



# Mentor-Protégé Program Guidebook



Office of  
**Small Business**  
Mentor-Protégé Program

## Table of Contents

1. Purpose .....	2
2. Background.....	2
3. Responsibilities .....	2
4. Eligibility To Participate.....	3
5. General Procedures .....	3
6. Agreements .....	4
7. Agreement Contents .....	5
8. Submission and Evaluation of a Mentor-Protégé Agreement.....	8
9. Extensions or Modification of Milestones Contained in an Agreement.....	8
10. Agreement Termination .....	9
11. Kickoff Meeting, Reporting, and Reviews .....	9
12. Frequently Asked Questions .....	10

## NASA Mentor-Protégé Program (MPP) Guidebook

### 1. Purpose

The purpose of this guidebook is to provide guidance for developing, submitting, and administering agreements under the NASA MPP, and to provide incentives for NASA contractors to assist eligible small businesses, as defined in NASA Federal Acquisition Regulation (FAR) Supplement (NFS) 1819.72, in enhancing their capabilities to perform as prime contractors, subcontractors, and suppliers under Government and commercial contracts.

### 2. Background

On February 21, 2024, the NASA Office of Small Business Programs (OSBP) MPP underwent a temporary moratorium, as part of a strategic effort to evaluate and enhance the program's processes, policies, and alignment with NASA's 2040 Vision. This decision was made to ensure that the program functions at its highest level, continues to support the Agency's mission in a meaningful and impactful way, and addresses NASA supply chain gaps.

With this relaunch, the program is now better aligned with the Agency's current and future needs. Below are the primary key areas of focus for the new NASA MPP:

- > Needs-Based Program: The revamped MPP will now be more needs-based, that targets NASA supply chain gaps.
- > Contracts Under Strategic NAICS Codes: The program will prioritize subcontracts to proteges under specific NAICS codes that align with the Space Technology Mission Directorate (STMD) technology taxonomies, ensuring a direct connection to mission-critical needs and supply chain gaps.

By concentrating on these key sectors and codes, with the use of the STMD technology taxonomies, the program will place strategic emphasis on Research & Development (R&D), Accompanying Software/Information Technology, and Aerospace Manufacturing. The goal is to effectively support and contribute to NASA's long-term strategic goals and mission success, while driving innovation and technological advancement to meet the needs of NASA's future missions.

- > In accordance with NFS 1819.72, those entities eligible to be chosen as Protégés include:
- > Small Business Concerns as defined in Federal Acquisition Regulation FAR Part 2.101.
- > Minority Institutions (MI) as defined in FAR Part 2.101.
- > Historically Black Colleges or Universities (HBCUs) as defined in FAR Part 2.101.
- > Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Phase II
- > Companies participating in the Ability One program (FAR Part 8.7).

### 3. Responsibilities

NASA's MPP has been designed to provide small businesses with assistance in developing and strengthening capabilities that may enable them to perform successfully as prime and subcontractors in support of NASA's mission. To that end, responsibilities for program oversight and execution have been established as follows:

- > NASA Contracting Officer’s Representatives (COR) and NASA COs act as liaisons between the mentor and the Contracting Officer (CO). A signed endorsement letter from the COR must be added to the agreement package before submission to the CO.
- > NASA COs are responsible for adding approved MPAs to existing contracts through a contract modification. A signed letter endorsing the MPA must be added to the complete package before submission to the cognizant Center Small Business Specialist (SBS).
- > NASA Center SBSs are responsible for the overall administration and management of their respective Center’s MPAs. As the Center MPP point of contact, the SBS is responsible for reviewing all agreements received at the Center and endorsing the agreement before forwarding the complete application for final approval to the NASA MPP Program Manager (PM) at MSFC in Huntsville, AL. Additionally, the SBS will ensure that all agreements endorsed by the Center fulfill the requirements of NFS 1819.72.
- > The NASA MPP PM resides at MSFC and is responsible for coordinating and managing the program from a Headquarters perspective with participating Centers to ensure successful program execution. The PM will review all mentor applications and conduct informal semi-annual MPA performance reviews that highlight the progress and accomplishments gained under the approved MPA.

#### 4. Eligibility To Participate

The mentor and protégé must both meet the established eligibility requirements to participate in the NASA MPP as defined in NFS 1819.72 and summarized below. A list of approved mentors is available on the MPP website at <https://www.nasa.gov/osbp/mentor-protége-program/> for review.

