NASA Office of Small Business Programs

NASA Mentor-Protégé Agreement Guidebook v2.0

Introduction and Background.

Mentor-Protégé Agreements under the NASA Small Business Supplier Development Program (formerly known as the NASA Mentor-Protégé Program) incentivize NASA prime contractors to assist small businesses and other eligible protégés to increase their capability to compete for and perform NASA prime and subcontracts (refer to 15 U.S.C. §657r and 13 CFR 125.10). Mentor-Protégé Agreements are designed to build supplier capacity to fulfill NASA requirements and support a strong, dynamic, and resilient industrial base, which is critical to the health of our nation's economy and to America's effort to lead in space.

NASA has defined a set of Development Focus Areas, and our top priority is establishing Mentor-Protégé Agreements that strengthen capabilities in these areas. This targeted development directly supports current and near-term agency needs across Artemis, Moon to Mars, nuclear, science, commercial LEO, and other critical missions.

Design and Structure of this Document.

This document includes instructions for completing an application for a Mentor-Protégé Agreement and specifies the terms and conditions that apply to such agreements. Applicable Mentor-Protégé Agreements will refer to this document, citing it as the NASA Mentor-Protégé Agreement Guidebook v2.0.

Ready to apply?

Submit a completed, signed Mentor-Protégé Agreement application via email to the Contracting Officer, with a copy to the cognizant OSBP Small Business Specialist and to HQ-Supplier-Development@mail.nasa.gov. The cognizant OSBP Small Business Specialist is the small business specialist assigned to the Center that awarded the Mentor's prime contract. Contact information for NASA Small Business Specialists is available at https://www.nasa.gov/osbp/contact-osbp-people/

We're Here to Help

The NASA Office of Small Business Programs (OSBP) is responsible for administration of the Small Business Supplier Development Program. Contact OSBP at HQ-Supplier-Development@mail.nasa.gov

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I. Structure, Limits, and Requirements for Developmental Assistance

A. Allocation Split — Technical Transfer vs. Business Infrastructure

NASA caps the share of **Business Infrastructure** assistance to ensure that Mentor-Protégé Agreements are focused on developing the technical capabilities needed to meet mission performance requirements. By prioritizing **Technical Transfer**, the program directs resources toward strengthening functional competence, engineering readiness, and the performance standards essential for supporting Artemis, Moon to Mars, and other mission needs.

Business Infrastructure assistance must be limited to no more than thirty percent of the total cost of the Agreement. When the Protégé is a Historically Black College or University (HBCU) or Minority-Serving Institution (MSI), this limit may be increased to seventy percent. The higher allowance for HBCUs and MSIs reflects NASA's commitment to targeted capacity-building where enhanced business development support can have outsized impact. In all cases, the remaining portion of the Agreement must be allocated to Technical Transfer.

The terms Technical Transfer and Business Infrastructure are defined in the Section IV, "Appendix B - Developmental Assistance Plan and Mentor Annual Report."

B. Cost of this Agreement

1. **Responsibility for costs incurred**. All costs associated with developmental assistance are borne solely by the Mentor; NASA does not reimburse or fund any portion of these expenses. Cost information included in this Agreement is required for NASA's planning and oversight purposes only and does not imply any commitment by NASA to pay or share in such costs. The mentor must record and manage all costs incurred in accordance with its regular accounting practices and be prepared to provide supporting documentation upon request.

   There is no standard or minimum cost for Mentor-Protégé Agreements, and the level of resources proposed is entirely at the Mentor's discretion.

2. **///NEW/// Pilot Program for Increased Subcontracting Plan Credit**. The Mentor is eligible for subcontracting plan credit equal to 10X of the amount it expends providing developmental assistance under this Agreement. For example, a Mentor that expends $50K executing an approved Mentor-Protégé Agreement subject to the terms and conditions in this document is eligible for subcontracting plan credit worth $500K. This credit may be applied to any goal category for which the Protégé qualifies. For example, if the Protégé is a Service-Disabled Veteran-Owned Small Business (SDVOSB), the Mentor may count the earned credit toward both its small business and SDVOSB subcontracting goals. To receive the applicable credit, the Mentor must –

   a. Account for expenditures under this Agreement using the same accounting method (e.g., Payment or Commitment Basis) that it uses to account for the subcontracts reported pursuant to FAR 52.219-9, Small Business Subcontracting Plan.

b. Report the subcontracting plan credit earned as part of its Individual Subcontracting Reports (ISRs) submitted for the prime contract identified in the Mentor-Protégé Agreement. Subcontracting plan credit earned under this Agreement is only applicable for ISRs and the mentor must adhere strictly to the rules in FAR 52.219-9 when preparing and submitting Summary Subcontracting Reports.

c. Identify and quantify the earned credit in the remarks or comments section of the ISR so that it is distinguishable from other subcontracting activity.

