JSC Engineering, Technology, and Science Contract

Mentor-Protégé Agreement

Attachment J–27

A-1. Mentor-Protégé Agreement Template

Date of Submittal: 09/17/2014

Overview

Companies that have been approved as mentors in the NASA Mentor-Protégé Program and have identified a protégé must submit a signed MPA for each mentor-protégé relationship. Signed agreements must first be endorsed by the SBS at the participating Center. The agreement is then forwarded by the Center to the OSBP Associate Administrator for final approval.

Please note that for all agreements, developmental assistance costs may only be incurred after the official start date, which is the date of the incorporation of the Mentor-Protégé Agreement into the identified contractual vehicle.

The following template is provided as a guide to assist in the preparation of the NASA MPA. The elements included in the template must be addressed in the agreement. Attachments/addendums are allowed as necessary.

Agreement Information: Check the agreement type that applies and provide the information requested.

Credit X

Award Fee Pilot Program _____

A1. Period of Performance: State the period of time (in months) over which the developmental assistance will be performed—cannot exceed 3 years (36 months).

Period of Performance	
NUMBER OF MONTHS	36
SPONSORING NASA CENTER	Johnson Space Center
CONTRACT NUMBER (IF KNOWN)	NNJ13HA01C

A2. Estimated Cost of Agreement: Provide an estimate of the cost of the developmental assistance to be provided by the mentor. Include a yearly breakdown of cost elements to be funded. Please also include the cost proposal as a separate attachment, which will detail the costs included in the Work Breakdown Structure. See the following example.

A3. Mentor Information. Provide the following.

Mentor Information	
NAME OF MENTOR COMPANY	(b) (4)
DIVISION NAME	
DUNS NUMBER	
POINT OF CONTACT NAME	
POSITION TITLE	
ADDRESS	
PHONE	
FAX	
E-MAIL	
WEB SITE	
INDUSTRY (I.E., R&D, SVC, MFG)	
CAGE CODE	
DATE OF MENTOR APPROVAL	

A4. Mentor Historical Background. In fewer than 400 words, provide a brief summary of the mentor, including a profile and its historical activities and accomplishments under the small business and the mentor-protégé programs. Indicate whether the mentor has ever been officially classified as a small business.

Mentor Historical Background
Jacobs Technology Inc. is the advanced technology arm of Jacobs Engineering, one of the nation's largest engineering and technical services companies. As a winner of the prestigious NASA George M. Low Award for outstanding quality and performance, we partner with NASA Johnson Space Center to provide products and services in comprehensive engineering, design, payload development/integration, testing of spacecraft systems for human space flight, facilities management, operation and maintenance, business services, as well as scientific research and analysis. Under our recent Engineering & Sciences (ESC) NASA/JSC prime contract, the activities and accomplishments made for our small business program were extremely successful. (b) (4) Through our strong efforts, we were able to achieve our small business subcontracting goal of (b) (4) of total contract value. and also directed (b) (4) of our subcontracting dollars to small businesses. Another maior accomplishment includes our establishment of (b) (4) (b) (4)
Jacobs Technology has not ever been classified as a small business.

A5. NASA Subcontract Awards to Protégé. Provide the number and total dollar amount of NASA subcontract awards made to the protégé by the mentor during the two complete fiscal years immediately preceding the date of this agreement. If none, enter zero. **Please note that the Government Fiscal Year (GFY) is from October 1 to September 30.**

NASA Subcontract Awards to Protégé

GOVERNMENT FISCAL YEAR	NUMBER (#)	DOLLAR AMOUNT ($)
GFY- 2012	1	Ceiling Amt: (b) (4)
GFY- 2013	1	Ceiling Amt:

A6. Other Federal Agency (Excluding NASA) Subcontract Awards to Protégé. Provide the number and total dollar amount of all other Federal agency (excluding NASA) subcontract awards made to the protégé by the mentor during the two complete fiscal years immediately preceding the date of this agreement. If none, enter zero. **Please note that the Government Fiscal Year is from October 1 to September 30.**

Other Federal Agency (Excluding NASA) Subcontract Awards to Protégé

GOVERNMENT FISCAL YEAR	NUMBER (#)	DOLLAR AMOUNT ($)
GFY- _____		0.00
GFY- _____		0.00

A7. Potential Subcontracts to the Protégé. Provide the anticipated number, dollar value, and type of subcontracts (both NASA and other Federal agency) to potentially be awarded to the protégé by the mentor, consistent with the extent and nature of the mentor's business.

