

NASA Mentor-Protégé Program Relaunch Lunch and Learn

A Focused Review of the Enhanced MPP
Application Process

November 7, 2024 | 1:00 P.M. ET

Welcome Remarks



Mr. Robert Medina

Deputy Assistant
Administrator

NASA Office of Small
Business Programs

Housekeeping

- If you have any questions during the presentation, please enter them into the chat box.
- We will try to accommodate as many questions as possible, in the order in which they are received.
- Any additional questions can be sent to the NASA MPP inbox: MSFC-NASAMentorProtegeProgram@mail.nasa.gov or (256)-544-7768.
- The presentation WILL be recorded. Attendees will receive an email once those materials are made available online.
- Please take an opportunity to fill out the post-event survey. The link to survey will be sent out via this chat and Eventbrite at the conclusion of today's presentation.

Poll Questions

1. How did you learn about this webinar?
2. Is this the first webinar hosted by the NASA Office of Small Business Programs that you have attended?
3. Which of the following classifications applies to your institution/organization/company?
4. Have you done business with NASA? (More than one answer can be applicable)
5. Have you been pursuing a Mentor-Protégé Agreement with NASA?

Purpose of the NASA Mentor-Protege Program

The NASA MPP encourages NASA prime contractors to assist eligible Protégés, thereby enhancing the Protégés' capabilities to perform on NASA contracts and subcontracts, fostering the establishment of long-term business relationships between these entities and NASA prime contractors, and increasing the overall number of these entities that receive NASA contract and subcontract award.

Featured Speaker



Mr. David Brock

NASA Mentor-Protégé
Program Manager

NASA Marshall Space
Flight Center



NASA Mentor-Protégé Program Overview

NASA MENTOR-PROTÉGÉ MORATORIUM

The NASA Mentor-Protégé Program (MPP) underwent a temporary moratorium beginning February 21, 2024, to allow time to thoroughly assess our MPP processes and policies and ensure its functioning as an optimal program.

On November 1, 2024, the moratorium was lifted, and NASA is once again accepting new mentor-protégé agreements (MPA) into the program.

ENHANCEMENTS TO THE NASA MPP



Targeted North American Industry Classification System (NAICS) Codes: The enhanced NASA MPP will prioritize contracts under specific NAICS codes that align with the Space Technology Mission Directorate (STMD) technology taxonomies and NASA's top 20 NAICS codes, ensuring a direct connection to the agency's mission-critical areas.



Targeted Industry Sectors: The program will transition its focus towards Research & Development (R&D), Aerospace Manufacturing, and highly technical software and cutting-edge technologies shifting away from basic supply services to support innovation and technological advancement within NASA.



Enhancing Program Impact: Concentrating on targeted industry categories and specific NAICS codes, the NASA MPP will be better able to support the Agency's long-term strategic goals and objectives, and mission success.

MENTOR AND PROTÉGÉ BENEFITS

Mentor:

- Develop long-term business relationships with small business concerns.
- Expand contractor's qualified small business subcontracting base.
- Accrue credit toward small business subcontracting goals.
- Address known gaps in the Mentor's supply chain.

Protégé:

- Developmental assistance can lead to award of new contracts and/or subcontracts.
- MPA can be used as a marketing tool.

NEW MENTOR ELIGIBILITY REQUIREMENTS

- A large prime contractor performing under at least one NASA contract that contains a small business subcontracting plan, as required by FAR 19.7 (the Small Business Subcontracting Program).
- Only large business prime contractors under certain NAICS codes can apply for Mentor eligibility.
- Must be eligible for the receipt of Government contracts.