Subcontracting plan credit, as described above, is in addition to any normal subcontracting credit that the Mentor is eligible for resulting from its subcontracts with the Protégé.

For Mentor-Protégé Agreements subject to these terms and conditions, this section modifies the provision for subcontracting plan credit in NFS 1852.219-79(c).

3. **Variations between estimated and actual costs**. Cost information submitted with an application is understood to represent good-faith estimates for planning purposes. NASA recognizes that actual expenditures may vary, and differences between estimated and actual costs, in and of themselves, will not be considered noncompliance or default under the Agreement.

C. Protégé Needs Assessment

Prior to creating the Developmental Assistance Plan, the Mentor and Protégé must jointly conduct a comprehensive needs assessment. This assessment forms the foundation of the Developmental Assistance Plan and ensures that proposed developmental assistance is targeted, measurable, and aligned with both the Protégé's needs and NASA's mission priorities.

The needs assessment should identify the Protégé's current capabilities, areas for growth, operational challenges, and long-term business objectives. As part of the needs assessment the parties should consider –

– **Technical capabilities**, including engineering expertise and technical competencies; manufacturing capability and process maturity; testing and validation processes; quality management systems and certifications; technology readiness and technical gaps.

– **Business infrastructure**, including business development and capture processes; proposal development capability; accounting systems and financial controls; cybersecurity and compliance posture; contract management and program management systems.

– **Organizational capacity**, including workforce skills, staffing levels, and leadership availability; resource constraints and operational stability; growth readiness and organizational resilience; financial stability and budgeting capability.

- **Strategic growth factors**, including target customers and markets; alignment with NASA mission priorities; future contract opportunities and capability requirements; competitive positioning within NASA and Federal markets; supply chain opportunities and potential partnerships.

The Mentor and Protégé must use the findings of the needs assessment to identify and prioritize the most critical capability gaps. These findings directly inform the Developmental Assistance Plan and help ensure the activities proposed are practical, meaningful, and capable of producing measurable improvements in the Protégé's competitiveness.

D. Key Considerations for the Developmental Assistance Plan

The Developmental Assistance Plan must clearly explain what assistance the Mentor will provide, why it is needed, and what it is expected to achieve. The Developmental Assistance Plan must be mission aligned, needs based, technically substantive, and measurable so that NASA can understand how the assistance supports the Protégé's growth and contributes to mission priorities.

The Developmental Assistance Plan must be established after completing the needs assessment and must:

- Lay out activities that directly address the Protégé's identified capability gaps.
- Reflect a clear connection between each activity and the Protégé's technical or business objectives.
- Follow NASA's structure rules, including the required balance between Technical Transfer and Business Infrastructure support.
- Specify expected outcomes, measurable success criteria, and the schedule for achieving results.
- Include activities that are realistic, meaningful, and capable of strengthening the Protégé's competitiveness for NASA work.

Ultimately, the Developmental Assistance Plan should strengthen the Protégé in ways that make them more competitive for NASA work and other government or commercial opportunities. The Developmental Assistance Plan should serve as a roadmap the Mentor and Protégé can follow, and it should provide enough detail for NASA to monitor progress and confirm that real, measurable development is occurring.

II. <u>Mentor-Protégé Agreement Application</u>

A. Purpose. Pages one through five of the application (refer to MPA Application v2.0.pdf) establish the core structure of the Agreement by collecting essential information about both the Mentor and Protégé organizations, including eligibility, points of contact, contract details, and organizational profiles. They also define the duration, cost, and scope of the agreement. This section of the application outlines each party's capabilities, readiness, and alignment with NASA's priorities, helping demonstrate that the partnership is positioned for meaningful developmental impact. Finally, this part of the application, together with the appendices discussed later in this document, serves to streamline NASA's process for new Agreements by consolidating the application into a single, comprehensive package that replaces various forms and templates previously used.

