business Partner ID number and Administrative User password. It is a best practice to create your ECMS User(s) immediately after receiving your administrative username and password via email.

- **Navigating MPP Rooms:**

- [Tier 1 Consultant Room](#): This room contains resources, courses, and discussion forums focused on helping your firm become PennDOT Business Partner Registered on ECMS to reach Tier 2 of the consultant cohort.
- [Tier 1 Consultant Room Forum](#): You can use these discussions to ask PennDOT or MPP Admins questions anytime and read through previous responses.

- Tier 1 proteges **Should Only engage mentors once** they are in Tier 3. Likewise, mentors cannot solicit Tier 1 contractors for MPP projects. These features will be available once you advance to Tier 3.

- **MPP Navigational Matrix:**

- [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.

- **Additional Resources:**

- [ECMS Business Partner Registration Instructions](#): This PennDOT-drafted set of instructions on Business Partner Registration comes from the ECMS platform and can be accessed on the [ECMS Frameset platform](#).
- [Types of work that fall under the "Consultant" Work Type](#): This is a list of PennDOT services commonly utilized on PennDOT Heavy Highway consulting agreements. This list comes from the General Information form of the consultant qualifications template.
- [Excerpt Slide from Consultant Doing Business w/ PennDOT Presentation](#): These slides are excerpts from a Doing Business with PennDOT for Consultants presentation that provide extra guidance on the BPR process from a consultant's perspective.



PENNDOT MENTOR-PROTEGE PROGRAM

Welcome to Tier 1 - Consultant Proteges

- [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.

For a comprehensive overview, please refer to the complete [Welcome Guide for Tier 1 Protégés in the Consultant Cohort](#), "[viewable here](#)."

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

Best regards,

MPP SSC Admin Team

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 1 Consultant Protégés

Introduction

[Click Here For Audio](#) 

Welcome to Tier 1 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 2 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 1 Protégé

- As a Tier 1 Protégé in the consultant cohort, you are not yet registered or “Business Partner Registered” (BPR) on PennDOT's Engineering and Construction Management System (ECMS).

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 1 Consultant Protégés

- Our goal in Tier 1 is to help you become Business Partner Registered as a Consultant on ECMS. To do business with PennDOT, you must become a Registered Business Partner. ECMS Business Partner registration is the first step in the process, and it provides the ability to perform services for PennDOT.

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 1 Consultant Room](#)**: This room contains resources, courses, and discussion forums focused on helping your firm become PennDOT Business Partner Registered on ECMS to reach Tier 2 of the consultant cohort.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 1 Consultant Protégés

- **[Tier 1 Consultant Room Forum](#)**: You can use these discussions to ask PennDOT or MPP Admins questions anytime and read through previous responses.

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 1 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.)

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 1 Consultant Protégés

- **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 1 Consultant Room** is shown below:

(Parent Room > Child Room > Grandchild Room)

- [PennDOT MPP Room](#) > [Consultant MPP Room](#) > [Tier 1 Consultant Room](#).

MPP Tier 1 Consultant Focus

1. Understanding PennDOT Business Partner Registration

If your organization desires to work with PennDOT as an engineering consultant or in another capacity, your organization must register as a business partner. This will allow you to use PennDOT’s Engineering and Construction Management System (ECMS) to conduct business with PennDOT.

Please complete the PDF Business Partner application and email it to ra-pd-bpregration@pa.gov with the appropriate electronic signatures. Please review the checklist and ensure all fields are filled out completely, all signatures (and titles) are correct, and the signature dates are entered. For questions, call 855-783-8330 and reference BP Registration / ECMS Help Desk.

Once the registration for your organization is complete, an email will be sent to the Security Administrator, as designated on the electronic registration form, providing an ECMS User ID and Password. This will allow your Security Administrator to:

- Establish User IDs and passwords for other users within your company.
- Assign users in your company to security groups, allowing these users to see, enter, and submit information for your company based on the level of security provided by the security group.
- Delete users for your company.
- Reset passwords for your users.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 1 Consultant Protégés

A Business Partner can register to do business as a Construction Contractor, a Consultant, or both ([view this image](#) from PennDOT Pub 637 for additional reference). Please note that the MPP currently only supports participation in one cohort at a time. Exceptions may be made for “underutilized firms” on a case-by-case basis.

2. Tier 1 Consultant Learning Objectives

- [PRA Course 22.1 - ECMS Business Partner Registration](#): This course will walk you through completing and submitting your Business Partner Registration (BPR) applications to PennDOT. The BPR application submission is a two-part process.
 - a. **The online form submission** is a 5-tab web form completed and submitted through the [ECMS Frameset website](#).
 - b. [The PDF Business Partner Agreement](#) is a PDF document that must also be completed and emailed back to the ECMS Help Desk.

Note: The information on both forms must match precisely to prevent delays in receiving your Business Partner ID number and Administrative User password. It is a best practice to create your ECMS User(s) immediately after receiving your administrative username and password via email.

3. Tier 1 Consultant Learning Resources

- [ECMS Business Partner Registration Instructions](#): This PennDOT-drafted set of instructions on Business Partner Registration comes from the ECMS platform and can be accessed on the [ECMS Frameset platform](#).
- [Types of work that fall under the “Consultant” Work Type](#): This is a list of PennDOT services commonly utilized on PennDOT Heavy Highway consulting agreements. This list comes from the General Information form of the consultant qualifications template.
- [Excerpt Slide from Consultant Doing Business w/ PennDOT Presentation](#): These slides are excerpts from a Doing Business w/ PennDOT for Consultants presentation that provide extra guidance on the BPR process from a consultant's perspective.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 1 Consultant Protégés

- [Pub 637 Excerpt - Creating ECMS Users & Security Groups](#): This PDF is an excerpt from PennDOT Pub 637 on creating users in ECMS. This is one of the main steps that new users need to remember.
 - When you first receive your ECMS Admin Username/ Business Partner ID Number, you should [log in to the ECMS Frameset Website](#) to create at least one ECMS user who can access the main [ECMS Frontend website](#).
 - Please ensure the newly created user is enabled with the correct “Security Group” settings. Otherwise, they may not receive the proper notifications from ECMS or be able to perform the appropriate functions for your firm in ECMS.
- [Frequently Asked Questions PDF](#): PennDOT created this document containing a list of commonly asked questions and answers regarding the ECMS Business Partner Registration process.
- [PennDOT BPR Resource Webpage](#): This PennDOT webpage contains information and resources for ECMS Business Partner Registration. It also directly links to the ECMS Frameset, where you initiate the BPR application process, create ECMS users, and reset passwords.

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.
- [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.



PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 1 Consultant Protégés

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 user's access.

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Conclusion

The [Tier 1 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.



TIER 1 CONTRACTORS

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome to Tier 1 - Contractor Proteges



Welcome to Tier 1 of the PennDOT Mentor-Protégé Program (MPP) for Contractors! We are excited to have you in the program. This section summarizes the MPP resources available on ProRank Academy (PRA) and supports you in completing the Business Partner Registration (BPR) process on PennDOT's ECMS.

- [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 1:**
 - Tier 1 focuses on assisting contractors in completing the Business Partner Registration (BPR) process on PennDOT's ECMS, a crucial step toward advancing the program.
- **Tier 1 Contractor Protege Learning Objectives**
 - [PRA Course 22.1 - ECMS Business Partner Registration](#): This course will walk you through completing and submitting your Business Partner Registration (BPR) applications to PennDOT. The BPR application submission is a two-part process.
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PENNDOT MENTOR-PROTEGE PROGRAM

Welcome to Tier 1 - Contractor Proteges

- **Navigating MPP Rooms:**
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PENNDOT MENTOR-PROTEGE PROGRAM

Welcome to Tier 1 - Contractor Proteges

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

Best regards,

MPP SSC Admin Team

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 1 Contractor Protégés

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Navigating the PennDOT MPP Rooms

1. Understanding Your Role as a Tier 1 Protégé:

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PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 1 Contractor Protégés

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PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 1 Contractor Protégés

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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.

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 - **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:** [Contractors MPP Room](#)
 - **Example:** [Tier 1 Contractors 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.)

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 1 Contractor Protégés

- **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 which are located just under the room banner image of all sub rooms.
- **MPP Room Nesting Logic for the Tier 1 Contractors Room** is shown below:

(Parent Room > Child Room > Grandchild Room)

- [PennDOT MPP Room](#) > [Contractors MPP Room](#) > [Tier 1 Contractors Room](#)

MPP Tier 1 Contractor Focus

1. Understanding PennDOT Business Partner Registration:

If your organization desires to work with PennDOT as a construction contractor or in another capacity, your organization must register as a business partner. This will allow you to use PennDOT’s Engineering and Construction Management System (ECMS) to conduct business with PennDOT.

Please complete the PDF Business Partner application and email it to ra-pd-bpregistration@pa.gov with the appropriate electronic signatures. Please review the checklist and ensure all fields are filled out completely, all signatures (and titles) are correct, and the signature dates are entered. For questions, call 855-783-8330 and reference BP Registration / ECMS Help Desk.

Once the registration for your organization is complete, an email will be sent to the Security Administrator, as designated on the electronic registration form, providing an ECMS User ID and Password. This will allow your Security Administrator to:

- Establish User IDs and passwords for other users within your company.
- Assign users in your company to security groups, allowing these users to see, enter, and submit information for your company based on the level of security provided by the security group.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 1 Contractor Protégés

- Delete users for your company.
- Reset passwords for your users.

A Business Partner can register to do business as a Construction Contractor, a Consultant, or both ([view this image](#) from PennDOT Pub 637 for additional reference). Please note that the MPP currently only supports participation in one cohort at a time. Exceptions may be made for “underutilized firms” on a case-by-case basis.

The PennDOT MPP Does Not currently support Suppliers, Flaggers, Haulers, or other PennDOT construction contract work that Does Not require a work code. A list of all PennDOT work that requires a work code and is eligible for MPP construction cohort work can be found [“Here.”](#)

2. Tier 1 Contractor Learning Objectives:

- [PRA Course 22.1 - ECMS Business Partner Registration](#): This course will walk you through completing and submitting your Business Partner Registration (BPR) applications to PennDOT. The BPR application submission is a two-part process.
 - a. **The online form submission** is a 5-tab web form completed and submitted through the [ECMS Frameset website](#).
 - b. [The PDF Business Partner Agreement](#) is a PDF document that must also be completed and emailed back to the ECMS Help Desk.

Note: The information on both forms must match precisely to prevent delays in receiving your Business Partner ID number and Administrative User password. It is a best practice to create your ECMS User(s) immediately after receiving your administrative username and password via email.