ELIGIBLE NAICS CODES

CODE	DESCRIPTION
325120	INDUSTRIAL GAS MANUFACTURING
333314	OPTICAL INSTRUMENT AND LENS MANUFACTURING
334511	SEARCH, DETECTION, NAVIGATION, GUIDANCE, AERONAUTICAL,
336414	GUIDED MISSILE AND SPACE VEHICLE MANUFACTURING
336415	GUIDED MISSILE AND SPACE VEHICLE PROPULSION UNIT AND
336419	OTHER GUIDED MISSILE AND SPACE VEHICLE PARTS AND
481212	NONSCHEDULED CHARTERED FREIGHT AIR TRANSPORTATION
488190	OTHER SUPPORT ACTIVITIES FOR AIR TRANSPORTATION
517919	ALL OTHER TELECOMMUNICATIONS
541330	ENGINEERING SERVICES
541512	COMPUTER SYSTEMS DESIGN SERVICES
541519	OTHER COMPUTER RELATED SERVICES
541715	RESEARCH AND DEVELOPMENT IN THE PHYSICAL, ENGINEERING, AND LIFE SCIENCES - EXCEPT NANOTECHNOLOGY AND BIOTECHNOLOGY

MENTOR APPLICATION INFORMATION

- **General Information**

- Name
- Address
- Phone
- Email Address
- Website / Social Media
- Industry
- Cage Code
- UEI #
- Point of contact name and title

- **Eligibility**

- Indicate if currently eligible for an award of Federal contracts and is performing under at least one active approved subcontracting plan negotiated with NASA.

- **Historical Background**

- Provide a summary about the business, including a profile, historical background, recent activities, and accomplishments. Indicate if this business has ever been classified as a small business.

MENTOR APPLICATION INFORMATION, CONT.

- **Small Business Prime and Subcontracting Goals**
 - Provide a 3-year trend analysis of the company's Small Business Prime and Subcontracting Goals and Actuals.
- **Mentor Performance Data**
 - Provide data for two complete Government Fiscal Years immediately preceding submission of application.
 - A. Prime Contracts Awarded to Mentor
 - B. Subcontracts Awarded to Mentor
- **Ability to Provide Developmental Assistance**
 - Include how the assistance will potentially increase subcontracting opportunities to small businesses and/or Historically Black Colleges and Universities (HBCUs)/Minority Serving Institutions (MSIs).
- **Summary Subcontracting Report for the two preceding GFYs**
- **Signatures**

NASA APPROVED MENTORS - STATUS

MENTOR NAME	EXPIRATION DATE	MENTOR POC	PHONE NO.	E-MAIL ADDRESS
a.i. Solutions, Inc.	7/12/2024	Scott Thurston	321-861-9104	scott.thurston@ai-solutions.com
Amentum Services, Inc.	2/16/2028	Rochelle Lowe	619-936-9543	rochelle.lowe@amentum.com
Bastion Technologies, Inc.	2/28/2027	Kim E. Whitson	256-585-5150	kwhitson@bastiontechnologies.com
Bechtel National, Inc.	5/20/2026	Tiffany Beck	N/A	tbeck@bechtel.com
Blue Origin	8/9/2028	TBD	TBD	TBD
Booz Allen Hamilton	3/7/2029	Yuri Cruz	703-902-5000	cruz_yuri@bah.com
CACI, Inc. – Federal	8/9/2028	Wayne Pizer	703-434-4693	wayne.pizer@caci.com
CH2M Hill, Inc.	2/7/2028	Lauren Terry	720-286-5318	lauren.terry@jacobs.com
COLSA Corporation	12/11/2029	Tim Magnusson	256-964-5276	tmagnusson@colsa.com
Deloitte & Touche, LLP	10/25/2026	Victoria Vo	703-585-3946	vicvo@deloitte.com
General Dynamics Information Technology, Inc. [GDIT]	6/15/2028	Mike O'Hara	202-744-9831	michael.ohara1@gdit.com
Jacobs Technology, Inc	9/8/2026	Laura McGee	850-337-2650	laura.mcgee@jacobs.com
Jones Edmunds & Associates, Inc.	11/04/2026	Richard Koller	321-961-0045	rkoller@jonesedmunds.com
Leidos, Inc.	11/13/2029	Shaun Smith	571-498-1612	shaun.k.smith@leidos.com

NASA APPROVED MENTORS – STATUS, CONT.