B. **Instructions for completing the Mentor-Protégé Agreement Application**
(the numbering in this section corresponds to the blocks in the application)

1. **Mentor Name.** Enter a legal business name to identify the Mentor.
2. **Mentor UEI.** Enter the Mentor's Unique Entity ID.
3. **Protégé Name.** Enter a legal business name to identify the Protégé.
4. **Protégé UEI.** Enter the Protégé's Unique Entity ID.
5. **Duration and Cost of the Agreement.**
   a. **Total Agreement Cost.** The total cost of the agreement is the combined total cost of each Line of Effort included in the Developmental Assistance Plan (these terms are defined and discussed later in this document) and this block will auto-populate based on the data entered in Appendix B. There is no standard or minimum cost for Mentor-Protégé Agreements, and the level of resources proposed is entirely at the Mentor's discretion.
   b. **Start Date.**
   c. **End Date.**

   The maximum Agreement duration is 36 months. When proposing start and end dates, include at least 30 days following the formal submission of your application for NASA's evaluation. The duration of a Mentor-Protégé Agreement is not required to match the underlying contract's period of performance; however, the Agreement may neither start before the underlying contract nor end later than that contract.
6. **Mentor Information.**
   a. **Mentor Prime Contract Number.** Eligible mentors are current NASA prime contractors performing a NASA contract that includes an individual small business subcontracting plan—enter the contract number that NASA has assigned to the contract. Upon acceptance by NASA, the Agreement will be incorporated by the Contracting Officer into this contract.
   b. **Mentor Point of Contact for this Agreement.** Enter the name of the Mentor's representative that will serve as the primary point of contact for this Agreement.
   c. **Mentor Point of Contact Title.** Enter the POC's title.
   d. **Mentor Point of Contact Phone Number.** Enter the POC's phone number.
   e. **Mentor Point of Contact Email.** Enter the POC's email address.
7. **Protégé Information.**
   a. **Protégé Eligibility.** Make a selection to indicate the Protégé's status as an eligible participant in the NASA Small Business Supplier Development Program. The following entities are eligible –
      – A small business concern*, as defined in Part 2 of the Federal Acquisition Regulation.

– A Historically Black College or University, as defined in FAR 52.226-2.
– A Minority-Serving Institution, as defined in 47 U.S.C. 1306(a)(10).
– An AbilityOne Participating Nonprofit Agency (refer to FAR Part 8).

* The SBA size standard for the Protégé's primary NAICS code applies to determine its eligibility as a small business. The primary NAICS is the NAICS code that best represents the activity that generates the greatest proportion of the Protégé's revenue or business activity.

b. **Protégé Point of Contact for this Agreement.** Enter the name of the Protégé's representative that will serve as the primary point of contact for this Agreement.

c. **Protégé Point of Contact Title.** Enter the POC's title.

d. **Protégé Point of Contact Phone Number.** Enter the POC's phone number.

e. **Protégé Point of Contact Email.** Enter the POC's email address.

f. **Protégé's Primary NAICS Code.** Enter the Protégé's primary NAICS code. The primary NAICS is the NAICS code that best represents the activity that generates the greatest proportion of the Protégé's revenue or business activity. All protégés must indicate their primary NAICS code regardless of whether the Protégé is a small business.

g. **NAICS Description.** Enter the NAICS Description or Definition.

h. **Mentor-Protégé Ownership.** Make a selection to indicate whether or not the Mentor has an ownership stake in the Protégé firm. If applicable, use the space to describe the nature and extent of ownership.

8. **Organization Information.**

a. **Mentor Company Profile.** Provide an overview of the Mentor's organization. For example, describe the nature of business, primary products/services, or mission focus; core competencies relevant to the Protégé; provide a summary of NASA contract experience (centers, programs, major work), subcontracting program maturity or other notable accomplishments.

b. **Protégé Company Profile.** Provide an overview of the Protégé's business. For example, describe the primary products or services offered, core technical strengths, principal customers (e.g., NASA, DoD, other Federal agencies, commercial) and the firm's relevance to space, aerospace, engineering, or other NASA-aligned domains. Include a summary of the work that the Protégé has done for NASA, including as a prime or subcontractor.

c. **Mentor–Protégé Relationship History.** Describe any existing or prior business relationships between Mentor and Protégé, including past subcontracts or teaming, previous Mentor-Protégé Program participation, and whether this is a new or established relationship.

