Calmentor
A & E Small Business Mentoring Program
A&E Small Business  Mentoring Program

Section 5  Steering Committee

The Steering Committee is created to help guide and maintain the Calmentor program. The role of the steering committee is as follows:

♦ Collaboratively manage all aspects of the Calmentor program including development, marketing, implementation, and maintenance of the program.
♦ Ensure the success by monitoring, providing feedback, and reporting on program performance.
♦ Provides support in reviewing the agreements.
♦ Assists with resolution of potential disagreements.
♦ Sets the policies and procedures for the program.
♦ Suggestions to improve the program in future years.

The following is the composition and function of the Steering Committee:

A. Composition
The Steering Committee for the Calmentor Program consists of one Caltrans Headquarters representative, three Caltrans District 11 representatives, three SANDAG representatives, five ACEC members, one representative from the City of San Diego, and two representatives from the Caltrans District 11 Small Business Council.

B. Function
The Steering Committee has the authority and the responsibility to direct and manage all affairs of the Calmentor Program.
A&E Small Business Mentoring Program

C. Recruitment
♦ Communicate to other professional societies about the program.
♦ Inform potential participants of the website.
♦ Participate in the program kick-off meeting and awards event.
♦ Maintain and distribute a program brochure.

D. Meetings
Regularly scheduled meetings are held for feedback, evaluation, and monitoring of the program. Program cycle events include a kick-off meeting, awards event, and other informational programs for networking, recognition, and recruitment.

II. Mission Statement

Increase the pool of small businesses participating in transportation projects.

Goals and Objectives
♦ Establish a mentoring program that pairs small businesses with large firms.
♦ Enhance small business operations to achieve their growth potential.
♦ Create more small business opportunities and provide more meaningful participation on transportation projects.
♦ Establish an entry point for small firms who desire to do business with Caltrans, SANDAG, and other public agencies.
♦ Develop business relationships that foster new opportunities for both large and small firms.

III. Program Guidelines

Section 1 Location
As an advocate for the program, Caltrans will maintain all documents pertaining to the program. Caltrans will provide online access to the program information. Caltrans District 11 Office will also serve as the facility where participants meet and perpetuate the program.
A&E Small Business Mentoring Program

Section 2 Participants

Participants of the program are Mentors, Protégés, or program sponsors. Firms of all sizes are encouraged to participate. Firms that submit an application to participate in the program must have an office in the Caltrans District 11 geography of San Diego and Imperial Counties and have been in business at least one year from the official start date of the program cycle. Other Calmentor programs are available in other Caltrans districts. Each participant is defined as follows:

A. Mentors
Larger firms willing to commit time to help smaller firms achieve their growth potential.

B. Protégés
Small firms seeking A&E contracts with Caltrans, SANDAG, or other public agencies.

C. Program Sponsors

- **Caltrans** [HTTP://WWW.DOT.CA.GOV/D11](http://www.dot.ca.gov/d11)
  Program sponsor seeking to facilitate a forum for small firms seeking opportunities to grow.

- **SANDAG** [HTTP://WWW.SANDAG.ORG](http://www.sandag.org)
  Co-sponsor of Calmentor program.

- **Other Public Agencies**
  Any public organization who also desires to sponsor the program.

- **ACEC-CA** [HTTP://WWW.AEC-C.A.ORG](http://www.acec-ca.org)
  The lead private organization sponsoring the program and working together with Caltrans and SANDAG is the American Council of Engineering Companies – California (ACEC-CA).

Participation in the program is **strictly voluntary**.

Section 3 Program Structure

A. Pairing Process

- Mentor and Protégé submit an application.
- Potential Mentor and Protégé interview each other.
- Agree on areas of support and development.

B. Establishing a Formal Relationship

- Draft a Memorandum of Understanding (MOU).
  - Describe the goals and objectives (Examples are “Improve the protégé's ability to identify and pursue public works contracts” or “Improve the protégé's business practices by sharing financial policies and procedures”).
  - Develop method or approach to achieving the goals and objectives, and establish a mentoring duration.
  - Note: The Calmentor program is a mentoring program not intended to obligate the mentor to provide work to the protégé.

C. Evaluation and Feedback

- Mentor and Protégé review milestones in their MOU.
- File progress report with Caltrans and SANDAG.

D. Recognition

- Evaluate accomplishments.
- Review metrics that measure growth and development of Protégé and recognize contributions of mentors.
- Celebrate success at program cycle awards event.

Section 4 Administration

A. Maintenance

- Monitoring the status of mentors and protégés that are already committed, as well as their anticipated completion date.
- Assisting small firms with the pairing process.
- Updating the program website:
  - Standard application.
  - Standard MOU.
  - Frequently asked questions.
  - Disclaimer.

B. Dispute Resolution

Participation in the Calmentor program is voluntary. Disputes between two parties may be referred to the Steering Committee for discussion and recommendation.