MENTOR NAME	EXPIRATION DATE	MENTOR POC	PHONE NO.	E-MAIL ADDRESS
L3Harris Technologies, Inc.	12/11/2029	Maureen Bryant	321-729-7977	maureen.bryant@L3Harris.com
Lockheed Martin	12/22/2026	Orysia Buchan	315-456-3018	orysia.d.buchan@lmco.com
Maxar Space LLC	12/14/2029	Juliana Scott	626-204-9794	juliana.scott@maxar.com
Northrop Grumman	2/19/2027	Jenifer Scoffield	435-863-2017	jenifer.scoffield@ngc.com
Peraton, Inc.	4/25/2027	Small Business Liaison Officer	540-200-1043	peratonsmallbusiness@peraton.com
Raytheon Company	11/19/2026	Crystal King	571-250-3725	crystal_l_king@raytheon.com
REI Systems, Inc.	7/11/2028	Kevin M. White	703-574-9502	kwhite@reisystems.com
Science Applications International Corporation (SAIC)	12/17/2026	Rita Brooks	571-203-6832	marguerite.brooks@saic.com
Southwest Research Institute	4/12/2028	Leo Cardenas	210-522-6753	leopoldo.cardenas@swri.org
Teledyne Brown Engineering, Inc.	6/25/2026	Debbie Batson	256-726-1393	debbie.batson@teledyne.com
The Boeing Company	4/7/2026	Kate Faatz	938-902-6051	kate.faatz@boeing.com
Wyle Laboratories, Inc. d/b/a KBRWyle	10/16/2028	Gracie Orr	832-205-6982	gracie.orr@us.kbr.com

PROTÉGÉ ELIGIBILITY REQUIREMENTS

- Must be able to certify as a small business against the NAICS code size standard that represents the contemplated services to be provided by the Protégé to the Mentor.
- No limit to the number of MPAs a Protégé can participate in, but they may only participate in one MPA at a time. The developmental assistance must differ from all past MPAs.
- Must be eligible for the receipt of Government contracts.
- Must have at least one of the eligible business classification types to participate in the NASA MPP.

PROTÉGÉ REQUIRED CLASSIFICATIONS

In accordance with NFS 1819.72, the following entities are eligible to be chosen as Protégés:

1. Small Business Concern as defined in Federal Acquisition Regulation. (FAR Part 2.101)
2. Minority Institutions (MIs) as defined in FAR Part 2.101.
3. Historically Black College or Universities (HBCUs) as defined in FAR Part 2.101.
4. Companies participating in the AbilityOne program. (FAR Part 8.7)

*Note: AbilityOne companies are service providers, per FAR 8.7, and as such, may not fill supply chain gaps.

PROTÉGÉ APPLICATION INFORMATION

■ General Information

- Name
- Address
- Phone
- Email Address
- Website / Social Media
- Industry
- Cage Code
- UEI #
- Year Established
- Point of contact name and title

■ Eligibility

- Indicate if currently eligible to participate as a Protégé in accordance with the eligibility definitions outlined in the NASA FAR Supplement 1819.72.

■ Small Business Socio-Economic Certification and/or Expirations

- Provide dates for all applicable Socio-Economic Certifications and/or Expirations.

PROTÉGÉ APPLICATION INFORMATION, CONT.

- **North American Industry Classification System (NAIC) Codes**

- Provide Primary and Secondary NAICS Codes

- **Historical Background**

- Provide a summary of the Protégé, including profile with historical activities and accomplishments. Include an explanation of the Protégé's ability to participate in the NASA MPP without impacting its day-to-day operations. Also include a history of participation in the NASA SBIR Program, if applicable.

- **Protégé Performance Data**

- Provide data for two complete Government Fiscal Years immediately preceding submission of application.
 - A. Protégé Employees, and Gross Revenue
 - B. Protégé Proposal Submissions
 - C. Prime Contracts
 - D. Subcontracts
 - E. Protégé-Awarded Subcontracts

- **Signatures**

TWO TYPES OF AGREEMENTS

Credit Agreements:

- Under this type agreement, a Mentor can count the cost of developmental assistance toward their subcontracting goals on a one-to-one basis.
- Credit is reported on the Mentor's individual subcontract report.