Potential Subcontracts to the Protégé

GOVERNMENT FISCAL YEAR	NUMBER (#)	DOLLAR AMOUNT ($)	TYPE (NASA OR OTHER FEDERAL)
2014	0	0.00	

A8. Protégé Eligibility. In fewer than 400 words, provide a statement certifying that the protégé is currently eligible to participate in the program pursuant to at least one of the criteria outlined in NASA FAR Supplement 1819.72. **Note: If the protégé is an 8(a) small business, attach a copy of the approval documentation from the U.S. Small Business Administration.**

Protégé Eligibility
(b) (4)eets multiple eligibility requirements listed under the Protege Requirements of 1819.72 is a (1) A Small Disadvantaged Business (SDB) (via its 8(a) Status), (2) is a Woman-Owned Small Business (WOSB), (3) is a Veteran-Owned Small Business (VOSB), and (4) is a Service-Disabled Veteran-Owned Small Business (SDVOSB). A copy of the(b) (4)approval documentation from the U.S. Small Business Administration is attached.

A9. Protégé Information. Please provide the following:

Protégé Information		
NAME OF PROTÉGÉ	(b) (4)	
ADDRESS		
TELEPHONE		
FAX		
WEB SITE		
INDUSTRY/BUS. TYPE (E.G., MFG: 80%, R&D: 20%)	CONSTRUCTION MANUFACTURING R&D SERVICE	100
YEAR ESTABLISHED	(b) (4)	
DUNS NUMBER		

Percent (%) Owned by Mentor. Please note that at no time during an active agreement may a mentor own more than 10 percent of the protégé's company.

A10. Protégé's Previous Mentor-Protégé Program Participation. Provide the following information only if the protégé has previously participated in the NASA Mentor-Protégé Program. Provide a statement as a separate enclosure to this agreement that there will be no duplication under this agreement of the assistance previously provided to the protégé under a prior agreement. This must be agreed to and presented on company letterhead by both the mentor and the protégé. If the previous agreement began prior to January 2008, then no statement is required.

Prior NASA Mentor-Protégé Program Agreements	
PREVIOUS MENTOR NAME	
SPONSORING NASA CENTER	
TYPE OF AGREEMENT	
PERIOD OF PERFORMANCE OF PREVIOUS AGREEMENT	
TERMINATION DATE (IF APPLICABLE)	
TERMINATION REASON (IF APPLICABLE)	

A11. Developmental Assistance Program. Describe the developmental program for the protégé, specifying the type of assistance planned. Explain how this plan will address the protégé's needs and enhance its ability to perform successfully under contracts or subcontracts within NASA and other Federal agencies. For examples of types of developmental assistance, please see the NASA Mentor-Protégé guidebook, available at *http://www.osbp.nasa.gov.*

Developmental Assistance Program
(b) (4)

A12. Technical Proposal—See Attachment X

A13. Cost Proposal—See Attachment X

A14. Milestones. Establish and define milestones for providing the identified developmental assistance, and illustrate in a Gantt chart(s).

Example of a Completed Gantt Chart

Task Breakdown by Year

B. Business Development			
4.0 MARKETING PLAN—GFY20_____			
Tasks	**Hours**	**Cost**	**Total Cost**
3.0 QUALITY MANAGEMENT			
3.1 ISO 9000 Assessment			
3.2 ISO 9000 Training			
4.0 MARKETING PLAN			
4.1 Develop Marketing Plan			
4.2 Implement Plan			
5.0 WEB DESIGN			
5.1 Assessment			
5.2 Develop Architecture			
5.3 Implement New Enhancements			
TOTAL COST			

Year One

B. Business Development			
4.0 MARKETING PLAN—GFY20_____			
Labor Categories	**Rate**	**Hours**	**Total Cost**
Subcontractor Administrator			
Manager			
DIRECT LABOR SUBTOTAL			
Indirect Costs			
Other Direct Costs			
HBCU/MI/PTAC/SBDC			
TOTAL COST			

Year Two

B. Business Development			
4.0 MARKETING PLAN—GFY20_____			
Labor Categories	**Rate**	**Hours**	**Total Cost**
Subcontractor Administrator			
Manager			
DIRECT LABOR SUBTOTAL			
Indirect Costs			
Other Direct Costs			
HBCU/MI/PTAC/SBDC			
TOTAL COST			

A15. Metrics. The success of the MPA is measured on a 6-month basis by a system of metrics designed to ensure continued pursuit and completion of the milestones outlined in the agreement, achievement of technology transfers, and attainment of contract awards and revenue. In addition to the developmental assistance plan, provide factors to assess the protégé's developmental progress under the agreement. Metrics may include the following quantitative measures for the success of this agreement:

- The planned tasks started and completed on time;
- The development initiatives on/behind schedule;
- The number of in-progress and completed certifications;
- The number and value of NASA prime/subcontracts and other Federal agency prime/subcontracts awarded to the protégé;
- The protégé's annual revenue;
- The protégé's employee base; and
- The timeliness of report submissions.