9. **Capabilities and Readiness of the Parties.**

   a. **Mentor Capability Statement.** Provide a concise summary of the organizational, technical, managerial, and financial strengths that enable the Mentor to effectively support the Protégé. This includes relevant technical expertise and resources; business and management experience such as program oversight, quality assurance, and business development; infrastructure and tools available to carry out mentoring activities; prior experience developing small businesses through subcontracting or mentor-protégé partnerships; and the organization's commitment to dedicating the leadership, personnel, and resources needed to fulfill the Agreement.

   b. **Protégé Readiness and Organizational Capacity.** Provide a concise explanation of the Protégé's readiness to participate in the NASA Small Business Supplier Development Program, describing how its daily operations and customer commitments will remain stable during developmental activities, the management capacity available to coordinate mentoring tasks and training, and the financial readiness needed to support growth—such as reliable revenue, adequate cash flow, and strong internal controls. The Protégé should also outline how the proposed developmental assistance aligns with its long-term goals, technical roadmap, and competitive positioning in NASA-related markets, and affirm the organizational commitment of time, personnel, and internal support required to successfully carry out the Agreement.

10. **Alignment of the Parties, NASA Priorities & High-Level Objectives.** Provide a summary of why the Mentor and Protégé are well-aligned for this Agreement. Describe why the Mentor selected this Protégé, how needs identified by the Protégé align with Mentor capabilities, how the proposed development supports NASA's Development Focus Areas or other NASA mission priorities, and the key outcomes the parties seek to achieve.

11. **Appendices.**

    a. **Appendix A – Baseline Data and Protégé Annual Report.** Appendix A must be completed by the Protégé and instructions are provided later in this document.

    b. **Appendix B – Developmental Assistance Plan and Mentor Annual Report.** In block 11b, enter the total number of Lines of Effort included in the Agreement. Appendix B includes details about the development assistance to be provided under the Agreement, which is structured as one or more Lines of Effort. Instructions for completing Appendix B are provided later in this document.

    c. **Appendix C – Continuation Page (optional).** The application format is structured to provide adequate space for all required inputs, and applicants are encouraged to be concise. When additional detail is necessary, Appendix C is available as a continuation page. Make a selection in block 11c to indicate if a continuation page was used.

12. **Responsibilities of the Parties.** No input is required in this section.

13. **Execution by the Parties.** Each party must sign, enter the date signed, and provide the name and title of the authorized representative executing the Agreement for the Mentor and Protégé.
    IMPORTANT: Complete all other application details before signing electronically. Once signed, most fields will be locked and you will not be able to make changes.

III. Appendix A - Baseline Data and Protégé Annual Report

A. Purpose. Appendix A is used to collect baseline data, which is updated in annual reports by the Protégé, to evaluate growth in key areas such as employment, revenue, and participation in Federal contracts and subcontracts.

B. Definitions. As used in Appendix A -

1. ***Fiscal Year Start and End Dates***. When submitting an application for a Mentor-Protégé Agreement, the applicable reporting period for Appendix A is the Protégé's most recently completed fiscal year, as of the day the application is submitted to NASA. For ongoing reporting (annual and post-agreement reports), the Protégé must continue to report using its most recently completed fiscal year at the time of report submission.
2. ***Number of Employees*** means the total number of individuals employed by the Protégé at the end of its most recently completed fiscal year. This count must include all individuals employed on a full-time, part-time, or other basis, consistent with SBA's definition of employees in 13 CFR §121.106. NASA does not require the 12-month average that SBA uses; instead, the Protégé must report its fiscal-year-end employee count as recorded in its payroll or HR system.
3. ***Annual Receipts*** means all revenue in whatever form received or accrued from whatever source during the Protégé's most recently completed fiscal year, consistent with SBA's definition of receipts in 13 CFR §121.104. The Protégé must report Annual Receipts based solely on its own fiscal year, not the Federal Government fiscal year.
4. ***Prime or Subcontract Value*** means the total dollar amount actually paid to the Protégé during its most recently completed fiscal year for work performed under a prime contract or subcontract. This amount must reflect cash receipts recorded in the Protégé's accounting system for that fiscal year. It must not include amounts obligated but unpaid, ceiling values, estimates, or anticipated future payments.

C. Instructions for completing Appendix A.
(the numbering in this section corresponds to the blocks in Appendix A)

1. **Fiscal Year Start Date.** Enter the start date for the fiscal year that pertains to the data included in Appendix A. Use the Protégé's most recently completed fiscal year.
2. **Fiscal Year End Date.** Enter the end date for the fiscal year that pertains to the data included in Appendix A. Use the Protégé's most recently completed fiscal year.
3. **Number of Employees.** Enter the Protégé's total number of employees at the end of its most recently completed fiscal year.
4. **Annual Receipts.** Enter the Protégé's total receipts for its most recently completed fiscal year.

