**Preamble:** As participants in the Texas Tech University (Agency 733)/Texas Tech University System (Agency 768) Mentor-Protégé Program, we shall use all our ability, in an atmosphere of enthusiasm and mutual professionalism, to strengthen business relationships in a manner that is beneficial and effective for all parties, which meet the stated mission, goals and objectives of the Texas Tech Mentor-Protégé Program, and provides maximum benefits to the community.

**Relationships:** The relationships among Mentors, Protégés, and the Program Sponsor are all voluntary. All parties will foster open, candid and timely communications that avoid surprises.

**Commitments:** The Mentor is committed to providing an adequate amount of time for the partnership. The Protégé is committed to keeping the Mentor fully informed. The Program Sponsor is committed to coordinating the entire effort. Each will act with a sense of urgency and mutual respect for each other’s time.

**Duties—Mentor**

* Attend meetings
* Review Protégé's materials (business plan, marketing plan, action plan, organizational chart, etc.)
* Review Protégé's key indicators (cash flow, bonding, bids, projects, etc.)
* Recommend areas for improvement
* Follow-up on mutual agreements for action

**Duties—Protégé:**

* Attend meetings
* Present complete and up-to-date information (business plan, marketing plan, action plans, cash flow, bonding, bids, work in progress, etc.)
* Implement changes mutually agreed upon
* Request assistance as necessary

**Duties—Program Sponsor**

* Provide oversight
* Facilitate support services
* Receive quarterly assessment reports.
* Host annual on-site contract review meetings with both Mentor and Protégé.

**Development Program:** The Mentor-Protégé partners agree that the following areas need developmental assistance:

|  |  |  |
| --- | --- | --- |
|  Banking Services |  Business Market Analysis |  Personnel Management/Payroll |
|  Bidding |  Business Permits |  Plan Reading/Interpreting |
|  Bonding and Insurance |  Construction Management |  Project Planning/Marketing |
|  Bookkeeping/Accounting |  Cost Estimating |  Preparing Job Budgets |
|  Business Financial Planning |  Operations Budgeting |  Scheduling/Purchasing |
|  Additional items not listed above: |

# Program Participation Agreement Term: Four (4) years for the date of signature.

**Termination:** Either party may terminate this agreement with thirty (30) days advance notice to the other party; all correspondence from the party initiating the cancellation must be addressed to the affected party with a copy to the Texas Tech University Mentor-Protégé Program Coordinator.

## Parties to this agreement acknowledge that the participation by Mentor-Protégé is voluntary. It is also understood that this agreement is neither a guarantee for a contract opportunity nor a promise of business. The program’s intent is to foster positive long-term business relationships.

We understand that the Mentor-Protégé Agreement is limited to a period not to exceed forty-eight (48) months, commencing from the date the Mentor-Protégé Agreement is signed by all parties. We understand that the Protégé must maintain its HUB Certification status for the duration of this agreement, in order for the Mentor-Protégé agreement to be valid. If the Protégé's HUB certification expires, or becomes inactive or is revoked through the certification processes administered by the Statewide HUB Program, the Mentor-Protégé agreement shall be terminated. This agreement extends to purchases made on behalf of both Texas Tech University (Agency 733) and Texas Tech University System (Agency 768).

Three original copies of the written agreement shall be signed, one to be retained by the Mentor, one to be retained by the Protégé, and one to be retained by the Texas Tech University Mentor-Protégé Program Coordinator.

Mentor Signature Protégé Signature

Mentor Name Date Protégé Name Date

Mentor Title Protégé Title

TTU Mentor-Protégé Program Coordinator Date