

**NASA Small Business Supplier
Development Program
Mentor-Protégé Application / Agreement**

For NASA Use Only

Agreement Number

1. Mentor Name		2. Mentor UEI	
3. Protégé Name		4. Protégé UEI	
5. DURATION AND COST OF THE AGREEMENT		5a. Total Agreement Cost	
		5b. Start Date	
		5c. End Date	
6. MENTOR INFORMATION			
6a. Mentor Prime Contract Number			
6b. Mentor Point of Contact for this Agreement		6c. Mentor Point of Contact Title	
6d. Mentor Point of Contact Phone Number		6e. Mentor Point of Contact Email	
7. PROTÉGÉ INFORMATION			
7a. The Protégé is eligible to participate in the NASA Small Business Supplier Development Program as a - ☐ Small business concern ☐ Historically Black College or University ☐ Minority-Serving Institution ☐ AbilityOne Participating Nonprofit Agency			
7b. Protégé Point of Contact for this Agreement		7c. Protégé Point of Contact Title	
7d. Protégé Point of Contact Phone Number		7e. Protégé Point of Contact Email	
7f. Protégé's Primary NAICS Code			
7g. NAICS Description			
7h. Does the Mentor have any ownership stake in the Protégé firm? ☐ No ☐ Yes Describe the nature and extent of ownership, if applicable. 			
continued on the next page			

8. ORGANIZATIONAL INFORMATION

8a. Mentor Company Profile

8b. Protégé Company Profile

continued on the next page

8c. Mentor–Protégé Relationship History

9. CAPABILITIES AND READINESS OF THE PARTIES

9a. Mentor Capability Statement

continued on the next page

9b. Protégé Readiness and Organizational Capacity

10. Alignment of the Parties, NASA Priorities & High Level Objectives

continued on the next page

11. APPENDICES INCLUDED AS PART OF THIS AGREEMENT

11a. Appendix A – Baseline Data and Protégé Annual Report

Provides Protégé baseline data and is the template for annual Protégé

11b. Appendix B – Developmental Assistance Plan and Mentor Annual Report

Provides the Developmental Assistance Plan and is the template for annual Mentor reporting.

Number of **Lines of Effort** in this Agreement

11c. Appendix C – Continuation Page (optional)

Provides space for the parties to include additional details, if needed.

Is an **Appendix C** included?

☐ Yes

☐ No

12. RESPONSIBILITIES OF THE PARTIES

The Mentor and Protégé agree to carry out their obligations in accordance with the NASA Mentor-Protégé Agreement Guidebook v2.0.

The parties are responsible for:

Engagement and Cooperation

Working together to implement the developmental assistance described in Appendix B. The parties must collaborate to support timely and successful completion.

Reporting

Preparing, coordinating, and submitting all required annual, final, and (for the Protégé) post agreement reports. These reports describe progress, expenditures, and outcomes of the developmental assistance provided under this Agreement.

Communication with NASA

Informing NASA of any significant changes, delays, or revisions to planned activities; and providing required notices related to Agreement updates or termination.

Compliance with Other Applicable Requirements

Complying with all terms and conditions in the NASA Mentor-Protégé Agreement Guidebook v2.0, which governs how developmental assistance is structured, credited, and monitored.

For complete requirements, responsibilities, and procedures, the parties must refer to the full text of the NASA Mentor-Protégé Agreement Guidebook v2.0.

13. EXECUTION BY THE PARTIES

Mentor		Protégé	
Signature	Date Signed	Signature	Date Signed
Representative Name		Representative Name	
Representative Title		Representative Title	
Mentor Name		Protégé Name	

Appendix A – Baseline Data and Protégé Annual Report All data in this table pertains to the Protégé’s most recently completed fiscal year, as of the date this information is submitted to NASA.																			
1. Fiscal Year Start Date	2. Fiscal Year End Date																		
<table><tr><th>DATA CATEGORY</th><th>VALUE</th></tr><tr><td colspan="2">3. Number of Employees. Protégé’s total number of employees at the end of its most recently completed fiscal year.</td></tr><tr><td colspan="2">4. Annual Receipts. Protégé’s total receipts for its most recently completed fiscal year.</td></tr><tr><td colspan="2">5. NASA Prime Contract Value. The dollar amount the Protégé received under prime contracts awarded directly by NASA.</td></tr><tr><td colspan="2">6. NASA Subcontract Value. The dollar amount the Protégé received as a subcontractor performing under NASA prime contracts.</td></tr><tr><td colspan="2">7. Mentor → Protégé Contract Value. The dollar amount the Protégé received under contracts or subcontracts issued by the Mentor.</td></tr><tr><td colspan="2">THE SECTION BELOW IS RESERVED FOR ANNUAL REPORTING</td></tr><tr><td colspan="2">8. Protégé Annual Assessment and Progress Update</td></tr><tr><td colspan="2">9. Mentor Input or Remarks</td></tr></table>		DATA CATEGORY	VALUE	3. Number of Employees. Protégé’s total number of employees at the end of its most recently completed fiscal year.		4. Annual Receipts. Protégé’s total receipts for its most recently completed fiscal year.		5. NASA Prime Contract Value. The dollar amount the Protégé received under prime contracts awarded directly by NASA.		6. NASA Subcontract Value. The dollar amount the Protégé received as a subcontractor performing under NASA prime contracts.		7. Mentor → Protégé Contract Value. The dollar amount the Protégé received under contracts or subcontracts issued by the Mentor.		THE SECTION BELOW IS RESERVED FOR ANNUAL REPORTING		8. Protégé Annual Assessment and Progress Update		9. Mentor Input or Remarks	
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Appendix B – Developmental Assistance Plan and Mentor Annual Report

1. Line of Effort Title

2. Category of Assistance

☐ Technical Transfer

☐ Business Infrastructure

3. Description of Assistance

Blocks 4b through 12b, 14, 15 and 16 are reserved for annual and final Agreement reporting.

Use 4b through 12b to report actual data.

14. This report is for the period ending on:

	Planned	Actual	
Schedule Window	4. Line of Effort Start Date	4a.	4b.
	5. Line of Effort Completion Date	5a.	5b.
Labor Hours	6. Total Mentor Labor Hours	6a.	6b.
Line of Effort Cost	7. Direct Labor & Fringe Benefits	7a.	7b.
	8. Materials, Supplies & Equipment	8a.	8b.
	9. Contracts or Consultants	9a.	9b.
	10. Other Direct Costs	10a.	10b.
	11. Indirect Costs / Overhead / G&A	11a.	11b.
	12. TOTAL LINE OF EFFORT COST	12a.	12b.

13. End State / Performance Outcome

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15. Mentor Annual Assessment and Progress Update

16. Protégé Input or Remarks

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