5. **NASA Prime Contract Value.** Enter the dollar amount the Protégé received under prime contracts awarded directly by NASA.

6. **NASA Subcontract Value.** Enter the dollar amount the Protégé received as a subcontractor performing under a NASA prime contract, regardless of which company issued the subcontract (i.e., including subcontracts with the Mentor or other firms).

7. **Mentor → Protégé Contract Value.** Enter the dollar amount the Protégé received under contracts or subcontracts issued by the Mentor (i.e., all of the work that the Protégé performed under contract with the Mentor regardless of whether the work supported a NASA contract).

8. **Protégé Annual Assessment and Progress Update [used for reporting].** This block is for reporting purposes only and you should leave it blank in your application. Provide an update in your annual reports—describe whether the assistance that you have received via this Agreement is aligned with your needs and whether you are satisfied with the progress being made; any concerns, challenges, or recommendations that you have; and highlight positive outcomes or successes.

9. **Mentor Input or Remarks [used for reporting].** This block is for reporting purposes only and you should leave it blank in your application. Coordinate your report with the Mentor before submitting it to NASA and use this block to include their comments.

IV. Appendix B - Developmental Assistance Plan and Mentor Annual Report

A. Purpose. Appendix B defines the developmental assistance to be provided under the Agreement, which is updated in annual reports by the Mentor to show the current status. In an application, NASA relies on this information to evaluate the quality, relevance, and expected impact of the proposed support.

B. Definitions. As used in Appendix B –

1. ***Line of Effort*** means a distinct area of Mentor assistance, with related activities and objectives, intended to strengthen the Protégé's business, technical, managerial or contracting capabilities. With a minimum of one, you may propose as many Lines of Effort as necessary to fully detail your proposed Developmental Assistance Plan. Use a separate page in Appendix B for each Line of Effort in your Developmental Assistance Plan and leave unused pages blank. Contact NASA OSBP if your Developmental Assistance Plan includes more than five Lines of Effort to request a version of the application with additional space.

   Lines of Effort might include, but are not limited to –

   – **Engineering and Capability Development.** Focused on maturing functional, performance, or design competencies required to meet NASA mission needs.

   – **Manufacturing, Production, and Process Improvement.** Targets improvements in manufacturing methods, quality of outputs, workflow design, and overall production efficiency.

- **Quality Assurance and Technical Standards Compliance.** Strengthens adherence to NASA and industry standards, quality management systems, certifications, and performance assurance requirements.
- **Testing, Validation, and Technical Readiness.** Focused on testing protocols, environmental qualification, systems validation, and achieving readiness levels tied to mission performance requirements.

The examples above are provided for illustrative purposes only and are not intended to limit the types of assistance authorized under the NASA Small Business Supplier Development Program.

2. You must categorize each Line of Effort in your Developmental Assistance Plan as either ***Technical Transfer*** or ***Business Infrastructure*** –

Technical Transfer means assistance or development related to performance, functional, or design standards that a contractor or subcontractor must meet in delivering a product or service—in other words, what a contractor must accomplish and how the work must technically perform. Consider the technical requirements in a scope of work that define its substantive performance obligations. Technical Transfer is related to specific functional capabilities, performance standards, engineering specifications, or measurable outcomes that the delivered product or service must meet, and is focused on strengthening the Protégé's ability to execute mission-critical, technically substantive work. These technical elements govern how the work must be performed and determine whether the end item or service fulfills the contract. Failure to satisfy them would render the deliverable technically deficient or nonconforming.

Business Infrastructure means assistance or development related to administrative requirements that govern contractor eligibility, compliance posture, or contractual conditions rather than the technical substance of the work itself. This includes items such as registrations, representations, cybersecurity certifications, reporting obligations, and other compliance mechanisms that do not directly alter the performance characteristics of the contract or subcontract's deliverable. Business Infrastructure development or assistance serves to assist the Protégé with satisfying the conditions of a solicitation or with contract compliance, but they do not directly affect how the delivered product or service functions. Failure to meet these requirements may affect eligibility or contractual standing, but not the inherent technical adequacy of the work itself. Business Infrastructure development may also be related to assisting the Protégé to capture new work or broaden its customer base.

3. An ***End State or Performance Outcome*** is a concise, verifiable statement of the condition, capability, or result that will exist once the Line of Effort is completed. In other words, how will we know when this is done? NASA favors outcome statements that specify measurable, quantifiable results rather than general, qualitative characterizations.