Mentors. All approved mentors are eligible to participate in the program. Mentors must resubmit their application every 6 years to verify continued eligibility. Mentor applications can be submitted at any time during the year, with or without an MPA. In accordance with NFS 1819.72, a mentor must be:

- > An approved mentor by the NASA MPP PM.
- > Only large business prime contractors performing under a NASA contract under certain North American Industry Classification System (NAICS) code (refer to table below for eligible codes) and having at least one approved subcontracting plan as required by FAR 19.7 (the Small Business Subcontracting Program) are eligible to participate in the program.
- > Eligible for the receipt of Government contracts.

<b>ELIGIBLE CODE</b>	<b>DESCRIPTION</b>
325120	INDUSTRIAL GAS MANUFACTURING
333314	OPTICAL INSTRUMENT AND LENS MANUFACTURING
334511	SEARCH, DETECTION, NAVIGATION, GUIDANCE, AERONAUTICAL, AND NAUTICAL SYSTEM, AND INSTRUMENT MANUFACTURING
336414	GUIDED MISSILE AND SPACE VEHICLE MANUFACTURING
336415	GUIDED MISSILE AND SPACE VEHICLE PROPULSION UNIT AND PROPULSION UNIT PARTS MANUFACTURING

336419	OTHER GUIDED MISSILE AND SPACE VEHICLE PARTS AND AUXILIARY EQUIPMENT MANUFACTURING
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

Note: NASA OSBP may consider contracts with other NAICS codes on a case-by-case basis.

Protégés. To participate as a protégé, an entity must meet one of the eligibility requirements as defined in NFS 1819.72 and maintain that status for the life of the agreement. If the protégé self-certifies that it meets the eligibility requirements, a separate written self-certification of its small business status must be provided with the MPA. (Note: If the protégé's eligibility expires prior to the end of the agreement period, the agreement may still be approved for the entire agreement period but must include the condition that any credit received is subject to the protégé's recertification). A protégé may participate in the NASA MPP as many times as they would like. However, they must only engage with one NASA mentor at any given time, and the developmental assistance must be different than assistance provided under previous MPAs. In accordance with NFS 1819.72, the following entities are eligible to be chosen as protégés:

### All Categories of SBs

- > HBCUs
- > MSIs
- > Small Business with an active NASA SBIR/STTR Phase II Contract
- > Company participating in the AbilityOne Program

### 5. General Procedures

The mentor is solely responsible for selecting a protégé with whom it believes it can implement a successful agreement. When selecting a protégé, the mentor should consider the following:

- > An entity with whom a mentor has an established relationship.
- > An entity's geographic proximity to the mentor.
- > An entity's attitude regarding being mentored.
- > If assistance provided will align with the protégé's strategic vision.
- > The synergy of the protégé's and mentor's capabilities.
- > The commitment to the agreement by both parties.
- > The stability of the protégé's management and financial status.
- > The entity's past performance.
- > The results of any contract/subcontract work between the mentor and protégé.

## The Subcontracting Expectations

- > An entity not currently receiving developmental assistance under an active NASA MPA.
- > Whether the developmental assistance mentor intends on providing differs from the assistance provided under a previous NASA MPA.

A mentor may work with several protégés at the same time. However, a separate MPA must be submitted for each mentor-protégé relationship.

The mentor may obtain assistance for the protégé from one or more of the following sources:

- > Small Business Development Centers (SBDCs) established pursuant to Section 21 of the Small Business Act (15 U.S.C. 648).
- > Entities providing procurement technical assistance, pursuant to Chapter 142 of Title 10 U.S.C.—APEX Accelerators.
- > HBCUs
- > MSIs

## 6. Agreements

A company that has been approved as a mentor in the NASA MPP and has identified an eligible entity to participate as a protégé must submit a signed MPA to ultimately be approved by the NASA MPP PM. Agreements should be structured only after a needs assessment of the protégé is completed by both parties and mutually agreed upon. Evidence of the needs assessment must be submitted with the MPA submission.

Mentors must have an existing NASA prime contract or an Indefinite Delivery Order (IDO) type of contract that can be modified to include the provisions of the MPA. The contract may not be a Blanket Purchase Agreement (BPA) or a Basic Ordering Agreement (BOA). Generally, the mentor identifies the existing contract and conducts discussions with the cognizant NASA Center's CO, COR, PM, and SBS about developing the MPA.