3. Tier 1 Contractor Learning Resources:

- [ECMS Business Partner Registration Instructions](#): This PennDOT-drafted set of instructions on Business Partner Registration comes from the ECMS platform and can be accessed on the [ECMS Frameset platform](#).

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 1 Contractor Protégés

- [Types of work that fall under the “Construction Contractor” Work Type](#): This is a list of approved PennDOT Heavy Highway work classifications that correspond to the “Construction Contractor Work Type.
- [Pub 637 Excerpt - Creating ECMS Users & Security Groups](#): This PDF is an excerpt from PennDOT Pub 637 on creating users in ECMS. This is one of the main steps that new users need to remember.
 - When you first receive your ECMS Admin Username/ Business Partner ID Number, you should [log in to the ECMS Frameset Website](#) to create at least one ECMS user who can access the main [ECMS Frontend website](#).
 - Please ensure the newly created user is enabled with the correct “Security Group” settings. Otherwise, they may not receive the proper notifications from ECMS or be able to perform the appropriate functions for your firm in ECMS.
- [Frequently Asked Questions PDF](#): PennDOT created this document containing a list of commonly asked questions and answers regarding the ECMS Business Partner Registration process.
- [PennDOT BPR Resource Webpage](#): This PennDOT webpage contains information and resources for ECMS Business Partner Registration. It also directly links to the ECMS Frameset, where you initiate the BPR application process, create ECMS users, and reset passwords.

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 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.
- [PennDOT MPP Program Guide](#): This document is PennDOT’s guidance on policies and procedures for the Mentor-Protege Program.



PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 1 Contractor Protégés

- [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 and resources using the primary user’s access.

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.

Conclusion:

The [Tier 1 Contractor Welcome Guide](#) provides a detailed framework for construction-focused 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.



TIER 2 CONSULTANTS

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome To Tier 2 - Consultant Proteges



Welcome to Tier 2 of the PennDOT Mentor-Protégé Program (MPP) for Consultants! We are excited to have you in the program. This section summarizes the MPP resources available on ProRank Academy (PRA) and helps you successfully activate your Annual Consultant Qualifications Package (CQP).

- [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 2:**
 - As a Tier 2 Protégé in the consultant cohort, you are PennDOT Business Partner Registered but **not yet Actively Qualified on ECMS**.
 - 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.
- **Secondary Protégé Sign-Up Process:**
 - Additional firm members 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:**

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Welcome To Tier 2 - Consultant Proteges

- [PennDOT MPP Room](#): This room is for all PRA users interested and/or enrolled in the MPP.
- [Consultant MPP Room](#): This room provides access to resources applicable to all PennDOT MPP consultant cohort participants.
- [Consultant Tier 2 Room](#): This room provides access to targeted resources and discussions specifically for Tier 2 consultant proteges.
- Tier 2 consultants cannot view potential MPP mentors from the Tier 2 MPP Consultants Room. Viewing potential mentors in your tier room is only available once you advance to the Tier 3 MPP Consultants Room.
- **Tier 2 Consultant Cohort Learning Objectives :**
 - [PRA Lesson 22.3.1 - ECMS Consultant Qualification Package](#):
 - This PRA lesson walks users through creating and submitting their Annual Consultant Qualifications Package (CQP) to PennDOT.
 - [PRA Lesson 22.3.3 - ECMS Consultant Qualification Renewal](#)
 - This PRA lesson walks users through renewing and submitting their Annual Consultant Qualifications Package (CQP) to PennDOT.
- **MPP Interactive Diagram:**
 - [MPP Navigational Diagram](#): This navigational diagram provides an interactive view of the entire MPP lifecycle from start to finish. It includes video instructions and direct links to each webpage referenced at each step.
- **Additional Resources:**
 - [ECMS CQP Templates](#): These templates can be used to prepare the components of your Annual Consultant Qualifications Package (CQP). You can also download the CQP templates directly from ECMS, but they will not include the sample of the Master Quality Plan that we provided.
 - [PennDOT ECMS Roadmap](#): This is an interactive PDF diagram of the PennDOT ECMS process of becoming “Ready to Work” for PennDOT projects.
 - [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.



PENNDOT MENTOR-PROTEGE PROGRAM

Welcome To Tier 2 - Consultant Proteges

- [PennDOT MPP Program Guide](#): This document is PennDOT's guidance for the Mentor-Protégé Program.
- [Welcome Guide for Tier 2 Protégés in the Consultant Cohort](#): This guide provides a complete overview of how to use PRA to navigate Tier 2 of the PennDOT MPP for consultants.

If you have any questions or need further assistance, please contact us at (833) 736-6677 or pennmpp@prorankllc.com. You can also visit us at pennmpp.com for more information on the PennDOT MPP.

Best regards,

MPP Admin Team

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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Welcome Guide for Tier 2 Consultant Protégés

- 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.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 2 Consultant Protégés

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.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 2 Consultant Protégés

- **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

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 2 Consultant Protégés

- [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.



PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 2 Consultant Protégés

- [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.



TIER 2 CONTRACTORS

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome To Tier 2 - Contractor Proteges



Welcome to Tier 2 of the PennDOT Mentor-Protégé Program (MPP) for Contractors! We are excited to have you join the program. This section will help summarize the MPP resources available on ProRank Academy (PRA) and successfully submit your PennDOT prequalification application.

- [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 2:**
 - As a Tier 2 Protégé in the construction cohort, you are PennDOT Business Partner Registered but **not yet Prequalified, with at least one workcode on ECMS.**
 - Our goal is to help you submit your PennDOT Prequalification Application and acquire your first PennDOT work code or renew your expired work code(s), which must be renewed on ECMS bi-annually.
- **Tier 2 Contractor Cohort Learning Objectives :**
 - [PRA Lesson 22.2.1 - PennDOT Subcontractor Prequalification](#): This 9-topic lesson will walk you through completing and submitting your prequalification application to PennDOT using the PDF mail-in process. After completing your prequalification application, you will mail the application and any supporting documentation to the PennDOT Prequalification Office.
 - [PRA Course 22.9 - Subcontractor Electronic Prequalification Process](#): This 4-lesson course will walk you through completing and submitting your prequalification application to PennDOT using the electronic submission process on ECMS. The electronic process is faster than the PDF mail-in process.
 - [PRA Course 22.9 - Subcontractor Electronic Prequalification Renewal](#): This course walks you through renewing your expired prequalification workcode using the ECMS electronic renewal process.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome To Tier 2 - Contractor Proteges

- **Secondary Protégé Sign-Up Process:**
 - Additional firm members 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.
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- **Navigating MPP Rooms:**
 - [Contractor Tier 2 Room](#): This room provides access to targeted resources and discussions specifically for Tier 2 contractor proteges.
 - Tier 2 contractors cannot view potential MPP mentors from the Tier 2 MPP Contractors Room. Viewing potential mentors in your tier room is only available once you advance to the Tier 3 MPP Contractors Room.
- **MPP Navigational Diagram:**
 - [MPP Interactive Diagram](#): This navigational diagram provides an interactive view of the entire MPP lifecycle from start to finish. It includes video instructions and direct links to each webpage referenced at each step.
- **Additional Resources:**
 - [ECMS Work Code List](#): In most cases, contractors must be prequalified for PennDOT construction projects through an application process. This list provides the types of work for which PennDOT prequalifies.
 - [ECMS Prequal Instructions](#): This document provides written instructions from PennDOT on prequalification and renewal. Please note the links to the ECMS website on this document are old and should be replaced with the following link:
 - <https://www.ecms.penndot.pa.gov/ECMS/>



PENNDOT MENTOR-PROTEGE PROGRAM

Welcome To Tier 2 - Contractor Proteges

- [PennDOT ECMS Roadmap](#): This is an interactive PDF diagram of the PennDOT ECMS process of becoming “Ready to Work” for PennDOT projects.
- [PennDOT Mentor-Protége 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.
- [PennDOT MPP Program Guide](#): This document is PennDOT’s guidance for the Mentor-Protége Program.
- [Welcome Guide for Tier 2 Protégés in the Construction Cohort](#): This guide provides a complete overview of how to use PRA to navigate Tier 2 of the PennDOT MPP for consultants.

If you have any questions or need further assistance, please contact us at (833) 736-6677 or pennmpp@prorankllc.com. You can also visit us at pennmpp.com for more information on the PennDOT MPP.

Best regards,

MPP Admin Team

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 2 Contractor Protégés

Introduction

[Click Here For Audio](#) 

Welcome to Tier 2 of the PennDOT Mentor-Protégé Program (MPP) for Contractors. This guide will help you navigate the resources available on ProRank Academy (PRA) and help you get to Tier 3 of the MPP Construction 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.
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Navigating the PennDOT MPP Rooms

1. Understanding Your Role as a Tier 2 Protégé

- As a Tier 2 Protégé in the construction cohort, you are PennDOT Business Partner Registered but **not yet Prequalified, with at least one workcode on ECMS.**

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 2 Contractor Protégés

- Our goal is to help you submit your PennDOT Prequalification Application and acquire your first PennDOT workcode or renew your expired workcode(s), which must be renewed on ECMS bi-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.
- **[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 2 Contractors Room](#)**: This room contains resources, courses, and discussion forums focused on helping your firm submit your Prequalification Application to reach Tier 3 of the cohort.
- **[Tier 2 Contractors Room Forum](#)**: You can use these discussions to ask PennDOT or MPP Admins questions anytime and read through previous responses.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 2 Contractor Protégés

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:** [Heavy Highway Construction 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:** [Contractors MPP Room](#)
 - **Example:** [Tier 2 Contractors 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.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 2 Contractor Protégés

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

MPP Tier 2 Contractor Focus

1. Understanding PennDOT Prequalification

To perform work on a PennDOT highway and/or bridge construction project, a potential contractor or subcontractor must be prequalified under PennDOT regulations in Title 67, Chapter 457. To become prequalified, a Prequalification Application (Form CS-4300), which is available online on the [Engineering and Construction Management System \(ECMS\) website](#), must be completed. The application consists of three parts: Part (1) the Contractor's Financial Statement, Part (2) the Organization and Experience Statement, and Part (3) the Affirmative Action Statement. **The Contractor's Financial Statement (Part 1) is not required if the application is being made as a subcontractor.** PennDOT uses the financial statement and a specific formula to set a maximum financial capacity for the amount of work the potential contractor can perform at once. The prime contractor on any project must perform at least 50% of the proposed work. Subcontractors may perform any work for which they are prequalified.

Prequalified contractors must renew their prequalification every two years based on their Alpha prefix: (A through K every even year) (L through Z every odd year).