A16. Value of the Mentor-Protégé Agreement. In fewer than 400 words, provide a summary of the value of this agreement as to how it will support the NASA mission(s), increase the protégé's ability to participate in NASA, Federal, and/or commercial contracts and subcontracts, and increase small business subcontracting opportunities in industry categories where eligible protégés or other small business categories are not dominant in the mentor's vendor base.

Value of the Mentor-Protégé Agreement
(b) (4)

A17. Termination Procedures (Mentor).

Voluntary: Explain the procedures to be used by the mentor to notify the protégé of intent to withdraw from the agreement. Notification to the protégé must be in writing and must be received by the protégé at least 30 days prior to withdrawal by the mentor. Mentors may voluntarily terminate the MPA only if they wish to withdraw all participation under all agreements in the NASA program as a mentor.

For Cause: Describe the procedures under which the mentor may elect to terminate the MPA for cause, which include the following:

- The protégé must be furnished written notice by the mentor of the proposed termination, which states the specific reasons for such action. Notification to the protégé must be made at least 30 days prior to the effective date of the proposed termination.
- The protégé has 30 days to respond to the proposed termination. The protégé may rebut any statements/claims it believes to be incorrect and may offer a remedy if necessary.
- Upon consideration of the protégé's response, the mentor must either withdraw the notice of proposed termination and continue in the agreement or issue a notice of termination.

The decision of the mentor regarding termination for cause, if conforming with the requirements of this section, shall be final.

A18. Voluntary Termination Procedures (Protégé). Describe procedures for the protégé to notify the mentor of the protégé's intent to voluntarily terminate the MPA. Notification to the mentor must be made in writing at least 30 days prior to termination. The mentor is allowed to respond within that 30-day period. If a response is received within that window, then 30 days from the date of the mentor's response letter is the official date of termination. If no response is received from the mentor, the date proposed by the protégé to terminate the agreement will be considered the official termination date.

A19. Mentor Point of Contact (POC). All correspondence and inquiries regarding the NASA MPA will be addressed to the points of contact indicated below.

Mentor Point of Contact (POC)	
NAME	(b) (4)
TITLE	
ADDRESS	
TELEPHONE/EXT.	
FAX	
E-MAIL	

A20. Protégé Point of Contact (POC)

Protégé Point of Contact (POC)	
NAME	(b) (4)
TITLE	
ADDRESS	
TELEPHONE/EXT.	
FAX	
E-MAIL	

A21. Procurement Contracting Officer (PCO)

Procurement Contracting Officer (PCO)	
NAME	Chris Gaspard
TITLE	Contracting Officer
ADDRESS	2101 NASA Parkway, Houston, TX 77058
TELEPHONE/EXT.	281-483-0034
FAX	
E-MAIL	chris.gaspard@nasa.gov

A22. Cognizant Small Business Specialist (SBS), NASA Center

Cognizant Small Business Specialist (SBS), NASA Center	
NAME	Charles Williams, Johnson Space Center
TITLE	Small Business Specialist (SBS)
ADDRESS	2101 NASA Parkway, Houston, TX 77058
TELEPHONE/EXT.	281-483-5933
FAX	
E-MAIL	charles.t.williams @nasa.gov

A23. Contracting Officer's Representative (COR)

Contracting Officer's Representative (COR)	
NAME	Jeff Dutton
TITLE	Contracting Officer Representative (COR)
ADDRESS	2101 NASA Parkway, Houston, TX 77058
TELEPHONE/EXT.	281-483-2841
FAX	
E-MAIL	jeff.dutton-1@nasa.gov

A24. Mentor Firm's Cognizant Administrative Contracting Officer (ACO)

Mentor Firm's Cognizant Administrative Contracting Officer (ACO)	
NAME	Michelle L. Nevins
TITLE	Administrative Contracting Officer - DCMA NASA Product Operations/JSC
ADDRESS	Federal Reserve Bank
TELEPHONE/EXT.	713-571-0217 Ext. 132
FAX	
E-MAIL	michelle.nevins@dcma.mil

A25. Mentor Firm's Cognizant NASA Contract Administration Office (CAO)

Mentor Firm's Cognizant NASA Contract Administration Office (CAO)	
NAME	N/A
TITLE	
ADDRESS	
TELEPHONE/EXT.	
FAX	
E-MAIL	