The period of performance for an MPA is a minimum of one year not to exceed 3 years.

## Developmental Assistance

Mentors may provide kinds of developmental and other business assistance that include the following:

- > R&D
- > Engineering and technical assistance
- > Aerospace manufacturing
- > Accompanying Software/Information Technology
- > Advance payments under such contracts. Mentors may administer advance payments in accordance with FAR Subpart 32.4 (Advance Payments for Non-Commercial Items).
- > Investment(s) in the protégé in exchange for an ownership interest in the protégé, not to exceed 10 percent of the total ownership interest. Investments may include, but are not limited to, cash, stock, contributions in kind, etc.

## Credit Agreements

In a Mentor-Protégé Credit Agreement, a mentor receives credit toward its subcontracting goals.

Following the NASA Center review, the NASA MPP PM must review the MPA submission package within 30 business days of receipt, unless otherwise stated. The MPA is then approved by the NASA MPP PM.

- > Costs incurred under a Mentor-Protégé Credit Agreement are applied on a one- to-one basis toward applicable subcontracting goals under a Federal Agency Subcontracting Plan (FAR 19.7). The credit is reported on the mentor's Individual Subcontracting Report (ISR) in the comments section twice a year. The PM will verify the dollars against the annual reports.
- > Agreements cannot exceed the protégé's eligibility period. If a protégé's certification-based eligibility expires prior to the end of the agreement period, the mentor may still submit the proposal for the entire period. However, the NASA CO must include a condition in the contract stating that the agreement is subject to the protégé's recertification.

### **Award Fee Program**

Under the Award Fee Program, a mentor is eligible to receive a separate award fee for the accomplishment of its developmental efforts to the protégé. Guidance to participate in the program is listed below:

- > Under the program, mentors working with a NASA SBIR/STTR Phase II company are eligible to participate.
- > When reviewing agreements for participation in the program, increased attention will be paid to the types of technical assistance being provided to the protégé.
- > The evaluation criterion is based on the amount and quality of technology transfer and business development skills that will increase the protégé's Technology Readiness Levels (TRLs). TRLs measure technology readiness on a scale of 1 to 9. A mentor should attempt to raise the TRL of the protégé and outline the goals and objectives in the MPA.
- > A separate award fee review panel will use the annual reports to determine the amount of an award fee given at the end of the performance period of the agreement. To this end, both the mentor and the protégé must submit all annual reports on time to be considered for an award fee.
- > An award fee review panel will be established solely for the review of MPAs. The NASA MPP PM will create the award fee review panel with the express purpose of reviewing the progress and success of the developmental assistance of the MPA. The award fee review panel will determine the amount of award fee that will be given to the mentor within 60 days of the end of the agreement period. This award fee determination may be included in the overall award fee period for the contract. The award fee will then be transferred to the mentor via the contract vehicle that was modified to include the MPA.

### **7. Agreement Contents**

MPAs must contain the following:

- > Letters of Endorsement.
- > Signed letters of endorsement are required from the CO, the COR, and the Center SBS.
- > A Mentor Cover Letter.
- > The cover letter should outline the contents of the agreement and be signed by the mentor's POC.
- > A Protégé Application.

The protégé application must be developed using the template found on the NASA Mentor Protégé Program website under templates and forms, <https://www.nasa.gov/osbp/mentor-protege-program/>. Please note that the protégé application should not be submitted in advance of an agreement submission.

### **An MPA Compliance**

Mentors will develop the MPA using the template found on the NASA Mentor Protégé Program website under templates and forms, <https://www.nasa.gov/osbp/mentor-protege-program/>. The agreement must contain sufficient information on planned developmental assistance to allow NASA to evaluate the proposed development plan.

### **A Technical Proposal**

A detailed technical proposal that tracks easily to the cost proposal is imperative (e.g., the hours associated with each task described in the technical proposal should be visible in the cost proposal and traceable to the work breakdown structure [WBS]).

- > Hours and dollar values associated with technical transfer should be approximately 70 percent of the proposed hours and cost; the remaining 30 percent of the proposed hours and cost may be related to business development tasks.
- > The technical proposal shall include a milestone chart with soft dates (e.g., 60 days after the contract modification) to track the proposed technical assistance to be provided by the mentor. Metrics shall also be included to measure progress and completion of each of the major developmental tasks.
- > Utilize the WBS.
- > Please see WBS example on next page.