A contractor is responsible for maintaining its Prequalification Certificate and must, in general, be renewed every 2 years. 90 days prior to the expiration of your Prequalification Certificate, ECMS generates an automated email to the employees of your company who have been **assigned the Business Partner Security Group of "Contractor Principal"** as a courtesy reminder to complete a prequalification renewal application. When a Prequalification Certificate expires, ECMS generates an automated email to the employees of your company who have

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 2 Contractor Protégés

been assigned the Business Partner Security Group of “Contractor Principal” as a notification of this change of prequalification status.

Refer to Publication 408 or [“this link”](#) for examples of work classification categories.

2. Tier 2 Contractor Learning Objectives

- [PRA Lesson 22.2.1 - PennDOT Subcontractor Prequalification](#): This 9-topic lesson will walk you through completing and submitting your prequalification application to PennDOT using the PDF process. After completing your prequalification application, you will mail it and any supporting documentation to the PennDOT Prequalification Office.
 - PENNSYLVANIA DEPARTMENT OF TRANSPORTATION BUREAU OF PROJECT DELIVERY ATTENTION: PREQUALIFICATION OFFICE 400 NORTH STREET – 7th FLOOR NORTH HARRISBURG, PENNSYLVANIA 17120-0094
- [PRA Course 22.9 - Subcontractor Electronic Prequalification Process](#): This 4-lesson course will walk you through completing and submitting your prequalification application to PennDOT using the electronic submission process on ECMS. The electronic process is faster than the PDF mail-in process.
 - Best Practice Tip: Fill out the PDF application and use it as a guide during the electronic prequalification submission process.
- [PRA Course 22.9 - Subcontractor Electronic Prequalification Renewal](#): This course walks you through renewing your expired prequalification workcode using the ECMS electronic renewal process.

3. Tier 2 Contractor Learning Resources

- [ECMS Work Code List](#): In most cases, contractors must be prequalified for PennDOT construction projects through an application process. This list provides the types of work for which PennDOT prequalifies.
- [ECMS Prequal Instructions](#): This document provides written instructions from PennDOT on prequalification and renewal. Please note the links to the ECMS website on Prequal Instruction document are old and should be replaced with the following link:
 - <https://www.ecms.penndot.pa.gov/ECMS/>

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Welcome Guide for Tier 2 Contractor Protégés

- [PennDOT Pub 637 Excerpt on Prequalification](#): This excerpt from PennDOT publication 637 will further explain the PDF prequalification and renewal processes with ECMS screenshots.
- [PennDOT Publication 408](#): Publication 408/2020 contains current Construction Specifications for PennDOT projects. When completing the CS-4300 (08/2014) Part 2: Organization and Experience Statement of the New Subcontractor Application, references are requested on page 7. You must provide the name and address of the (project) owner and the prime if you are a subcontractor. Make sure the contact information is correct. (If PennDOT cannot reach them or if they do not respond, your application will be rejected.) Add an email and phone number if available. Contact the reference and remind them of the project and work that you did on the project. Whoever provides the reference must use the language for the workcode you seek prequalification for, as it appears in Publication 408.
- [PennDOT Publication 8](#): This publication is PennDOT's manual for construction project inspection. It is to be used as a guide and a reference for the inspector in the field. This document is another great resource for helping you with the PennDOT vocabulary to explain past work for your prequal reference.

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 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.
- [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.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 2 Contractor Protégés

- [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: 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.

Conclusion

The [Tier 2 Contractor Welcome Guide](#) provides a detailed framework for construction-focused 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.



TIER 3 CONSULTANTS

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome to Tier 3 - Consultant Proteges



Welcome to Tier 3 of the PennDOT Mentor-Protégé Program (MPP) for Consultants! We are excited to have you on board. This section summarizes the MPP resources available on ProRank Academy (PRA) for pairing with consultant mentors to help you get the most out 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 in a PennDOT highway and design consulting advertisement.
- **Tier 3 Consultant Learning Objectives for Firms that Need an Approved Overhead Rate and Employee Roster**
 - [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.
- **Tier 3 Consultant Learning Objectives All Proteges**
 - *Learn how to* invite Potential Mentors to the MPP 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 Consultants 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

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome to Tier 3 - Consultant Proteges

just create free PRA profiles and edit their profile option to be a “Potential Mentor,” as shown in [this video](#).

- **Secondary Protégé Sign-Up Process:**
 - Additional firm members 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.
- **[Tier 3 Consultant Room:](#)** This room contains potential mentors ready to partner on PennDOT projects.
- **Viewing Potential Mentor Profiles:**
 - View various MPP Mentors in the Tier 3 Consultant Room or by using the Tier 3 Consultant Room Report.
 - You can send connection requests to initiate dialogues if logged in to PRA.
- **Making Connections**
 - You can access the [Tier 3 Consultants Room](#) to view mentors looking to pair with proteges and send connection requests. (Watch the first 3 minutes of [this video](#) to see how.)

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Welcome to Tier 3 - Consultant Proteges

- You should regularly check the [Tier 3 Consultant MPP Room](#) and/or Tier 3 Consultant [Room Report](#) for new firms.
- **Additional Reports:**
 - [Public Tier 3 Consultant Protege Report](#) (Public): This is a publicly viewable list of Tier 3 consultant proteges accessible by all members of the general public who have the link. (Tip: You can toggle the search filter to “potential mentors” to view a list of mentors instead of proteges.)
- **MPP Interactive Navigational Diagram:**
 - [MPP Navigational Diagram](#): This interactive diagram provides an interactive view of the entire MPP lifecycle from start to finish. It includes video instructions and direct links to each webpage referenced at each step.

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

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

Best regards,

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 3 Consultant Protégés

Introduction

[Click Here For Audio](#) 

Welcome to Tier 3 of the PennDOT Mentor-Protégé Program (MPP) for Consultants! 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 consultant cohort, you are PennDOT Business Partner Registered and Actively Qualified on ECMS.
- Your goal is to partner with mentors on PennDOT construction projects.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 3 Consultant Protégés

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 (primary protege) PRA user can access their available MPP group rooms by navigating to the [group rooms page](#) and entering the keyword “MPP” into the search box. This search 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 3 Consultant Room](#): This room contains potential mentors ready to partner on PennDOT projects, best practices, and resources for pairing.
- The [Tier 3 Consultant 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

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 3 Consultant Protégés

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 3 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.
- **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 Consultant Room** is shown below:

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Welcome Guide for Tier 3 Consultant Protégés

(Parent Room > Child Room > Grandchild Room)

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

MPP Tier 3 Consultant Focus

1. Making Connections with Mentors

- The [Tier 3 Consultants Room](#) mentors are ready to pair up on PennDOT projects.
- Check the [Public Tier 3 Consultant Report](#) regularly to find new mentors who may be joining the program daily without needing to log into PRA. (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 communications. You can view the services provided and contact information directly from each mentor profile.
- Click on a "Potential Mentor's" profile image to learn more about the 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.
- Sample MOUs and Workplan templates are available in the [documents section](#) of the Consultant Tier 3 Room. Please Note: the documents in this room are just for reference! The formal documents will be sent to all participants through PRA.

2. Tier 3 Consultant Learning Objectives

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 3 Consultant Protégés

- [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.

3. Tier 3 Consultant Learning Resources

- [PR Indirect 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.
- [Consultant MOU Template](#): The MOU formalizes the mentor protege pairing agreement and is emailed to the mentor by PRA shortly after notice of selection. It is important that the mentor initiates the protege pairing request through PRA so that when the agreement is awarded, PRA can automatically generate the virtual MOU for the winning team. Once signed, the MOU will be visible to both the mentor and protege through their [MPP Tab](#).
- [Consultant Development Plan Template](#): This template can be used to develop your mentor-protege development plan. Although it is the mentor's responsibility to submit the plan to PennDOT, both the mentor and the protege should work together and have input in creating this plan.
- [Sample Consultant Development Plan](#): This is an example of how a consultant 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 confused if you hear these terms used together.
 - Example: "Work Development Plan"
 - Or if you hear them used interchangeably;
 - Development Plan and

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 3 Consultant Protégés

- Work Plan

The MPP Public Tier 3 Consultant Report

- The [MPP Public Consultant Protege Report](#) is a dynamic list of Tier 3 consultant proteges viewable by the public. It provides general information about each firm and can be an alternative to granting Multi-Account access.

MPP Navigational Diagram and Virtual Pairing Guide

- [MPP Navigational Diagram](#) This document is an interactive flowchart that guides proteges and mentors through the entire program lifecycle. It includes video instructions and direct links to each webpage referenced at each program step.
- The [MPP Consultant Virtual Pairing Guide](#) provides a detailed written overview of the MPP virtual pairing process between mentors and protégés of the consultant 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.
- [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.



PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 3 Consultant Protégés

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 3 Consultant Welcome Guide](#) provides a detailed framework for consultant PennDOT 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 “[the link](#)” provided in this document” 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.



TIER 3 CONTRACTORS

PENNDOT MENTOR-PROTEGE PROGRAM

(Welcome to Tier 3 - Contractor Proteges)



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! We are excited to have you on board. This section summarizes the MPP resources available on ProRank Academy (PRA) for pairing with contractor mentors to help you get the most out 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

PENNDOT MENTOR-PROTEGE PROGRAM

(Welcome to Tier 3 - Contractor Proteges)

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*

PENNDOT MENTOR-PROTEGE PROGRAM

(Welcome to Tier 3 - Contractor Proteges)

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,

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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Welcome Guide for Tier 3 Contractor Protégés

- 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

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 3 Contractor Protégés

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

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Tier 3 Contractor Protégés

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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Welcome Guide for Tier 3 Contractor Protégés

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 1st-tier subcontractor mentoring another 1st-tier subcontractor. Provisional prequalification does not apply to a 1st-tier subcontractor mentoring a 2nd-tier subcontractor. Provisional prequalification only applies to a prime contractor mentoring a 1st-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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Welcome Guide for Tier 3 Contractor Protégés

- 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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Welcome Guide for Tier 3 Contractor Protégés

- 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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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.

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 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.



CONSULTANT MENTORS

PENNDOT MENTOR-PROTEGE PROGRAM

New Mentor Welcome to the Consultant Cohort



Welcome to the PennDOT Mentor-Protégé Program (MPP) for Consultants! We are excited to have you on board as a new mentor. This section summarizes the MPP resources available on ProRank Academy (PRA) to help make the most of your mentoring experience.

