



# Small Business FORUM & EXPO

July 11-12, 2023 | New Orleans Marriott | New Orleans, Louisiana

**AMERICAN CLEAN ENERGY POWERED BY SMALL BUSINESSES**



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# DOE's Mentor-Protégé Program

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U.S. Department of Energy

**Wednesday, July 12 | 10:15 AM – 11:15 AM**

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# Best Practices - Understand Governing Requirements

- [Department of Energy Acquisition Regulation \(DEAR\) 952.219.70 DOE Mentor-Protégé Program](#)
- [DEAR Code of Federal Regulations, FY2019, Title 48, Chapter 9, Subchapter D, Part 919, Subpart 919.70 \(48 CFR § 919.70\)](#)
- [DOE Acquisition Guide FY2019 Version 2, Chapter 19, Paragraph 2.6.3.3](#)
- [DOE Policy Flash 2019-15 - Class Deviation to DEAR Mentor Protégé Participation requirements](#)

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# Best Practices – Starts with People

## Mentor-Protégé Program Lead (MPP)

- Dedicated MPP Lead to support program
- Responsible for being the liaison between Mentors and Protégés
- Provides support for all phases of MPP life cycle

## Management Support

- Engage leadership at the start of the process
- Ensures that the MPP vision flows down from management to mentors and division areas. Continuous support throughout MPP lifecycle process.

## Mentor Support

- Engaging the right individuals to support Protégé's growth and development – workshops and awarded subcontracts

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# Best Practices – Dedicated Processes

## Gap Analysis and Workshop Curriculum

- Gap Analysis completed with technical teams to determine current state and future state – helps align workshops with development needs

## Workshop Curriculum

- Standard curriculum for overall knowledge: e.g. - DOE landscape, contract assistance, contract closeout, cybersecurity
- Specific curriculum for each Protégé's developmental needs: e.g. - cable development builds, program lifecycle process, construction requirements for onsite work

## Workshop Platforms

- In-person
- Virtual
- Supports different learning styles

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# Best Practices – Other Ideas

## Site Visits/Tours at Sandia locations

- Supports Protégé growth by direct interaction with technical staff

## Conference and Outreach Events

- Supports Protégé growth by direct interaction with technical staff
- Mentors Protégé in industry area and networking with others

## Documentation

- Ensures consistency for evaluation & selection process
- Helps guide Mentors on their responsibilities and workshop sessions

## Media Coverage

- Ensures socialization of Protégés and MPP accomplishments

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# Awarding Protégés of Another DOE Mentor

## 1. Email Marc Lochbaum to determine if supplier is an active Protégé, under the DOE Mentor-Protégé Program and ask:

- For Protégé's Mentor Point of Contact
- What their agreement dates are (you can only award non-competitive opportunities under an active DOE MPP agreement)
- What NAICS codes the Protégé falls under

## 2. Determine if Protégé:

- Can fulfill a need and if NAICS codes align

## 3. Meet or email Mentor:

- Ask Mentor if the Protégé has the capacity to support additional work at other labs
- Obtain last MPP agreement to ensure that agreement is still active, and dates listed are aligned with what Marc provided
  - Note – if they are in an option year period, there will be an additional document you will need to obtain

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# Awarding Protégés of Another DOE Mentor

## 4. Meet with Protégé for a capabilities overview to determine additional details:

- Do their capabilities align with your need?
- Determine if Protégé meets all internal supply chain requirements (past performance, bonding, do they need to be physically be onsite – are they willing to move, etc....)

## 5. If Protégé does meet all criteria, is active under a DOE MPP agreement, and does have the bandwidth to support your scope:

- Make sure agreement is attached to purchase order as justification of non-competitive set-aside
- Award based on threshold - \$7M for acquisitions assigned manufacturing North American Industry Classification System (NAICS) codes and \$4M within all other NAICS at a fair and reasonable price (FAR 19.805-1(a)(2)).
- Award based on date of subcontract
- Multiple awards can be given to a Protégé



# Questions & Assistance

## **Royina Lopez**

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Exhibit booth #711

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