**WBS Example:**

Cost of the Agreement				
	GFY 20__	GFY 20__	GFY 20__	TOTAL
Direct Labor Costs	\$100,000.00	\$101,880.00	\$129,000.00	\$330,880.00
Direct Labor Hours	180	631	681	1,492
Other Direct Costs (ODCs) (e.g., Travel)	\$800.00	\$3,000.00	\$1,200.00	\$5,000.00
Indirect Costs (i.e., Reporting Requirements)				\$
HBCU/MSI/PTAC/SBDC				\$
ODCs (e.g., Membership Dues)	\$300.00	\$300.00	\$300.00	\$900.00
<b>YEARLY TOTALS</b>	<b>\$101,100.00</b>	<b>\$105,180.00</b>	<b>\$130,500.00</b>	<b>\$336,780.00</b>

ODCs—Travel			
	NUMBER OF EMPLOYEES	NUMBER OF TRIPS	PLANE FARE
GFY 20__	2 Employees	1 trip	\$800.00
GFY 20__	5 Employees	3 trips	\$3,000.00
GFY 20__	2 Employees	2 trips	\$1,200.00

ODCs—Membership Dues		
	NUMBER OF EMPLOYEES	ABC SOCIETY
GFY 20__	10 Employees	\$1,000.00
GFY 20__	12 Employees	\$1,200.00
GFY 20__	16 Employees	\$3,200.00

**Technical Transfer**

Assistance in technical areas must support the NASA mission and individual NASA Center needs. Examples may include, but are not limited to, the following:

- > Quality Management Programs: Software Engineering Institute/Capability Maturity Model (SEI/CMM), and AS9100 certification
- > Machining and fabrication
- > Lean Six Sigma
- > Tooling Design and Fabrication

**Business Infrastructure**

Assistance pertaining to general business management or corporate infrastructure includes, but is not limited to, the following:

- > Organizational Planning Management: Strategic Planning, Business Planning, Legal/ Risk Management, Proposal Development.
- > Business Development/Marketing/Sales: Market Research, Product Forecasting, Web-Based Marketing, E-Commerce.
- > Human Resource Management.

- > Financial Management.
- > Contract Management.
- > Facilities and Plant Management: Occupational Safety and Health Administration (OSHA) Standards.

Other assistance designed to develop the capabilities of the protégé under the developmental program.

- > For HBCUs/MSIs only, a 30/70-percent split is allowable for the labor hours and cost on developmental assistance provided. Thirty percent may be related to technical transfer, and the remaining 70 percent may be related to business infrastructure. HBCUs/MSIs often don't have corporate resources to produce sizable amounts of technology transfer. HBCUs/MSIs benefit more from business development. The mentor can establish a qualified source for contract awards to assist them in achieving their SB and HBCU goal.

### **Cost Proposal**

When creating the cost proposal, please observe the following:

- > Labor/salary is allowable for employees on the mentor's payroll only. Salaries of employees on the protégé's payroll and 1099 consultant employees are not allowed. Labor/salary values should be easily traceable in the technical proposal.
- > Services to be provided by HBCUs/MSIs, PTACs, or SBDCs for training are allowable and should not be included in the incidental costs. Any HBCU/MSI, PTAC, or SBDC costs should not exceed 20 percent of the total cost of the developmental assistance to be provided.
- > Costs may NOT include any type of fee or profit.
  - Protégé travel expenses related to training are the ONLY protégé expenses that may be claimed for credit. Marketing trips are not considered training and are NOT allowable for credit.
  - Incidental costs or ODCs may not exceed 10 percent of the total Labor cost of the proposal for the agreement. ODCs include all costs other than direct labor, overhead, and general and administrative costs associated with direct labor. Examples include travel, training, equipment, software, etc.
  - Costs associated with reporting requirements such as the NASA MPP Annual Reports are considered indirect costs.
  - The percentages for ODCs are to be clearly presented for each year and the total percentages presented for the length of the agreement.
  - Under the MPA, purchases of capital equipment are not allowable. Any equipment that would normally be depreciated will be considered capital equipment.
  - All Contractor Furnished Equipment (CFE) provided to the protégé for which the mentor receives subcontracting credit shall be abandoned in place at the protégé facility upon completion of the agreement.