Key Highlights:

- **View proteges and send teaming requests from your MPP Tab:**
 - You can use your [MPP profile tab](#) to access a list of available proteges, view their profiles, and easily send teaming requests to the proteges that you would like to mentor. For detailed instructions, watch the instructional video [here](#).
- **Additional Members Access:**
 - The Additional members of your organization seeking access to MPP resources on PRA Do Not complete the MPP questionnaire again. Instead, they create profiles at [ProRank Academy](#) and update their profiles to reflect their interest in being a “Potential Mentor” in the PennDOT MPP. For detailed instructions, please [watch this video](#).
- **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.
 - **[Consultant MPP Room:](#)** This room is for all PennDOT MPP consultant cohort participants. Not all proteges listed in this room are ready to work. View the Tier 3 MPP Consultant Room for a complete list of MPP consultant proteges available and ready to pair on MPP projects.
 - **[Tier 3 MPP Consultant Room:](#)** This room contains a list of consultant proteges ready to pair on PennDOT MPP projects. As described above,

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New Mentor Welcome to the Consultant Cohort

you can view a list of Tier 3 proteges by viewing the “MPP” tab in your PRA profile menu.

- **Viewing Potential Protege Profiles & Making Connections:**
 - You can access the [Tier 3 Contractors Room](#) to view proteges looking to pair with mentors and send connection requests. (Watch the first 3 minutes of [this video](#) to see how.)
 - Using the [Public Tier 3 Consultant Report](#), you can quickly view available MPP Proteges in the [Tier 3 Consultant Room](#) without logging into PRA.
 - You should regularly check the [Tier 3 Consultant MPP Room](#) and/or [Public Tier 3 Consultant Report](#) for new protege firms because the list is dynamic and updates regularly.
 - The Tier 3 Consultants Room's [documents section](#) contains sample MOUs and work plan templates. Note that the documents in this room are for reference only; formal documents will be sent through PRA.
 - Tier 3 Consultant Proteges can only be sent MPP Project Pairing Requests from your “[MPP](#)” profile tab.
- **Additional Public MPP Tier 3 Consultant Report Features:**
 - The [Public MPP Tier 3 Consultant Report](#) is set to show proteges by default, but the filter can also be set to show mentors and/or admins.
 - By default, the report shows the room participants in list view. When the tile view option is selected, users logged into PRA can send connection requests directly from the report. The small icon at the top right corner of the report toggles between views.
 - Please note that a “Connection Request” differs from an “MPP Pairing Request.”
 - As stated above, a pairing request can only be initiated from your “[MPP](#)” tab.
- **MPP Navigational Diagram:**
 - The [MPP Interactive Diagram](#) is a navigational diagram that provides an interactive view of the entire MPP lifecycle from start to finish. It includes video instructions and direct links to each webpage referenced at each step.



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New Mentor Welcome to the Consultant Cohort

- **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.
- [PennDOT MPP Program Guide:](#) This document is PennDOT's formal guidance for the Mentor-Protege Program.
- [Welcome Guide for New Mentor Participants in the Consultant Cohort:](#) This guide provides a comprehensive overview of resources and best practices for mentors new to the MPP consultant cohort.

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

Best regards,

[Your Name]

ProRank Academy Team

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Consultant Mentors

Introduction:

[Click Here For Audio](#) 

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

Additional Members Access

Additional members of your organization seeking access to MPP resources on PRA should **not** complete the MPP questionnaire again. Instead, create profiles at prorankacademy.com and update your profile to state your interest in participating in the MPP as a mentor. By updating your profile, you will automatically be added to the MPP. For detailed instructions, watch the instructional video [here](#).

Navigating the PennDOT MPP Rooms

1. Understanding Your Role as a PennDOT Consultant Mentor

- As a consultant mentor for the PennDOT MPP you are seeking consultant proteges to pair with on PennDOT agreements that have MPP provisions attached.
- You are considered a “Potential” mentor until you are awarded a PennDOT agreement with MPP provisions. At that point, your mentoring relationship with your protege will be formalized.

2. Accessing Group Rooms

- Navigate to the group rooms page and filter by Mentor-Protége Rooms to see your enrolled MPP rooms.
- [PennDOT MPP Room](#): This room is for all PRA users interested in and/or enrolled in the PennDOT Mentor-Protége 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.

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Welcome Guide for Consultant Mentors

- [Consultant MPP Room](#): This room is for all PennDOT MPP consultant cohort participants. Please note that although you will meet potential proteges in this room, you should only attempt to pair with them on projects once they have successfully reached Tier 3 of the program.
- [Tier 3 Consultant Room](#): This room contains potential mentors ready to partner on PennDOT projects and best practices and resources for pairing.
 - *Tip: You can invite Potential DBE Proteges to the MPP by sending them [this link](#) (<https://mppsurvey.com>) to complete the MPP Protege Questionnaire. Once the questionnaire is completed, the primary Point-Of-Contact (POC) will automatically have their original PRA profile added to the appropriate tier of the MPP, 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 Consultant Room Forum](#): can be used to ask PennDOT or MPP Admins questions anytime and review past questions and answers.

Note: Mentors can only access the Tier 3 room for their respective cohort. All other tier rooms are designed for proteges and administrators.

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](#)

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Welcome Guide for Consultant Mentors

- **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 3 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.
- **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 Consultant Room** is shown below:

(Parent Room > Child Room > Grandchild Room)

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

MPP Consultant Mentor Focus

1. Making Connections and Pairing With Proteges

- The [Tier 3 Consultants Room](#) proteges are ready to pair on PennDOT projects.

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Welcome Guide for Consultant Mentors

- Check the [Public Tier 3 Consultant Report](#) regularly to find new proteges who may be joining the program daily. This report can be accessed without logging in to PRA.
 - Tip: You can toggle the report from list to tile mode, where you can view each protege profile and send connection requests and messages directly from the report.
 - “Tile View” of The Tier 3 Contractors Room Reports. Protege tiles can be viewed by toggling the small icon at the right of the table from the “three lines” icon to the “four square” icon.
- MPP Rooms have three member types: Program Admins, Potential Mentors, and Potential Proteges. Ensure you are aware of the room member type before sending communications. You can view the services provided and contact information directly from each mentor profile.
- Rather than use reports, you can also view protege ready to work on PennDOT projects in your Tier 3 Room. Click on a "Potential Protege's" profile image to learn about each company.
- You can send connection requests and begin dialogues with proteges once connected.
- MPP room members must connect with the user before sending a message. To initiate a connection request, click the person icon with a plus symbol on the member profile image.
- Remember, you can cancel connections anytime.
- **Best Practice Tip:** Mentors can refer Proteges that are PAUCP-certified DBEs by sending them the link to the [MPP Protege Questionnaire](#) (mppsurvey.com). Once the questionnaire is completed, the new protege will be ready to pair in the MPP Tier 3 Room for their respective cohort if they are already Business Partner Registered and actively qualified in ECMS. If they are not, they must accomplish these steps before they become visible in the Tier 3 room for pairing.
- **Please note: Sending a Connection Request to a protege Is Not the Same as sending a Pairing Request to a Protege!**
 - a. **Connection Requests** - Can be sent to any user on ProRank Academy. A connection between users on PRA is required before they can message each

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Welcome Guide for Consultant Mentors

other. The option to initiate a connection request with a protege can be found in the following places:

- “Tile View” of The Tier 3 Consultants Room Reports. Protege tiles can be viewed by toggling the small icon at the right of the table from the “three lines” icon to the “four square” icon.
 - The tile view of the Public Tier 3 Consultant Room Report can be used to send connection requests.
 - The tile view of the PRA Tier 3 Consultant Room Report can be used to send connection requests.
- The Members Tab of the Tier 3 Consultants Room can be used to send connection requests.
- The profile page of any protege can be used to send connection requests.
- The PRA Community Page can be used to send connection requests.
- **PAIRING requests can only be initiated from the mentor’s “[MPP Tab](#)” on the “Add Project” Sub-Tab. See the steps below:**
 - a. You can visit the “[MPP](#)” tab on your profile menu from the PRA, on the main menu under MPP; it’s the “[My MPP Projects](#)” tab, or you can use [This Link](#).
 - b. Visit The MPP tab to view a list of Proteges available to pair with your cohort. The protege’s mapper profile, NAICS codes, and desired skill sets can all be viewed from the blue buttons on each row of in-line report.
 - c. Enter the ECMS project number and the project name in the fields provided.
 - d. Select the check box next to the protege(s) you want to pair with.
 - e. Click the blue Submit button to send the pairing request.
 - f. You will be able to view the pending pairing request in the “Projects” subtab until the request is either approved or rejected by the protege.
- **If pairing does not occur through ProRank Academy, your MPP Project Award could be delayed, or there could be other issues receiving payment or credit for work performed. Please use the above-mentioned process to initiate your MPP teaming requests.**
- Sample MOUs and Workplan templates are available in the [documents section](#) of the Consultant Tier 3 Room. Please Note: the documents in this room are just for reference!

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Welcome Guide for Consultant Mentors

The formal documents will be sent to all participants through PRA after formal notice of consultant selection.

2. Considerations After Pairing

- 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.
- Please note that all Tier 3 Proteges may not have approved overhead rates. An approved overhead or safe harbor rate will be required before your protege participates in a project. Please be prepared to assist your protege if they do not yet have an approved Overhead/ Indirect Rate.
- Payment for work using the DBE Mentor Protégé Special Provision will occur as services are rendered using the Mentor Protégé Program [Activity Invoicing Log form \(Attachment E\)](#), which is to document satisfactory performance, as part of submitting an invoice(s) to PennDOT through ECMS.
- Consultant and construction mentor protégé teams can propose, through the use of a signed agreement (the MOU) at the onset of the mentor-protégé partnership, the use of a particular work item needed for training. Approval must be documented before the start of the services.
 - As part of the work development plan, the mentor protégé team must include for what projects and what duration any equipment or other means of equity is being shared. PennDOT approval is required, and the MPPSSC will maintain documentation on file for auditing purposes. This documentation will also be included as part of quarterly and annual reporting processes. PennDOT will record exemptions before services begin and will review these exemptions annually with FHWA.

3. Consultant Mentor Resources

- [PR Indirect Rate Resource Folder](#): The folder contains various resources to help proteges 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.

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Welcome Guide for Consultant Mentors

- [Consultant MOU Template](#): The MOU formalizes the mentor protege pairing agreement and is emailed to the mentor by PRA shortly after notice of selection. It is important that the mentor initiates the protege pairing request through PRA so that when the agreement is awarded, PRA can automatically generate the virtual MOU for the winning team. Once signed, the MOU will be visible to both the mentor and protege through their [MPP Tab](#).
- [Consultant Development Plan Template](#): This template can be used to develop your mentor-protege development plan. Although it is the mentor's responsibility to submit the plan to PennDOT, both the mentor and the protege should work together and have input in creating this plan.
- [Sample Consultant Development Plan](#): This is an example of how a consultant 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 confused if you hear these terms used together.
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 - Or if you hear them used interchangeably;
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- [MPP Public Consultant Protege Report](#): This report is a dynamic list of Tier 3 consultant proteges viewable by the public. It provides general information about each firm and can be an alternative to granting Multi-Account access.
- [MPP Navigational Diagram](#): This document is an interactive flowchart that guides proteges and mentors through the entire program lifecycle. It includes video instructions and direct links to each webpage referenced at each program step.
- [MPP Consultant Virtual Pairing Guide](#): provides a detailed written overview of the MPP virtual pairing process between mentors and protégés of the consultant cohort on PRA.
- [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.



PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Consultant Mentors

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

Conclusion:

This guide provides a detailed framework for new consultant mentor MPP Program participants to navigate the Mentor-Protégé Program (MPP) resources on PRA. By properly pairing with proteges using the outlined steps, participants can effectively foster successful mentor-protégé relationships and avoid potential delays and pitfalls. 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.



CONTRACTOR MENTORS

PENNDOT MENTOR-PROTEGE PROGRAM

New Mentor Welcome to the Consultant Cohort



Welcome to the PennDOT Mentor-Protégé Program (MPP) for Consultants! We are excited to have you on board as a new mentor. This section summarizes the MPP resources available on ProRank Academy (PRA) to help make the most of your mentoring experience.

Key Highlights:

- **View proteges and send teaming requests from your MPP Tab:**
 - You can use your [MPP profile tab](#) to access a list of available proteges, view their profiles, and easily send teaming requests to the proteges that you would like to mentor. For detailed instructions, watch the instructional video [here](#).
- **Additional Members Access:**
 - The Additional members of your organization seeking access to MPP resources on PRA Do Not complete the MPP questionnaire again. Instead, they create profiles at [ProRank Academy](#) and update their profiles to reflect their interest in being a “Potential Mentor” in the PennDOT MPP. For detailed instructions, please [watch this video](#).
- **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.
 - **[Consultant MPP Room:](#)** This room is for all PennDOT MPP consultant cohort participants. Not all proteges listed in this room are ready to work. View the Tier 3 MPP Consultant Room for a complete list of MPP consultant proteges available and ready to pair on MPP projects.
 - **[Tier 3 MPP Consultant Room:](#)** This room contains a list of consultant proteges ready to pair on PennDOT MPP projects. As described above,

PENNDOT MENTOR-PROTEGE PROGRAM

New Mentor Welcome to the Consultant Cohort

you can view a list of Tier 3 proteges by viewing the “MPP” tab in your PRA profile menu.

- **Viewing Potential Protege Profiles & Making Connections:**
 - You can access the [Tier 3 Contractors Room](#) to view proteges looking to pair with mentors and send connection requests. (Watch the first 3 minutes of [this video](#) to see how.)
 - Using the [Public Tier 3 Consultant Report](#), you can quickly view available MPP Proteges in the [Tier 3 Consultant Room](#) without logging into PRA.
 - You should regularly check the [Tier 3 Consultant MPP Room](#) and/or [Public Tier 3 Consultant Report](#) for new protege firms because the list is dynamic and updates regularly.
 - The Tier 3 Consultants Room's [documents section](#) contains sample MOUs and work plan templates. Note that the documents in this room are for reference only; formal documents will be sent through PRA.
 - Tier 3 Consultant Proteges can only be sent MPP Project Pairing Requests from your “[MPP](#)” profile tab.
- **Additional Public MPP Tier 3 Consultant Report Features:**
 - The [Public MPP Tier 3 Consultant Report](#) is set to show proteges by default, but the filter can also be set to show mentors and/or admins.
 - By default, the report shows the room participants in list view. When the tile view option is selected, users logged into PRA can send connection requests directly from the report. The small icon at the top right corner of the report toggles between views.
 - Please note that a “Connection Request” differs from an “MPP Pairing Request.”
 - As stated above, a pairing request can only be initiated from your “[MPP](#)” tab.
- **MPP Navigational Diagram:**
 - The [MPP Interactive Diagram](#) is a navigational diagram that provides an interactive view of the entire MPP lifecycle from start to finish. It includes video instructions and direct links to each webpage referenced at each step.



PENNDOT MENTOR-PROTEGE PROGRAM

New Mentor Welcome to the Consultant Cohort

- **Additional Resources:**

- [PennDOT Mentor-Protégé 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.
- [PennDOT MPP Program Guide:](#) This document is PennDOT's formal guidance for the Mentor-Protégé Program.
- [Welcome Guide for New Mentor Participants in the Consultant Cohort:](#) This guide provides a comprehensive overview of resources and best practices for mentors new to the MPP consultant cohort.

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

Best regards,

[Your Name]

ProRank Academy Team

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Contractor Mentors

Introduction:

[Click Here For Audio](#) 

Welcome to 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 mentor-protégé experience.

Additional Members Access:

Additional members of your organization seeking access to MPP resources on PRA should **not** complete the MPP questionnaire again. Instead, create profiles at prorankacademy.com and update your profile to state your interest in participating in the MPP as a mentor. By updating your profile, you will automatically be added to the MPP. For detailed instructions, watch the instructional video [here](#).

Navigating the PennDOT MPP Rooms:

1. Understanding Your Role as a PennDOT Contractor Mentor

- As a contractor mentor for the PennDOT MPP, you are seeking to help proteges acquire a provisional work code for a PennDOT construction project.
- You are considered a “Potential” mentor until you are awarded a PennDOT agreement with MPP provisions and you execute the MPP MOU with a protege. At that point, your mentoring relationship with your protege will be formalized.
- You will submit the provisional prequalification request to PennDOT.
- You may need to submit a force account to add the MPP training provision to your construction project. The force account will add a \$25,000 mentoring line item to your construction project for direct in-the-field construction experience that will help DBE subcontractors receive prequalification codes.

2. Accessing Group Rooms:

- Navigate to the group rooms page and filter by Mentor-Protege rooms to see your enrolled MPP rooms.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Contractor Mentors

- **[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 and best practices and resources for pairing.
 - *Tip: You can invite Potential DBE Proteges to the MPP by sending them [this link](https://mpps survey.com) (<https://mpps survey.com>) to complete the MPP Protege Questionnaire. Once the questionnaire is completed, the primary Point-Of-Contact (POC) will automatically have their original PRA profile added to the appropriate tier of the MPP, 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.

Note: Mentors can only access the Tier 3 room for their respective cohort. All other tier rooms are designed for proteges and administrators.

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.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Contractor Mentors

- **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 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 Contractor Mentor Focus:

1. Making Connections and Pairing with Proteges:

- The [Tier 3 Contractors Room](#) proteges are ready to pair up on PennDOT projects.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Contractor Mentors

- Check the [Public Tier 3 Contractors Report](#) regularly to find new protege firms that may be joining the program daily. This report can be accessed without logging in to PRA.
 - Tip: You can toggle the report from list to tile mode, where you can view each protege profile and send connection requests and messages directly from the report.
 - “Tile View” of The Tier 3 Contractors Room Reports. Protege tiles can be viewed by toggling the small icon at the right of the table from the “three lines” icon to the “four square” icon.
- MPP Rooms have three member types: Program Admins, Potential Mentors, and Potential Proteges. Ensure you are aware of the room member type before sending communications. You can view the services provided and contact information directly from the protege profile.
- When viewing Tier 3 proteges from the “Tile mode” of the report, you can click on any protege’s profile image to visit their profile and learn more about their company.
- You can send connection requests and begin dialogues with proteges once connected.
- MPP room members must connect with the user before sending a message. To initiate a connection request, click the person icon with a plus symbol on the member profile image.
- Remember, you can cancel connections anytime.
- **Best Practice Tip:** Mentors can refer proteges who are PAUCP-certified DBEs to the PennDOT MPP by sending them the link to the [MPP Protege Questionnaire](#) (mppsurvey.com). After the questionnaire is completed, the new protege firm must be actively prequalified on ECMS with at least one work code before they are visible in the MPP Tier 3 Room and ready to pair.
- **Please note: Sending a Connection Request to a protege Is Not the Same as sending a Pairing Request to a Protege!**
 - **Connection Requests** - Can be sent to any user on ProRank Academy. A connection between users on PRA is required before they can message. The option to initiate a connection request with a protege can be found in the following places:

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Contractor Mentors

- “Tile View” of The Tier 3 Contractors Room Reports. Protege tiles can be viewed by toggling the small icon at the right of the table from the “three lines” icon to the “four square” icon.
 - The tile view of the Public Tier 3 Contractor Room Report can be used to send connection requests.
 - The tile view of the PRA Tier 3 Contractor Room Report can be used to send connection requests.
- The Members Tab of the Tier 3 Contractors Room can be used to send connection requests.
- The profile page of any protege can be used to send connection requests and;
- The PRA Community Page can be used to send connection requests.
- **PAIRING requests can only be initiated from the mentor’s “[MPP Tab](#)” on the “Add Project” Sub-Tab. See the steps below:**
 - You can visit the “[MPP](#)” tab on your profile menu from the PRA, on the main menu under MPP; it's the “[My MPP Projects](#)” tab, or you can use [This Link](#).
 - Visit The MPP tab to view a list of Proteges available to pair with your cohort. The protege's mapper profile, NAICS codes, and desired skill sets can all be viewed from the blue buttons on each row of the in-line report.
 - Enter the ECMS project number and the project name in the fields provided.
 - Select the check box next to the protege(s) you want to pair with.
 - Click the blue Submit button to send the pairing request.
 - You can view the pending pairing request in the “Projects” subtab until the protege approves or rejects the request.
- **If pairing does not occur through ProRank Academy, your MPP Project Award could be delayed, or there could be other issues receiving payment or credit for work performed. Please use the above-mentioned process to initiate your MPP teaming requests.**
- 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.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Contractor Mentors

The formal documents will be sent to all participants through PRA, as shown in the [MPP Navigational Diagram](#).