Award Fee Program:

- Under this type agreement, a Mentor is eligible to receive a separate award fee for the accomplishments of its developmental assistance to the Protégé (\$100K max).
- To be eligible, Protégé must be performing under a SBIR Phase II or STTR Phase II contract...emphasis on raising the Technology Readiness Level.
- An Award Fee Panel will be created by the PM to monitor success.
- Award Fee Panel will review the Annual reports and reviews to determine the amount of an award fee to be given at the end of the performance period.
- Award fee will then be transferred to the Mentor via the contract vehicle that was modified to include the MPA.

IMPORTANT CONSIDERATIONS WHEN SELECTING A PROTÉGÉ

- When selecting a Protégé the Mentor should consider the following:
- An entity whom the Mentor has an established relationship.
- Attitude of entity toward being mentored.
- Synergy of the Mentor and entity's capabilities.
- Commitment to agreement by both parties.
- Stability of the entity's management.
- Financial status of entity.
- Entity's past performance.
- If entity has been mentored under another NASA MPA, ensure that the developmental assistance differs.

THE PROCESS

GETTING STARTED

- Responsibility of the Mentor to research the company which possesses the best synergy that best aligns with their organization's mission, vision and goals.
- Once the Mentor and Protégé have determined they are a good match, both organizations should meet to conduct a needs assessment for the Protégé.
- Mentors should then meet with the Center Small Business Specialist (SBS), Contracting Officer (CO), and Contracting Officer Representative (COR) at the Center where the mentoring will occur to discuss.
- When ready, the Mentor and Protégé can move on to the next step of submitting the necessary documentation.
- Mentor will submit the MPA to the Center where it has a large prime contract with an approved subcontracting plan and where IT will be mentoring the Protégé.
- After submitting the MPA to the Center's CO, COR, and SBS, the information is vetted, endorsed, then sent to the NASA MPP Manager at MSFC for final approval.
- Note: Maximum length of an agreement is three years, minimum one year, and can be extended on six-month intervals not to exceed the maximum of three years.

THINGS TO CONSIDER WHEN PREPARING AN MPA

- MPA package must contain all required documentation before submitting.
- Developmental assistance split of 70/30 must be the same for both labor hours and dollars:
 - Developmental assistance for businesses should reflect 70 percent technical/30 percent business.
 - Developmental assistance for HBCUs/MSIs should reflect 70 percent business/30 percent technical.
- Other direct cost (ODC) should not exceed 10 percent of the proposed direct labor cost.
- Mentor must be the primary entity responsible for the mentoring...no more than 20 to 25 percent should be provided (10 to 15 percent on an average) by other entities such as PTACs, SBDCs, etc.
- Milestones outlined by the Mentor should be both valid and obtainable.
- CO must modify the contract with the clause from NFS 1852.219-79 along with incorporation of the developmental assistance portion of the MPA, the technical volume, and Gantt chart ahead of the official MPA start date.

CONTENT OF MPA

1. Mentor's cover letter outlining content of agreement signed by the mentor POC.
2. Protégé Application.
3. Mentor Application, if applicable.
4. Mentor-Protégé Agreement.
5. Signed letters concurring to termination procedures, compliance for agreement reporting requirements and concur to needs assessment statement from both the Mentor and the Protégé.
6. Technical and Cost Proposals.
7. Work Breakdown Structure (WBS)/Gantt Chart and Milestone Chart.
8. SBS, CO and COR Endorsement Letters.