### **8. Submission and Evaluation of Mentor-Protégé Agreements**

Mentors must submit their proposed MPA to the CO and COR where the mentor holds a prime contract for letters of endorsement of the agreement. The complete package is also forwarded by the mentor to the NASA SBS at the NASA Center for review and endorsement of the agreement before the SBS forwards the complete application for review and final approval to the NASA MPP PM. When the

NASA MPP PM receives an MPA from the Center for review, an acknowledgment of receipt is sent to the mentor POC, with notifications sent to the CO, COR, SBS, and protégé POC.

## **Evaluation**

The NASA MPP PM reviews the MPA for up to 30 business days, excluding holidays. If the MPP PM has identified revisions to the agreement that need to be made, the mentor POC and SBS will be notified via e-mail. The SBS and mentor POC will coordinate the revisions before resubmitting the updated agreement to the NASA MPP PM. Unsuccessful agreements may be revised and resubmitted once, for a maximum of two times (original + one additional agreement submission). The evaluation of all proposed agreements will be based on the following criteria:

- > Perceived benefit/value of the agreement to NASA.
- > Merit of the developmental assistance to the protégé.
- > Percentage of hours associated with technical transfer.
- > Subcontracting opportunities available to the protégé.
- > Utilization of HBCUs/MSIs, PTACs, and SBDCs.
- > Proposed cost.
- > Agreement Checklist (for reference only).

NASA verifies that all SBSs are utilizing the updated Agreement Checklist located on the NASA MPP website.

## **9. Extensions or Modification of Milestones Contained in an Agreement**

A mentor desiring to extend the period of performance or realign or add milestones to the MPA must submit a formal request to the cognizant NASA Center SBS. The NASA MPP PM may also request that the mentor submit new milestones if the developmental assistance effort is behind schedule, as determined in the annual reports, informal semiannual reviews, or site visits, or as a result of communication with the mentor and/ or protégé. Though extensions may be requested, and milestones realigned, the total agreement period may not exceed 36 months.

The mentor's letter requesting an extension, or a realignment or addition of milestones must include a justification explaining the necessity for the change and must be signed by both the mentor and the protégé. The letter must include the following:

- > Milestones accomplished.
- > Milestones not accomplished, with accompanying explanation.
- > Proposed new milestones.
- > Formal modifications to the agreement, signed by both parties. Updates to the developmental assistance being provided, milestones, metrics, and cost proposal should be included, if applicable.
- > Justification for any additional credit.
- > Cost expended to date.
- > The request must be submitted to a NASA Center SBS for review.
- > The cognizant NASA Center shall endorse and forward the request to the NASA MPP PM for approval.

## **10. Agreement Termination**

If the mentor and protégé decide to terminate the agreement prior to the scheduled completion date, a formal notification must be submitted to both the NASA Center that approved the agreement and NASA MPP PM. The procedures for termination, as outlined below and on the agreement template, must be clearly stated and agreed to by both the mentor and protégé.

### **Voluntary Termination**

- > The mentor must notify the protégé in writing of its intent to voluntarily withdraw its participation from the MPP at least 30 days in advance of the effective termination date. A mentor may only terminate its agreement(s) voluntarily if it no longer wants to be a participant in that particular agreement. A mentor may participate in future MPAs as long as they have active mentor status (6 years from the approval date).

### **Termination for Cause**

- > The mentor must furnish the protégé with a written and signed notice of the proposed termination, stating the specific reasons for such action, at least 30 days in advance of the effective date of the proposed termination.
- > The protégé will have 30 days to respond to the notice of proposed termination and may rebut any issues and offer a proposed plan of remediation.
- > Within 30 days of the protégé's response, the mentor must either withdraw the notice of proposed termination and continue the MPA or issue the notice of termination to the cognizant NASA Center sponsoring the agreement and to the NASA MPP PM.

### **Termination by Protégé**

- > The protégé must submit a written and signed request for termination to the mentor at least 30 days in advance of the protégé's intent to terminate the agreement.
- > The mentor is allowed to respond within that 30-day period and may rebut any finding believed to be erroneous and offer a remedial procedure. Upon prompt consideration of the mentor's response, the protégé must either withdraw the notice of proposed termination and continue the MPA or issue a notice of termination to the NASA Center sponsoring the agreement, the NASA MPP PM, and all relevant parties involved.

The decision of the mentor regarding termination for cause will be final and will not be reviewed by NASA. If currently participating in the Award Fee program, a termination renders the mentor ineligible for any award fee.

