



The Calmentor Program:
Promoting Small Business Involvement in California's Transportation Projects

PROGRAM GUIDELINES
Revised: December 2015



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I. PROGRAM OVERVIEW

BACKGROUND

Executive Order S-11-06, issued in July, 2006 by Governor Schwarzenegger, stated that the “California Department of Transportation, supports the District 7 Small Business Architect and Engineering Mentor Protégé Program and will implement the program in all districts.”

The enactment of Executive Order S-11-06 was supported by a wide array of firms and organizations. Their commitment under the Partnership Agreement was agreed to exercise their best efforts to improve the condition of Small Business and to help the State achieve its goal of 25 percent participation by Small and Disadvantaged Business firms in the states construction and infrastructure spending.

District 4, in conjunction with the Private Industry, embraced the Governor’s challenge and began the recruitment of its first Calmentor members in January 2007.

MISSION STATEMENT

The D-4 Calmentor Program strives to increase the pool of qualified small businesses competing for Professional Architectural & Engineering (A&E) transportation projects within the D-4 regional boundaries.

GOALS AND OBJECTIVES

- Enhance the growth potential of approved protégés*
- Facilitate the pairing of approved protégés with approved mentors**
- Provide Calmentor members opportunities to network
- Encourage business relationships that foster new opportunities for both mentor and protégé firms
- Provide education on various aspects of contracting processes with the State and other Public Agencies
- Encourage non-certified firms to obtain Small Business Certification with the State of California
- Ensure protégés achieve Graduate status within one year of participation

** Refer to section IIE (Participants-Protégés) for specific requirements.*

*** Refer to section IIA (Participants-Mentors) for specific requirements.*

II. PROGRAM GUIDELINES

LOCATION

Calmentor Program meetings and other Program-related activities will take place at District 4 Headquarters located at 111 Grand Avenue, Oakland, California.

PARTICIPANTS

Participants of the Program are the Advocate, Steering Committee members, Public Agency Participants, Sponsors, and General Members (Mentors, Protégés or Graduate Protégés).

A. ADVOCATE

Caltrans District 4 is the Advocate, and will house all documents pertaining to the Program, and maintain a Calmentor website. It will also assist the Program by providing general guidance and support as required.

B. STEERING COMMITTEE

The Steering Committee guides and maintains the Calmentor Program. The Steering Committee has the authority and the responsibility to manage all affairs of the Program that are not expressly precluded, including, but not limited to:

- Establishing and ensuring achievement of annual Program goals and objectives;
- Setting Program policies and procedures;
- Evaluating Program performance;
- Serving as an advisory body to Caltrans;
- Creating Subcommittees as necessary;
- Facilitating at least four quarterly membership meetings annually including the annual awards celebration event;
- Initiating and approving revisions to the Calmentor Guidelines,
- Approving protégé and mentor firm applications for membership;
- Providing input on content found on the Calmentor website;
- Facilitating pairings between Mentors and Protégés;
- Reviewing and approving mentor and protégé firm memoranda of understanding (MOU);
- Recruiting new members;
- Authorizing MOU extension requests or reassignments;
- Mediating disagreements between Mentors and Protégés;
- Identifying sponsors for Calmentor Program meetings and events;
- Approving the Calmentor Program Headquarters Quarterly and Annual Caltrans;
- Preparing other District 4 Calmentor Program reports.

Members of the Steering Committee

The Steering Committee consists of four Mentor positions, four Protégé positions, and the Advocate Representative.

The Steering Committee will include a Chair, Vice Chair, and a Secretary. The Chair, Vice Chair, and Secretary are voted by the Steering Committee members. The Advocate Representative is appointed by the Advocate and only votes in the case of a tie.

Chair/Vice Chair

The Chair conducts all meetings and has the power to appoint Subcommittee Chairs subject to the approval of the Steering Committee. The Chair is accountable for all Program-related business. The Vice Chair has all rights of the Chair in the absence of the Chair at any Steering Committee meeting.