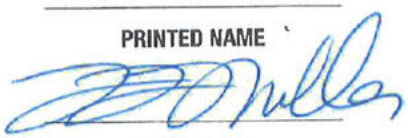
A26. Protégé Firm's Cognizant NASA Contract Administration Office (CAO)

Mentor Firm's Cognizant NASA Contract Administration Office (CAO)	
NAME	N/A
TITLE	
ADDRESS	
TELEPHONE/EXT.	
FAX	
E-MAIL	

A27. Report and Review Requirements. Attach a statement from both the mentor and the protégé indicating their willingness to comply with the program's reporting and review requirements as specified in the NASA FAR Supplement 1819.72. The protégé must include in its statement an affirmation that it will provide data on employment, annual revenues, NASA prime and subcontracts, and other Federal agency prime and subcontracts for the two 12-month periods following the end of the agreement.

A28. Needs Assessment. Include with the agreement a statement that the mentor performed a needs assessment with the protégé to determine applicable developmental assistance to be performed, as required by the NASA FAR Supplement 1819.72.

A29. Signatures. The mentor and the protégé must sign and date this agreement. Titles of all signatories must be included. (Please note that a mentor cannot require a small business concern to enter into a Mentor-Protégé Agreement as a condition for award of a contract.)

MENTOR	PROTÉGÉ
Jacobs Technology	(b) (4)
Lon F. Miller	(b) (4)
PRINTED NAME	PRINTED NAME
	(b) (4)
SIGNATURE	SIGNATURE
Sr. Vice President and General Manager	SVP/Chief Operations Officer
TITLE	TITLE
09/17/2014	09/17/2014
DATE	DATE

Enclosure 1:

Cost Proposal

(Insert Chart)

(A8) - SBA 8(a) APPROVAL DOCUMENTATION LETTER

U.S. SMALL BUSINESS ADMINISTRATION
WASHINGTON, D.C. 20416

April 12, 2008

(b) (4)

Dear (b) (4)

Congratulations! Your firm has been certified as a Participant in the U.S. Small Business Administration's (SBA) 8(a) Business Development Program. Your nine (9) year program term begins on the date of this letter.

Additionally, your firm has been certified as a Small Disadvantaged Business (SDB) in the Federal Government's SDB program. Your term of participation in the SDB program is concurrent with your 8(a) Business Development certification.

During participation in the 8(a) Business Development Program, you will receive business development assistance from an assigned Business Development Specialist in the (b) (4) The phone number is (b) (4) The District office will also be able to provide you with information on the SDB program and its benefits.

Your firm will become eligible to receive 8(a) Business Development contracts after you submit a business plan using SBA Form 1010C and receive SBA's approval of the plan. We are sending a copy of this certification letter to the SBA North Florida District Office. That office will send you the business plan form.

SBA requires that the 8(a) participant's President or Chief Executive Officer sign a Participation Agreement to show that he or she understands the conditions of 8(a) program participation. Please read the Agreement carefully, sign and date one copy and return it to the SBA North Florida District Office at the address shown in the third paragraph above. The second copy is for your records.

Even though your firm's approved North American Industry Classification System (NAICS) Code is 541618, your firm may be awarded contracts under other NAICS Codes, as long as the firm is qualified to perform the required service or task. In this regard, please note that contracts awarded under 8(a) Business Development Program authority generally result from the self-marketing efforts of participating firms. While your

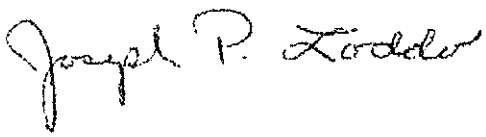
firm's acceptance into the 8(a) Business Development Program is not a guarantee of contract support, SBA will make every effort to assist you in your marketing efforts.

During your participation in the 8(a) Business Development Program, I encourage you to take advantage of the Mentor-Protégé Program, the Federal Surplus Property Program and the extensive management and technical training available to you. Your local SBA District Office can provide additional information on these programs.

You should consider setting up a merchant account with a credit card company, which will give you the ability to accept credit card orders for your goods and services from over 1,000 Federal buying offices.

I welcome you as an 8(a) Business Development Program participant and wish you every possible success.

Sincerely,



Joseph P. Loddo
Associate Administrator
Office of Business Development

JACOBS/HX5 Mentor-Protégé Agreement

Section A12. Technical Proposal and WBS

(b) (4)

PURSUANT TO 5 USC 552

PAGES 17 through 31 ARE EXEMPT FROM RELEASE IN THEIR ENTIRETY

PER FOIA EXEMPTION (b)(4)