2. Contractor Mentor Considerations After Pairing:

The mechanism for a protégé to expand its eligibility for PennDOT work is the Provisional Prequalification Program. It is worth noting that receiving additional pre-qualification codes can also be accomplished on ECMS projects that do not include the DBE Mentor Protégé Special Provision. Therefore, the general process from provisional pre-qualification to the regular assignment of a work classification code is summarized as follows:

1. The Protégé expresses its intent to expand its eligibility for PennDOT work in a specified area.
 2. The prime contractor sends a formal provisional pre-qualification request to the Prequalification Office (PO) that identifies one of its projects that includes the protégé's specified area of work interest.
 3. The PO reviews the provisional pre-qualification request, and the Contract Management Division Chief approves the provisional pre-qualification request. See [Course 22.14 - PennDOT ECMS Provisional Code Request \(Prime Initiated\)](#).
 4. During construction, the Prime contractor provides necessary training and oversight; the protégé self-performs the work while satisfying the Commercially Useful Function (CUF) requirements; and District personnel witness, inspect, and evaluate the protégé's performance.
 5. Upon successful completion of sufficient projects in the protégé's specified area of work interest, the protégé sends a formal request for additional codes to the PO. The number of projects is dependent on the type of work, quantity of work, scope of work and independent 3rd party verification of the work.
 6. The PO reviews and approves the additional codes request (i.e., regular assignment of the work classification code).
- Payment for work using the DBE Mentor Protégé Special Provision will occur as services are rendered using the Mentor Protégé Program [Activity Invoicing Log form \(Attachment E\)](#), which is to document satisfactory performance, as part of submitting an invoice(s) to

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Contractor Mentors

PennDOT through ECMS. See an [example of the MPP Activity Log for mentor invoicing at the link provided in this document](#).

- If the MPP special provision is not initially added to the construction project, the awarded prime contractor can add the MPP training provision and the \$25,000 mentor line item via a force account. See PRA lesson 22.2.4 on ECMS Force Accounts to learn more.

3. Contractor Mentor Resources:

- [Course 22.14 - PennDOT ECMS Provisional Code Request \(Prime Initiated\)](#): 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.
- [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.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Contractor Mentors

- Provisional prequalification does not apply to a 1st-tier subcontractor mentoring another 1st-tier subcontractor. Provisional prequalification does not apply to a 1st-tier subcontractor mentoring a 2nd-tier subcontractor. Provisional prequalification only applies to a prime contractor mentoring a 1st-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.
- 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. If the project has not been awarded, the MOU can be signed immediately after the award notice. 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. Both 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 confused if 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.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome Guide for Contractor Mentors

- [Activity Invoicing Log form](#)
 - [Example MPP Activity Log for Invoicing \(Mentor Example\)](#)
- [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.
- 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.
- [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.
- [PennDOT MPP Program Guide](#): This document is PennDOT's guidance on policies and procedures for the Mentor-Protege Program.
- [ProRank Academy Password Reset Link](#): This will allow you to reset your PRA password if you forgot it or are having issues logging in.

Conclusion:

This guide provides a detailed framework for new contractor mentor MPP Program participants to navigate the Mentor-Protege Program (MPP) resources on PRA. By properly pairing with proteges using the outlined steps, participants can foster successful mentor-protege relationships and avoid potential delays and pitfalls. 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.



VIRTUAL PAIRING GUIDES

FOR MENTORS & T3 PROTEGES

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 pairing. 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 pairing 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**.

PENNDOT MENTOR-PROTEGE PROGRAM

(Consultant MPP Virtual Pairing Guide)

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](#).

PENNDOT MENTOR-PROTEGE PROGRAM

(Consultant MPP Virtual Pairing Guide)

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.

PENNDOT MENTOR-PROTEGE PROGRAM (Consultant MPP Virtual Pairing Guide)

- 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.

PENNDOT MENTOR-PROTEGE PROGRAM

(Consultant MPP Virtual Pairing Guide)

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

PENNDOT MENTOR-PROTEGE PROGRAM (Consultant MPP Virtual Pairing Guide)

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

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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.



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- [PennDOT MPP Program Guide](#): This document is PennDOT's guidance on policies and procedures for the Mentor-Protégé Program.

Conclusion

This guide provides a detailed framework for new PennDOT MPP participants of the consultant cohort to navigate the Mentor-Protégé 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-protégé 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.

PENNDOT MENTOR-PROTEGE PROGRAM

(Contractor 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 contractors about the program. The information provided will focus on Tier 3 MPP participants of the construction cohort. The objective of Tier 3 is successful mentor-protege pairing. 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 pairing 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.

Some additional essential pairing considerations for the construct cohort are listed below:

Important Considerations for Tier 3 Contractor Pairing:

- For a mentor to help a protege acquire a particular work code, they must first have that particular work code themselves
- Mentors must be prequalified prime PennDOT contractors; MPP proteges must work directly under their prime mentor.
- Proteges in Tier 3 must be prequalified PennDOT subcontractors with at least one active work code in ECMS.
- Provisional Prequalification will be the mentor's mechanism for helping the protege acquire the new work code.

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

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(Contractor MPP Virtual Pairing Guide)

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 potential 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

PENNDOT MENTOR-PROTEGE PROGRAM

(Contractor MPP Virtual Pairing Guide)

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 Contractor 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 will have access to the applicable rooms in their relevant cohort.
 - Tier 3 Contractors - [Contractor Tier 3 Room](#): This room contains potential Construction 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.

PENNDOT MENTOR-PROTEGE PROGRAM (Contractor MPP Virtual Pairing Guide)

- **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 Reports:** The public reports allow users to view Tier 3 Room Reports without logging into PRA.
 - [Public Contractor 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 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 Video](#))
- **Pairing Note:**
 - **Contractors:** For the construction cohort, pairing requests can be initiated for projects that have already started because the MPP special provisions can be added to construction projects by the mentor submitting a force account.
 - **Contractor Proteges:** Inform the mentor of your desired provisional work code. Make sure the mentor has that work code by viewing the room report and ECMS.

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.
 - **Contractors:** After signing the MOU, contractor mentors or protégés may want to initiate the "Provisional Prequalification" request.

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- If the construction project does not already have the MPP Special Provision, the mentor will need to initiate a force account to add the MPP line item to the project. This step should also be initiated after the protege signs the MOU when required.
- “Provisional Prequalification” and “Force Accounts” only occur in the construction cohort.

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.
 - For the construction cohort, the work development plan should support the protege's provisional prequalification work code request.

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

PENNDOT MENTOR-PROTEGE PROGRAM (Contractor MPP Virtual Pairing Guide)

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 Construction Cohort

For direct in the field construction experience, PennDOT will include an ECMS contract DBE Mentor Protégé Specification either as part of the advertisement or via force account on certain projects as pay line item to Prime contractors who will serve as a mentor and help DBE subcontractors receive pre-qualification codes. Primes may choose to pay their DBE subcontractors as part of the funding described below. To be eligible, the mentor and protégé

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must enter into an MOU. The pay line item is a pre-determined maximum amount of \$25,000. Per PennDOT's DBE Mentor Protégé Special Provision (Attachment D), "Prime Contractor paid for the documented cost of actual expenses reasonably incurred, directly attributable to, and allowable under the contract for mentoring one DBE Subcontractor up to a maximum \$25,000." Publication 408: Construction Specification, Designated Special Provision-7 Disadvantaged Business Enterprise (DBE) For Federally Funded Construction Projects details PennDOT's procedures on DBE participation, monitoring, reporting, and compliance. (Attachment B).

Criteria for Participation: Construction protégés must be registered BP in ECMS and, per state regulation, must have one (1) provisional pre-qualification code to bid on the project as a sub-contractor. Construction protégés must be PA UCP certified in the NAICS for the work being completed.

Steps for Participation On Projects With and Without MPP Training Provisions

- The addition of the **MPP Special Training Provision Attachment D** (Attachment D) converts a normal PennDOT construction project to a formally recognized MPP construction project. This means the project will have a line-item reimbursement for the mentor's services and any associated costs that must be directly attributable and properly allowable to specific individual contracts. Currently, this happens one of two ways:
 - **Scenario 1:** The MPP Special Training Provision is included in the initial project bid on ECMS.
 - **Scenario 2:** The MPP Special Training Provision is **not** included in the initial project bid on ECMS. In this scenario, the mentor must submit a force account to add it to the project.
- **Protege Tip:** Understand which situation the project falls under. Does it have an MPP Training Provision in ECMS?
 - Scenario 1 - If the project already has an MPP Training Provision on it in ECMS and:
 - **The MPP Project Has Not Yet Been Awarded:**

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- Identify any Tier 3 MPP mentors who have desired work codes and are pursuing the project.
 - Send an introduction email or PRA message mentioning the MPP Project by ECMS Project number and other helpful information about your firm and the MPP.
 - Conduct a follow-up call to discuss the email or PRA message sent.
 - Inform the mentor of your desired provisional work code.
- Recruit PennDOT prime contractors as potential mentors from the project's List of Plan Holders (LOP) on ECMS.
 - Send an introduction email or PRA message with a link to the MPP Mentor Questionnaire and other helpful information about your firm and the MPP.
 - Conduct a follow-up call to discuss the email or PRA message sent.
 - Inform the mentor of your desired provisional work code.
- Upon Notice of a successful low-bid, move forward with mentor MOU. Use the PRA virtual process to sign the virtual MOU or upload a physically executed MOU.
- The mentor or the protege can initiate a provisional prequalification request electronically through ECMS.
 - The mentor will send the final request to PennDOT.
- The mentor will create a work development plan to support the protege's provisional work code request and submit the work plan through the MPP tab on PRA.
- The work development plan provides the protege's anticipated start date.
 - The project feedback survey can be used to report delays.
- **The MPP Project Has Already Been Awarded:**
 - Identify the awarded prime in ECMS and engage with them via email, phone, and PRA if they are in the system.

PENNDOT MENTOR-PROTEGE PROGRAM (Contractor MPP Virtual Pairing Guide)

- Identify if the awarded prime already has two or MPP proteges on the project. A mentor may not have more than two proteges per construction project.
- Identify if the awarded prime is a potential mentor listed in the Tier 3 Room with a work code your firm desires.
- If the awarded prime is not a Tier 3 MPP mentor, send the firm an introduction email with a link to the mentor MPP questionnaire and additional information about your firm and the MPP.
- If the awarded prime agrees to mentor you, they should send you a pairing request through PRA, followed by an MOU.
- After executing the MOU, the protege or mentor should initiate a provisional prequalification request.
- The mentor will create a work development plan to support the protege's provisional work code request and submit the work plan through the MPP tab on PRA.
- The work development plan provides the protege's anticipated start date.
 - The project feedback survey can be used to report delays.
- Scenario 2 - If the project **does not already have an MPP Training Provision** in ECMS, all steps above still need to be completed, but include the following considerations:
 - **Proteges:** Include a copy of the MPP Special Training Provision with your initial engagement. This will help validate your message.
 - **Mentors:** After the MOU is executed, mentors may want to initiate force accounts to add the project's MPP Training Provision and line item.
 - Primes who are low bidders on ECMS projects can become mentors and add the MPP training provision post-award.

Additional Resources:

- [MPP Website](#): Visit the official MPP website for more information.

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- [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.
- [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.

Conclusion

This guide provides a detailed framework for new PennDOT MPP participants of the construction 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.