Secretary

The Secretary is the guardian of the Program's records. The Secretary is responsible for reviewing and recommending meeting minutes for approval; maintaining a current register of the post office address of each member; maintaining all official Program correspondence and notices; ensuring that a copy of the current Calmentor Program Guidelines is available at all meetings; and reviewing the annual report.

Election and Tenure

Steering Committee members are appointed for a 2-year term commencing on the date of the quarterly Calmentor meeting at which the appointment was confirmed. Initial Steering Committee members are appointed by the Program Advocate.

Any active Protégé, Graduate Protégé or Mentor of the Program is eligible to be a member of the Steering Committee. No member may serve more than two consecutive terms *unless approved by the Advocate*.

Removal and Replacement

Any Steering Committee member may initiate the removal or replacement of an elected or appointed member if it serves the best interests of the Program. Upon the approval of a majority of the Steering Committee members, the member will be removed and replacement actions taken.

A member may be removed and replaced for any of the following reasons:

- Resignation;
- Three consecutive absences at regularly scheduled meetings;
- Disruptive and/or abusive behavior;
- Non-observance of the mission, objectives and guidelines of the Program.

Vacancy

The membership will be notified when a vacancy on the Steering Committee occurs. Members will have one month to submit their application for consideration by the Steering Committee. The applicant with the majority vote of the general membership will be selected to fill the vacancy.

Steering Committee Rules

Meetings

The Steering Committee meets quarterly with the general membership. Additional meetings with only the Steering Committee Members may be requested by the Chair.

Notice

Notice and distribution of the quarterly meeting agenda will be provided to the general membership no less than 10 days prior to the meeting. Notices for additional meetings will be provided to the Steering Committee Members no less than 7 days prior to the meeting.

Quorum

A majority of the Steering Committee members constitutes a quorum for the transaction of business at any meeting of the Steering Committee. If less than a majority is present, a majority of those present may adjourn the meeting.

Action

An action of the Steering Committee quorum constitutes an action of the Steering Committee unless the act of a greater number is required by the guidelines.

Action by Written Consent

Any action of the Steering Committee may be taken without a meeting if a consent in writing, setting forth the action so taken, is approved by two-thirds of the members.

Compensation

There is no compensation for non-Caltrans District 4 Steering Committee members; membership is strictly voluntary.

C. PUBLIC AGENCY PARTICIPANTS

Any public organization that resides within the regional boundaries of District 4 may apply to be a Public Agency Participant.

A Public Agency Participant must be willing and able to provide the following support to the Program:

1. Designate one staff member, or representative, to attend each of the Quarterly Calmentor Meetings. Lack of attendance at more than two (2) consecutive meetings constitutes that a Sponsor is no longer 'active.'
2. Prepare/Distribute quarterly 'look-ahead' reports (in a hand-out format) regarding relevant upcoming contracting opportunities within the respective Agency, or Department at each of the Quarterly District 4 Calmentor Meetings
3. Provide the Advocate of the Calmentor Program with a 'link' to the appropriate page on their web site that highlights upcoming contracting opportunities. Combined, these links will appear on the Calmentor Program web site as a 'one-stop-shop' for Program Participants.

4. Attend the Calmentor Annual Meeting and provide at least one individual to ‘staff’ a table-top presentation during the appropriate networking sessions held throughout the half-day event.
5. As appropriate, provide additional support to the Calmentor Program, on an as-needed basis for such occasions as Special Meetings, Facilitation and Education.

D. SPONSORS

Any public or private organization may participate as a sponsor. Sponsorship may include monetary or non-monetary support and is as dictated by the Program needs.

E. GENERAL MEMBERS

The General Membership supports the program through regular attendance at program meetings and participation as sub-committee members. A member may be classified as “inactive” and ultimately removed from the Program if the requirements below are not maintained.

Mentors:

Mentors are established professional A&E firms willing to commit time to help a protégé firm achieve their growth potential. To be considered for Mentor status, a firm must have held contracts in excess of \$5 million aggregate with Caltrans, other State Agencies, or other Public Agencies. In lieu of the above requirements, a firm may be a Protégé Graduate.