NASA MPP FORMS, TEMPLATES, AND GUIDEBOOK

- Agreement Checklist
- Mentor Annual Report Template
- Mentor Application Template
- Mentor-Protégé Agreement (MPA) Template
- MPA Guidebook
- Protégé Application Template
- Protégé Post-Agreement Report Template
- Protégé Annual Report Template

*MPP Guidebook and Templates can be found within following hyperlink under “Templates & Forms”:

[NASA Mentor-Protégé Program | NASA](#)

MPA CHECKLIST

▪ General Information

- Mentor Name
- Protégé name
- Sponsoring NASA Center
- Mentor UEI Number
- Protégé UEI Number
- Type of agreement: Credit or Award Fee Program
- Length of agreement
- Contract Number with Subcontract Plan
- Cost of Agreement

▪ Is Package Complete?

- Signed Mentor – Protégé Agreement
- SBS Endorsement Letter
- COR Endorsement Letter
- CO Endorsement Letter

▪ Mentor Eligibility

- New Mentor?
- Previously Approved Mentor?
- Does Mentor have at least one Subcontracting Plan negotiated with NASA?
- Is Mentor currently suspended or debarred from contracting with Federal Government?

MPA CHECKLIST, CONT.

▪ **Protégé Eligibility**

- Is Protégé currently suspended or debarred from contracting with Federal Government?
- Which socio-economic classifications does Protégé currently hold?

▪ **Protégé Information**

- Industry (i.e., R&D, Aerospace Manufacturing, Highly Technical Software and Cutting Edge Technologies)
- Primary and additional NAICS
- Percentage Owned by Mentor (not more than 10%)

▪ **MPA Information**

- Total HBCU/MI, PTAC, or SBDC Cost \$ and % (Cannot exceed 20%)
- ODC Cost (\$\$) & (%) (Not to exceed 10% of Direct Labor Cost)
- MPA has Value to NASA
- Termination Procedures for Both Parties (Addressed on Organizational / Co. Letterhead)
- Mentor will comply with Reporting / Review requirements (Addresses on Organizational / Co. Letterhead)
- Protégé will comply with Reporting / Review requirements (Addresses on Organizational / Co. Letterhead)

MPA CHECKLIST, CONT.

▪ Technical and Cost Proposal

- Align with the MPA
- Contains Work Breakdown Structure
- Has a Milestones Chart
- Has a Technical Proposal: Total Hours and Total Dollars
- Has a Cost Proposal
- Technical Transfer % against Direct Labor Dollars %
- Technical Transfer % against Direct Labor Hours %
- Business Development % against Direct Labor Dollars %
- Business Development % against Direct Labor Hours %

Note: Business and Technical Development percents should be the same for both Direct Labor Hours percent and Direct Labor Dollars percent.

▪ Agreement Approval

- Firm Name / Address / Phone # / POC Mentor and Protégé
- Description of Developmental Assistance
- Milestones for Developmental Assistance Plan
- Metrics for Developmental Assistance Plan
- Past and Estimated Subcontracts to Protégé(s)
- Estimate of Cost \$

MPA CHECKLIST, CONT.

- **Additional Elements (Additional Elements section should be completed for Proteges that have previously participated in the NASA MPP.)**
 - Previous Mentor
 - Length of Previous Agreement
 - Dates of Agreement
 - Contract Number
 - Technical Assistance Provided
 - Business Assistance Provided
- **SBS Approval**
 - Signature and Date of Reviewer
 - Signature and Date of PM Concurrence

KICK-OFF MEETINGS, SEMI-ANNUAL REVIEWS, AND ANNUAL REPORTING

- **Kick-Off Meeting:**
 - Meeting will occur within the first sixty days of the official start date of the MPA.
 - NASA MPP Manager, Center SBS, CO, COR, and Mentor and Protégé representatives will participate in the meeting.
 - Meeting will outline the expectations of the partnership, Mentor and Protégé reporting requirements, and expected outcomes of the agreement.
- Annual reports will be submitted by both the Mentor and Protégé to report the progress and accomplishments achieved under the agreement, and any concerns on behalf of the Mentor and Protégé.
- Informal semi-annual reviews will also be conducted.

HOW TO CONTACT US

Creation of a new dedicated NASA MPP Inbox for processing all NASA MPP related documentation:

MSFC-NASAMentorProtegeProgram@mail.nasa.gov

Questions and Answers



Closing Remarks



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