MPP DIAGRAMS

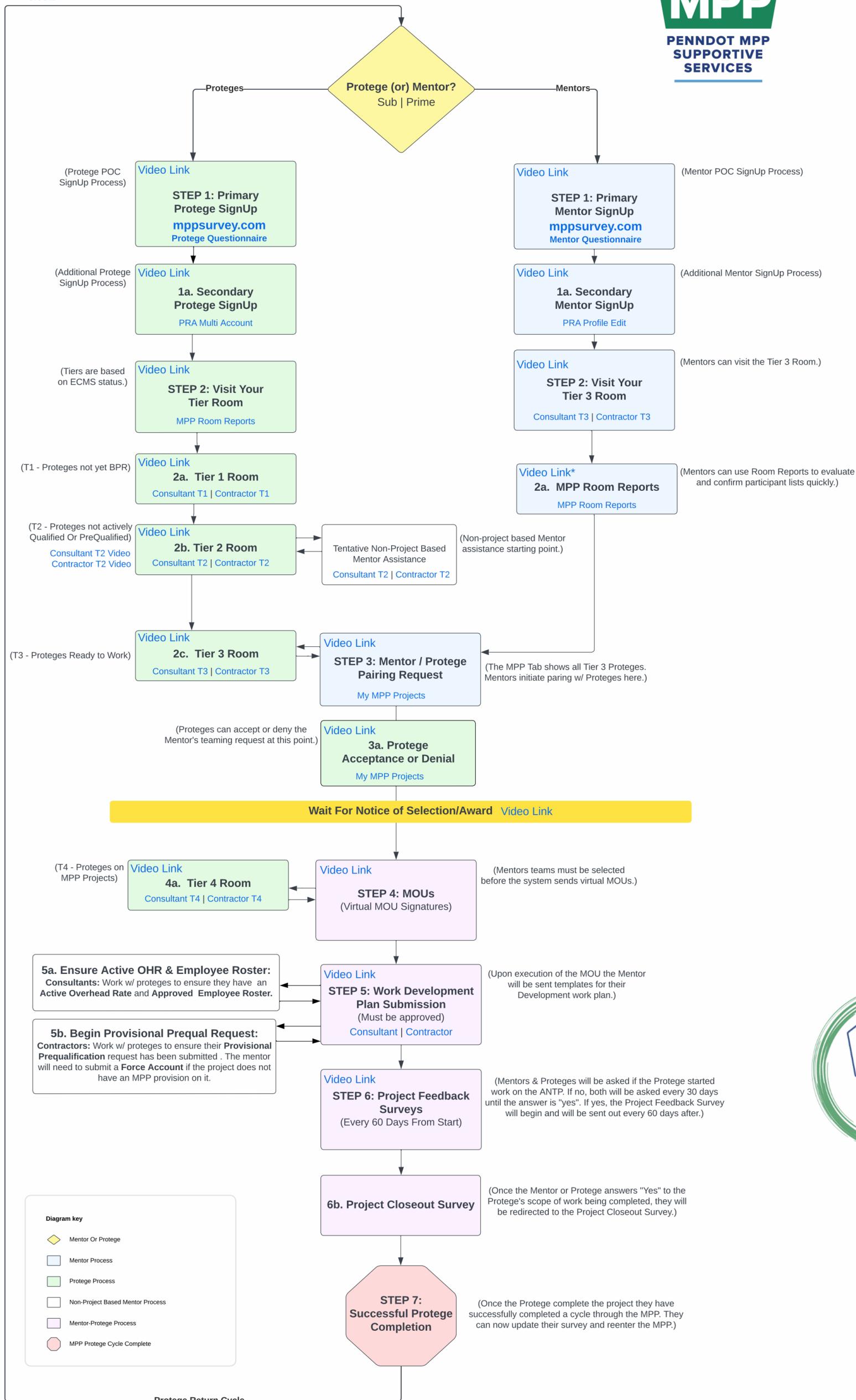
MPP Navigational Matrix



View With Phone Camera For Diagram Download



9.08.24



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Additional Helpful Resources

[MPP Website](#)

[MPP Navigational Diagram](#)

[PennDOT MPP Program Guide](#)

[Public T3 Consultant Report](#)

[Public T3 Contractor Report](#)

[MPP Video Matrix](#)

[ProRank Academy](#)

[ECMS](#)



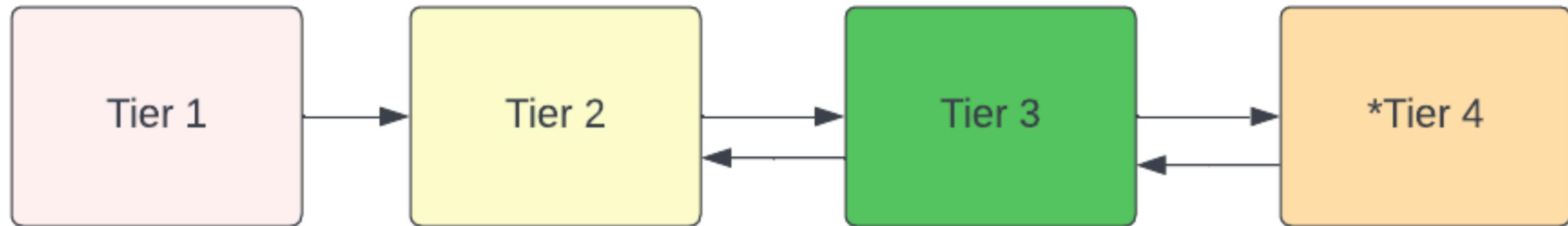
PENNDOT MPP COHORTS

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graph TD; A[PENNDOT MPP COHORTS] --> B[Consultants Cohort]; A --> C[Contractors Cohort];
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Consultants
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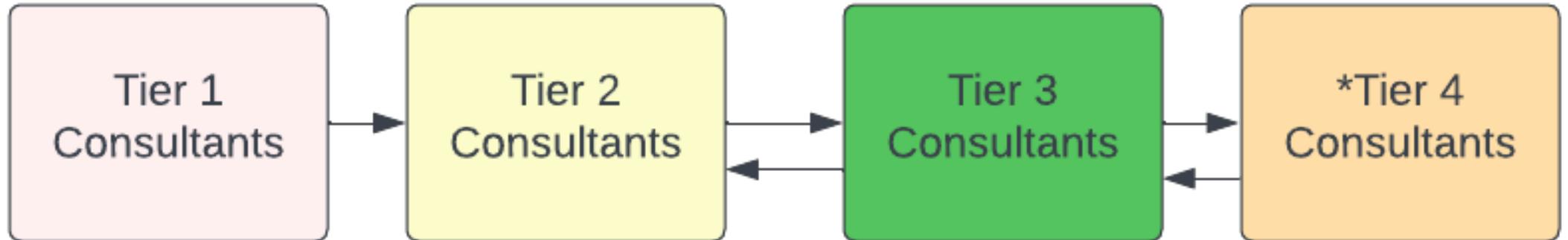
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PennDOT MPP TIERS

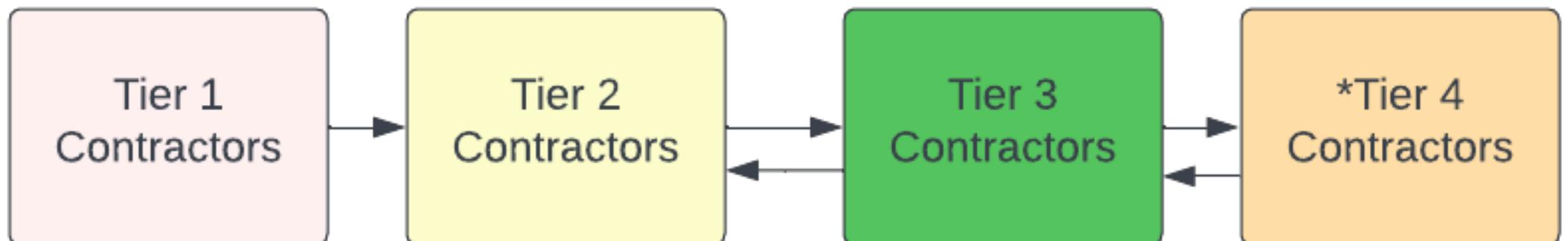


PennDOT MPP TIERS BY COHORT

PennDOT MPP CONSULTANTS COHORT

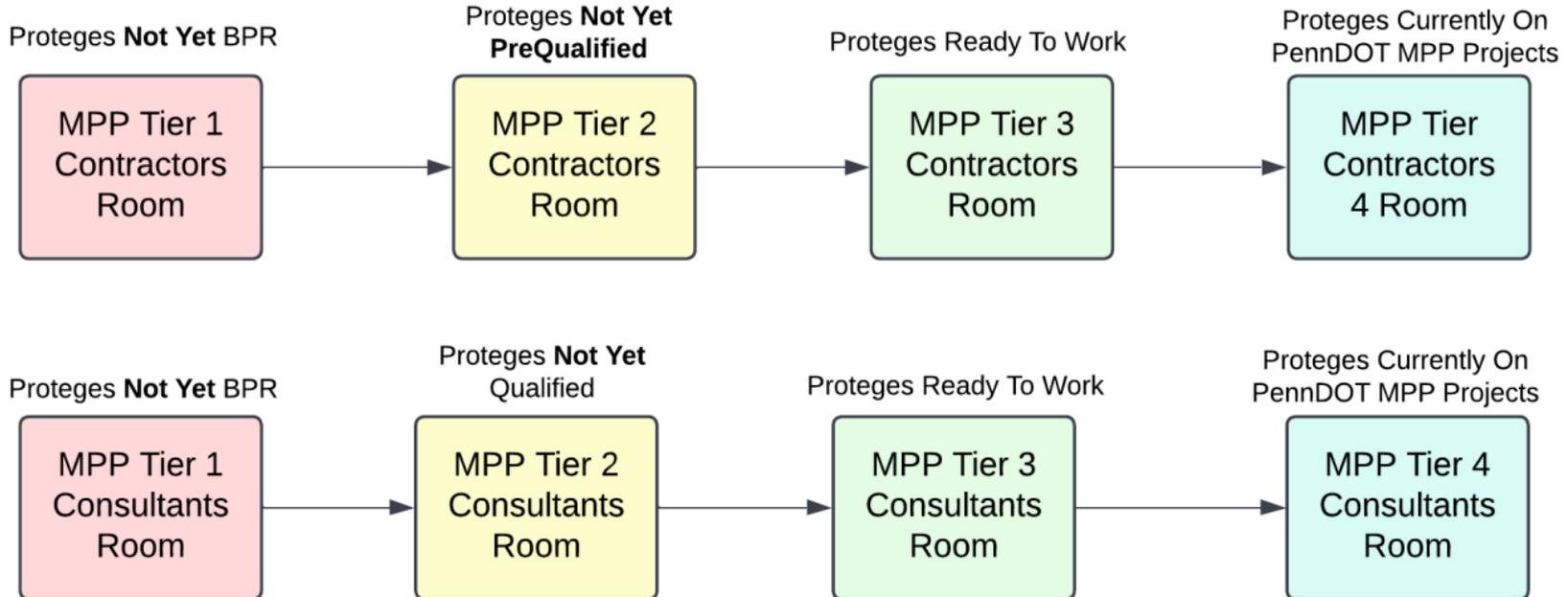


PennDOT MPP CONTRACTORS COHORT



PennDOT MPP Tier Rooms

12.13.24



MPP Tier Rooms are only available to participants of the PennDOT Mentor Protege program. Most MPP Tier rooms are only applicable to PennDOT MPP Proteges. The Tier 3 Rooms are the only MPP Rooms that Mentors have access to.