To maintain Calmentor Program membership, Mentors are expected to:

- Enter into a MOU with a protégé firm within three months of approval of membership and have one active MOU in any given year;
- Initiate the pairing process by facilitating the first meeting with the Protégé within one month of the Steering Committee’s approval of an MOU;
- Meet with their paired protégé firms at least four times per year to support the achievement of MOU goals;
- Designate one staff member, or representative, to attend each of the Jt. Professional Liaison – Calmentor Program Quarterly Meetings and the Calmentor Annual Awards Luncheon;
- Notify the Steering Committee when challenges arise with approved pairings that cannot be resolved between the Mentor and Protégé.

Protégés:

Protégés are small firms seeking to grow their business and qualify their business for future A&E contracts with Caltrans or other public agencies. To be considered for Protégé status, the firm must, at a minimum, be able to demonstrate that it could qualify to be certified as a Small Business under the State of California process. Full details about the State of California certification process may be found at www.dgs.ca.gov/smbus. Additionally, the firm must also provide services that are procured within the Caltrans A&E program and cannot qualify as a Mentor.

A Protégé is granted Graduate Status after the completion of a one-year MOU term and achieving the following development milestones at the completion of their term:

- Successfully prepare all necessary SF330 Documents for their firm;
- Understand the requirements to ensure compliance with the Federal Accounting Regulations;
- Successfully attain Small Business Certification, if appropriate;
- Successfully foster three new business contacts.

Should a protégé not attain these milestones at the end of the MOU term, a Protégé and their Mentor may submit a request to the Steering Committee for up to two, three-month extensions.

Protégés also are required to:

- Identify at least three Mentors with which they would like to be paired;
- Meet with their paired Mentor at least four times per year to support the achievement of MOU goals;
- Designate one representative to attend each of the Jt. Professional Liaison – Calmentor Program Quarterly Meetings and the Calmentor Annual Awards Luncheon;
- Notify the Steering Committee when challenges arise with approved pairings that cannot be resolved between the Mentor and Protégé.

III. ADMINISTRATION

The success of the Calmentor Program is dependent upon the participation of its membership. To achieve the goals of the program, subcommittees are created to carry out necessary tasks. All members are encouraged to participate in the subcommittees. The Chair of each subcommittee determines the frequency of meetings and has the sole authority to request action from the Steering Committee.

SUBCOMMITTEES

A. GENERAL MEMBERSHIP RECRUITMENT

- Review of applications

B. PUBLIC AGENCY PARTICIPANTS RECRUITMENT

- Outreach engagements
- Review of applications
- Calmentor program brochure
- FAQ's

C. PUBLICITY

- Publicity materials (brochure, targeted articles)
- Outreach/Speaking engagements
- Frequently Asked Questions (FAQ's)

D. PAIRING AND MEMBER EVALUATION

- Initial assignments
- MOU template
- Monitoring the status of already existing Calmentor partnerships

E. SPECIAL EVENTS

- Organizing Calmentor Mixer Events

IV. APPROVAL BY MEMBERS OF THE STEERING COMMITTEE

Each undersigned member below certifies that he or she fully read, and adheres to the terms and conditions of, the above program guidelines.

A. MENTORS' APPROVAL

Print Name: _____
Signature: _____
Affiliation: _____
Date: _____

Print Name: _____
Signature: _____
Affiliation: _____
Date: _____

Print Name: _____
Signature: _____
Affiliation: _____
Date: _____

Print Name: _____
Signature: _____
Affiliation: _____
Date: _____

B. PROTÉGÉS' APPROVAL

Print Name: _____
Signature: _____
Affiliation: _____
Date: _____

Print Name: _____
Signature: _____
Affiliation: _____
Date: _____

Print Name: _____
Signature: _____
Affiliation: _____
Date: _____

Print Name: _____
Signature: _____
Affiliation: _____
Date: _____

C. PROGRAM ADVOCATE APPROVAL

Print Name: _____
Signature: _____
Affiliation: _____
Date: _____