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

PROGRAM GUIDELINES
January 2010
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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 embraces and actively 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 state’s construction and infrastructure spending.

CR (Central Region), in conjunction with Private Industry, embraced the Governor’s challenge and began the recruitment of its first Calmentor members in March 2009.

MISSION STATEMENT

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

GOALS AND OBJECTIVES

- Enhance the growth potential of approved protégés [Refer to section IIE (Participants-Protégés) for specific requirements.]
- Facilitate the pairing of approved protégés with approved mentors [Refer to section IIA (Participants-Mentors) for specific requirements.]
- 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 that protégés achieve Graduate status within one year of participation
II. PROGRAM GUIDELINES

LOCATION

Central Region Calmentor Program meetings and other Program-related activities will take place at Central Region Caltrans Offices at 2015 E Shields Ave, Suite 100, Fresno CA 93726.

PARTICIPANTS

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

A. ADVOCATE

Caltrans CR is the Advocate, 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 at the annual meeting. Functionally, it:

- Establishes annual Program goals and objectives, ensuring that they are fulfilled
- Approves applications for membership
- Provides input on content found on the Calmentor website
- Reviews memorandum of understanding (MOU)
- Mediates disagreements
- Sets Program policies and procedures
- Evaluates Program performance
- Serves as an advisory body to Caltrans
- Creates subcommittees as necessary
- Initiates and approves revisions to the Calmentor Guidelines

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, a Co-Chair, and a Secretary. The Chair and Secretary are voted by the Steering Committee members. The Co-Chair is selected by the Chair. The Advocate Representative is appointed by the Advocate and only votes in the case of a tie.
Chair/Co-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 Co-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; all official Program correspondence and notices; ensuring that a copy of the current Calmentor Program Guidelines are available at all meetings; and reviewing the annual report.

Election and Tenure

Steering Committee members are appointed for a two-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 or Mentor of the Program is eligible to be a member of the Steering Committee. No member may serve more than two consecutive terms.

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 ten days prior to the meeting. Notices for additional meetings will be provided to the Steering Committee Members no less than seven 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 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 Central Region Steering Committee members; membership is strictly voluntary.

C. PUBLIC AGENCY PARTICIPANTS

Any public organization that resides within the regional boundaries of the Central Region 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 Central Region 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-shopping’ 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 of program meetings and participates as subcommittee members.

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 retain Mentor Status, the firm, at a minimum, must have an active MOU with a protégé firm within three months of approval.

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 http://www.pd.dgs.ca.gov/smbus/default.htm. 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. Protégés are expected to achieve the following development milestones at the completion of their term:

- Successfully prepare all necessary SF330 Documents for your respective firm
- Successfully implement accounting practices that are compliant 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 term, a protégé may submit a request to the Steering Committee for consideration.

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 the 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/PUBLIC AGENCY PARTICIPANTS RECRUITMENT

- Review of applications
- Outreach engagements

B. PUBLICITY

- Calmentor Program brochure
- Frequently Asked Questions (FAQs)
- Publicity materials (brochure, targeted articles)
- Outreach/speaking engagements
- FAQs

C. PAIRING/MEMBER EVALUATION

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

D. SPECIAL EVENTS

- Calmentor Annual Celebration
- Quarterly Meeting
IV. APPROVAL BY MEMBERS OF THE STEERING COMMITTEE

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

Print Name: Curtis Lindskog  Print Name: Scott Mears
Signature:  
Affiliation:  
Date: January 12, 2010
Signature:  
Affiliation: Designlab 252  
Date: January 12, 2010

Print Name: Raewyn Lelo-Butcher  Print Name: Steve Strait
Signature:  
Affiliation: Ghirardelli Associates  
Date: January 12, 2010
Signature:  
Affiliation: Stantec Consulting  
Date: January 12, 2010

Print Name: Doug Fredericks  Print Name: Jose Palacios
Signature:  
Affiliation: CH2M HILL  
Date: January 12, 2010
Signature:  
Affiliation: Synergistics  
Date: January 12, 2010

Print Name: Jeff Shaw  Print Name: Nabeelah Hanif
Signature:  
Affiliation: CALTROP  
Date: January 12, 2010
Signature:  
Affiliation: CR Caltrans  
Date: January 12, 2010