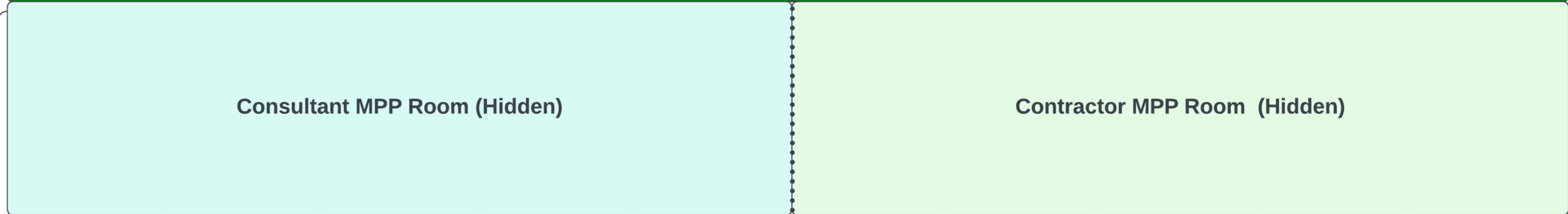
PennDOT MPP Rooms on ProRank Academy

MPP Room Nesting Below:

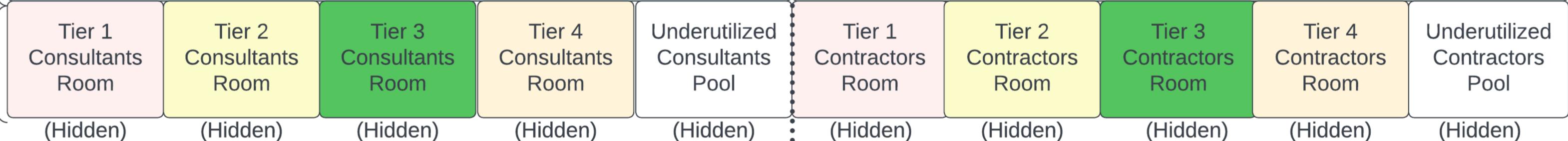
TOP LEVEL MPP ROOM



LEVEL 2 MPP SUBROOMS



LEVEL 3 MPP SUBROOMS



MPP Cohort Separation

Doing Business with PennDOT Road Map

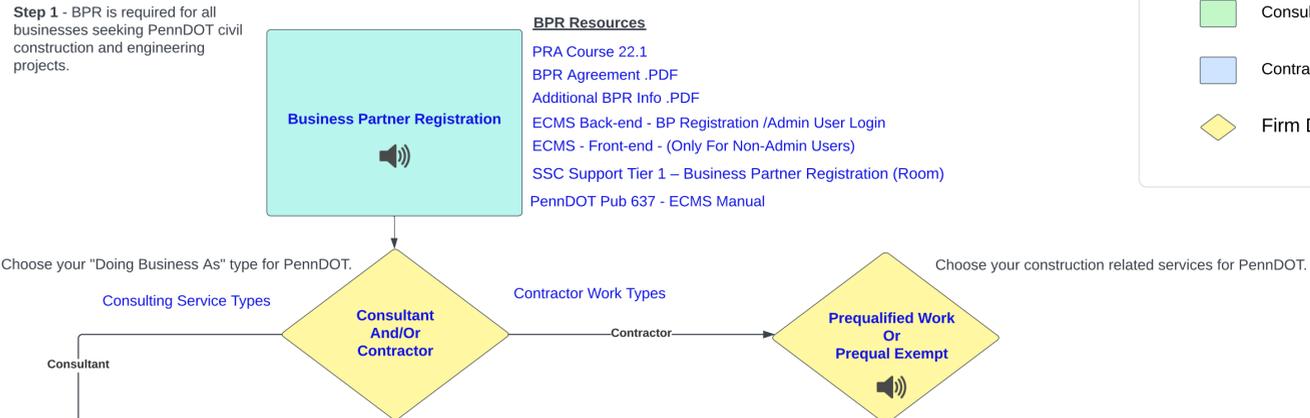
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Diagram key

- Step For All ECMS Users
- Consultant Step
- Contractor Step
- Firm Decision

ECMS Sign UP: TIER 1

Tier 1 - Firms need to complete the BPR Process



- BPR Resources**
- [PRA Course 22.1](#)
 - [BPR Agreement .PDF](#)
 - [Additional BPR Info .PDF](#)
 - [ECMS Back-end - BP Registration /Admin User Login](#)
 - [ECMS - Front-end - \(Only For Non-Admin Users\)](#)
 - [SSC Support Tier 1 – Business Partner Registration \(Room\)](#)
 - [PennDOT Pub 637 - ECMS Manual](#)

List Experience: TIER 2

Tier 2 - Firms that need to complete the PennDOT Qualification (and/or) Exemption Process

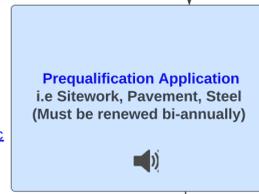
Step 2 - Create an Annual Qualifications Package. For Engineers, Inspectors & Professional Service Provides.

Step 2 - Acquire **Contractor Prequalification** or **Exemption as a Service Provider**. (e.i. Supplier, Hauler, Flagger, etc.)

- Consultant Qualification Package Resources**
- [PRA Lesson 22.3.1 - Consultant CQP](#)
 - [PRA Lesson 22.3.3 - CQP Renewal](#)
 - [CQP Templates](#)
 - [Consultants Doing Business w/ PennDOT.PDF](#)
 - [SSC Support Tier 2 – Consultants \(Room\)](#)
 - [Construction Inspection Qualification Chart](#)

- Contractor Prequalification Resources**
- [ECMS Work Codes](#)
 - [Prequal Instructions](#)
 - [PRA Lesson 22.2.1 - Prequal](#)
 - [Subcontractor Prequal Application 22.9 - The Subcontractor Electronic Prequal Process](#)
 - [SSC Support Tier 2 – Contractors \(Room\)](#)
 - [PennDOT Publication 8](#)

- Exemption Instructions**
- To request **Prequalification Exemption** status for a registered Business Partner, please contact:
1. Latoya Lewis (717) 783-9688
 2. Matt Weaver (717) 787-3733
- Inform them of the type of service that you would like exemption to provide. (i.e. Supplying, Hauling, Flagging, etc.)



Preparing To Work On A Project: TIER 3

3. Consultants Must Develop An Indirect Rate

Step 3. Consultants still need approved Overhead Rates & Employee Rosters to participate.

- Overhead Rate Resources**
- [22.3.4 – Determining Your Indirect Cost Rate](#)
 - [22.3.5 – Submitting Your Overhead Rate on ECMS](#)
 - [3.4.24 Safe Harbor Letter](#)
 - [Safe Harbor Appendix 3G and Appendix 3H](#)
 - [Appendix 3c - Contractor Cost Certification](#)
 - [National Compensation Matrix \(NCM\)](#)
 - [AASHTO Internal Control Questionnaire \(ICQ\)](#)



Step 3a- Once consultants have an active CQP next they need an approved Overhead Rate before they can participate.

- Employee Roster Resources**
- [22.3.6 – Employee Roster & Wage Rate Submission](#)
 - [Pub 93 Wage Rate Approvals Excerpt](#)
 - [SSC Support Tier 3 – Consultants \(Room\)](#)



Step 3b. All consultant personnel must be on the consultant's PennDOT approved roster prior to working under a PennDOT Agreement.

- Consultant Project Resources**
- [22.3.2 – Intro to Using PennDOT ECMS For Consultants](#)
 - [PennDOT Mentor Protege Program \(MPP\) Video](#)
 - [PRA Room Report "Tier 3 Consultant"](#)



Step 4. Search planned projects and consultant advertisements. View past selection results and network with primes.

- Consultant Tier 4 Resources**
- [SSC Support Tier 4 – Consultants \(Room\)](#)
 - [Prompt Payment Excerpt from PUB 442](#)
 - [PennDOT Publication 93](#)
 - [PennDOT Forms And Publications & Maps](#)
 - [PennDOT Pub 2 -Project office Manual](#)



Receive support and assistance while participating on your project. Get assistance with PennDOT payment disputes or site issues.

- Subcontractor Resources**
- [Subcontractor Workcode Renewal Application](#)
 - [22.12 - The Electronic Workcode Renewal Process](#)
 - [Workcode Renewal Instructions](#)
 - [PennDOT Publication 408](#)

Step 3. Prequalified Subcontractors and Exempt Service Providers can go straight to Step 4.

3. Bulletins for Approved Supply Sources

Step 3. Suppliers may need to determine their approved PennDOT source of supply for non construction aid materials.



- Supplier Resources**
- [22.18 - PennDOT Source Of Supply Training](#)
 - [ECAMMS Bulletin Search](#)
 - [Pub 408 Material Section Excerpt](#)
 - [PennDOT Source of Supply Letter](#)

Search & Review PennDOT Projects

Step 4. Search bids, and lists of plan holders. Review past bid results and submit quotes.



- Contractor Project Resources**
- [22.2.2 – Intro to Using PennDOT ECMS For Contractors](#)
 - [PennDOT Mentor Protege Program \(MPP\) Video](#)
 - [PRA Room Report "Tier 3 Contractor"](#)



- Contractor Tier 4 Resources**
- [SSC Support Tier 4 – Contractors \(Room\)](#)
 - [PennDOT Pub 408 - Current Construction specs](#)
 - [22.2.4 – ECMS Force Accounts](#)
 - [PennDOT Forms, Publications and Maps](#)
 - [PennDOT Pub 2 -Project office Manual](#)
 - [Handling Disputes According PUB 408](#)