## **11. Kickoff Meeting, Reporting, and Reviews**

An MPA kickoff meeting will be held within 30 days of the start of the agreement. The parties present at the meeting will include the NASA MPP PM, SBS, CO (and/or COR), mentor, protégé, and technical POCs. This meeting will outline the expectations of the partnership, mentor, and protégé reporting requirements as described in NFS 1819.72, and expected outcomes of the agreement.

Annual reports are due from mentors and protégés to the NASA MPP PM via the Centers every 12 months. Mentors are required to report on the progress made in each of their active agreements annually throughout the term of the agreement. The report is due 30 days after the end of each 12-month period, commencing at the start of the agreement. A template for the annual report may be accessed electronically at <https://www.osbp.nasa.gov/mpp/>.

Protégés are also required to submit their own individually developed annual report, due 30 days after the end of each 12-month period, on the progress made in employment, revenues, and participation in NASA contracts during the prior 12-month period. The protégé's report is submitted separately from the mentor's report.

The required annual reports will be reviewed and used to determine whether the milestones outlined in the original MPA package are being met. The reports will also be used to assess the effect of the mentoring on the protégé. For participants in the Award Fee Program, annual reports will be used by the review panel to determine in part the amount of award fee given at the end of the agreement performance period.

- > **Post-Agreement Reports.** The protégé is required to submit data on employment and revenue for each of the 2 years following the end of its MPA. These reports are due 1 month after the end of the first and second years. A template for the post-agreement report may be accessed electronically at <https://www.osbp.nasa.gov/mpp/>.
- > **Reviews.** NASA will conduct informal semiannual performance reviews. These performance reviews will focus on the progress and accomplishments realized under approved MPAs.

## 12. Frequently Asked Questions

### ***Q1: How many agreements may a mentor and a protégé have?***

A: A mentor is not limited in the amount of NASA MPAs they may have at the same time. The protégé may participate in the NASA MPP as many times as they would like. However, the protégé may only be in one active NASA MPA at a time.

### ***Q2: If I currently participate in another Federal agency's MPP, may I participate in the NASA MPP at the same time?***

A: The NASA MPP is completely separate from any other Federal agency's MPP, and thus, mentors and protégés may participate in one or both at the same time, as long as the protégé has the resources to be mentored under the different programs.

### ***Q3: How long is a mentor approved to participate in the NASA MPP?***

A: A mentor approval letter is good for 6 years from the date of the letter. Six years after the date of approval, the mentor must resubmit its mentor application with the updated information and go through the approval process again. If mentors are disbarred or suspended from Government contracts for any reason, their mentor approval is automatically withdrawn, and they may no longer participate in the NASA MPP.

### ***Q4: Does a potential mentor need to apply by division, or is there a corporate-wide approval?***

A: Mentor approval may be corporate-wide, provided that mentor applications are filled out with information at the corporate level. Once the application is submitted with corporate information and approved, all divisions of the company are eligible to participate as a mentor.

### ***Q5: What should a mentor consider when selecting a protégé?***

A: When selecting a protégé, a mentor should consider the following:

- > An entity with whom a mentor has an established relationship
- > An entity's geographic proximity to the mentor
- > An entity's attitude regarding being mentored
- > If assistance provided will align with the protégé's strategic vision
- > The synergy of the protégé's and mentor's capabilities
- > Commitment to the agreement by both parties
- > Stability of the protégé's management and financial status
- > The entity's past performance
- > Results of any contract/subcontract work between the mentor and protégé
- > Subcontracting expectations
- > An entity not currently receiving developmental assistance under an active NASA MPA

***Q6: Where is the list of all NASA SBIR/STTR Phase II awardees?***

A: The link to NASA SBIR/STTR Phase II companies may be found at <https://sbir.nasa.gov/>.

***Q7: What is the protégé application?***

A: The protégé application is a separate application for potential protégé companies that details information about the company, including employee base and contracts received. However, it differs from the mentor application in that it is not submitted in advance of an agreement but is submitted concurrently with the agreement package. Any protégé applications that are submitted without a complete agreement package will not be kept on file and will have to be resubmitted with the agreement. The template for the protégé application can be found at <https://osbp.nasa.gov/mpp/index.html>.

***Q8: What are the submission deadlines to submit a mentor application and an MPA?***

A: The NASA MPP PM accepts mentor applications at any time. Center SBSs are recommended to review and then either endorse or reject the agreements within 30 business days. The SBS will review, endorse, and forward the complete MPA package to the NASA MPP PM. Upon receipt, the PM will have 30 business days, excluding weekends and holidays, to review and approve the agreement.

***Q9: What are the required documents that must be submitted with the agreement?***

A: A complete MPA consists of a package containing the following documents:

1. Letters of Endorsement. Signed letters of endorsement are required from the CO, the COR, and the Center SBS.
2. A Mentor Cover Letter. The cover letter should outline the contents of the agreement and be signed by the mentor POC.
3. A Protégé Application. The protégé application has to be developed using the template provided in Appendix A-3 of this guidebook. Please note that the protégé application should not be submitted in advance of an agreement submission.
4. An MPA. Mentors will develop the MPA using the template provided in Appendix A-1 of this guidebook. The agreement must contain sufficient information on planned developmental assistance to allow NASA to evaluate the proposed development plan.
5. A Technical Proposal. A detailed technical proposal that tracks easily to the cost proposal is imperative (e.g., the hours associated with each task described in the technical proposal should be visible in the cost proposal and traceable to the WBS).



**6. A Cost Proposal.**

***Q10: What is the agreement approval checklist?***

A: The agreement approval checklist is an internal form that is utilized by NASA to determine that all required elements are included in the agreement package. The checklist does not need to be submitted with the agreement but can be used as a reference.

***Q11: What are the selection criteria for MPA approval?***

A: All proposed agreements will be evaluated by the NASA Centers and NASA MPP PM based on the following criteria:

- > Perceived benefit/value of the agreement to NASA
- > Merit of the developmental assistance to the protégé
- > Percentage of cost and hours associated with technical transfer
- > Subcontracting opportunities available to the protégé
- > Utilization of HBCUs/MSIs, PTACs, and SBDCs
- > Proposed cost

***Q12: What is the limit on the period of performance for an MPA?***

A: An agreement may not exceed 36 months from the date the agreement begins.

***Q13: If I previously participated in the NASA MPP prior to fiscal year 2007, will that affect my future participation?***

A: No, being a prior participant from the MPP does not affect any future participation. Previous mentors are required to submit a mentor application before submitting any new agreements. Protégés are allowed to participate in the new NASA MPP as many times as they would like. Therefore, any participation does not affect future participation.

***Q14: What are examples of technical transfer?***

A: The developmental assistance provided under an MPA is expected to be at least 70 percent technical transfer (of proposed cost and hours), except for HBCUs/MSIs, where 30 percent may be related to technical transfer and the remaining 70 percent may be related to business infrastructure. Though this is by no means an exhaustive list, examples of technical transfer tasks may include the following:

- > Engineering and Technical Assistance
- > Aerospace manufacturing
- > Research and development
- > Accompanying Software/Information Technology.
- > Tooling Design and Fabrication
- > Quality Management Programs: ISO 9000, SEI/CMMI, AS9100

***Q15: What do the following acronyms mean?***

- Administrative Contracting Officer (ACO)
- Associate Administrator (AA)
- Award Fee Program Basic Ordering Agreement (BOA)

- Blanket Purchase Agreement (BPA)
- Contract Administration Office (CAO)
- Contracting Officer (CO)
- Contracting Officer's Representative (COR)
- Contractor Furnished Equipment (CFE)
- Federal Acquisition Regulation (FAR)
- Government Fiscal Year (GFY)
- Historically Black College and University (HBCU)
- Historically Underutilized Business Zone (HUBZone)
- Indefinite Delivery Order (IDO)
- Individual Subcontracting Report (ISR)
- Mentor-Protégé Agreement (MPA)
- Mentor-Protégé Program (MPP)
- Marshall Space Flight Center (MSFC)
- NASA FAR Supplement (NFS)
- Point of Contact (POC)
- Program Manager (PM)
- North American Industry Classification System (NAICS)
- Other Direct Costs (ODCs)
- Occupational Safety and Health Administration (OSHA)
- Procurement Contracting Officer (PCO)
- Procurement Technical Assistance Centers (PTAC)
- Service-Disabled Veteran–Owned Small Business (SDVOSB)
- Small Business Development Centers (SBDC)
- Small Business Innovation Research (SBIR)
- Small Business Specialist (SBS)
- Small Business Technology Transfer (STTR)
- Technology Readiness Level (TRL)

If you have any further questions regarding the NASA MPP, please call 256-544-7768.