For example, the Protégé –

- Demonstrates the ability to manufacture a specified component meeting all contractual tolerances.
- Obtains ISO 9001—or another applicable industry or technical certification—from an accredited registrar.
- Successfully designs, analyzes, and delivers a specified product that satisfies all established technical requirements.
- Establishes an internal testing procedure capable of validating products against agreed technical standards.
- Successfully passes first-article inspection for a designated product, meeting all drawing, specification, and material requirements.
- Successfully qualifies under an applicable technical standard identified by the Mentor—demonstrated through completion of required audits, inspections, or assessments.

The end state should reflect a measurable advancement in the Protégé's capabilities or qualifications. When appropriate, you may also identify interim milestones that lead toward the ultimate outcome. In all cases, the end state—and any interim milestones—must be specific and objective so that their completion can be clearly and unambiguously determined. NASA will use the defined end state as the benchmark for assessing Agreement progress and confirming Line of Effort completion.

C. Instructions for completing Appendix B.
(the numbering in this section corresponds to the blocks in Appendix B)

1. **Line of Effort Title**. Include a concise label identifying the primary focus of the Line of Effort. The title should clearly signal the nature of the assistance being provided and allow NASA to quickly distinguish this Line of Effort from others within the Developmental Assistance Plan.
2. **Category of Assistance**. Applying the definitions above, specify "Technical Transfer" or "Business Infrastructure." Where the categorization may not be self-evident, the description in block 3 should explain why the activity belongs in the selected category.
3. **Description of Assistance**. Describe the specific assistance the Mentor will provide, the methods and resources to be used, and how the activity addresses the Protégé's capability gaps. Include a description of the Mentor's personnel directly involved in providing the developmental activities.
4. **Line of Effort Start Date.**
5. **Line of Effort Completion Date.**

Identify the start and completion dates for the Line of Effort. Dates must fall within the proposed Agreement period and should reflect the intended performance window for the activities described.

6. **Total Mentors Labor Hours**. Provide an estimate for the total number of labor hours that Mentor employees anticipate working this Line of Effort. This should be the total number of hours for all Mentor employees contributing.

7. **Direct Labor & Fringe Benefits**
8. **Materials, Supplies & Equipment**
9. **Contracts or Consultants**
10. **Other Direct Costs**
11. **Indirect Costs / Overhead / G&A**
12. **Total Line of Effort Cost**

Provide an accounting of all estimated Mentor-incurred costs associated with the Line of Effort, allocated by cost category. Costs must be reasonable, necessary for execution of the effort, and attributable solely to the Mentor's support of the Protégé. Block 12 will auto-populate based on figures in the other blocks.

Special note about blocks 4 through 12: Use column a, "planned," for your application and column b, "actual," for your reports, which will be submitted annually throughout the Agreement. In your application, provide estimated costs in column a, and leave column b blank. For reports, use column b to enter cumulative total expenditures from the start of the Agreement through the end of the reporting period. Do not change the figures in column a when you submit your reports because this section is designed to compare your initial estimates (column a) to actual expenditures (column b).

13. **End State / Performance Outcome**. Enter an end state or performance outcome. Refer to the definitions above.
14. **Report Period End Date [used for reporting].** This block is for reporting purposes only and you should leave it blank in your application. For your reports, enter the reporting period end date. Reporting periods are usually one year. For example, if the Agreement began on November 1, 2026, the first reporting period ends on October 31, 2027.
15. **Mentor Annual Assessment and Progress Update [used for reporting].** This block is for reporting purposes only and you should leave it blank in your application. Use this block to provide a progress update in your annual reports. Provide an update for the Line of Effort that summarizes the work completed, the progress made toward the planned end state, and whether the Line of Effort is on schedule. Note any challenges that have affected progress.
16. **Protégé Input or Remarks [used for reporting].** This block is for reporting purposes only and you should leave it blank in your application. Coordinate your report with the Protégé before submitting it to NASA and use this block to include their comments.

V. <u>Reporting</u>

The Agreement requires both the Mentor and the Protégé to submit annual reports so NASA can evaluate progress and confirm that developmental assistance is being carried out as planned. The instructions below explain who must report, what they must submit, when reports are due, and where to send them. These requirements apply for the entire period of performance of the Agreement, and in some cases after the Agreement ends.

A. Due dates

1. Reports During the Agreement (Coordinated Reporting by the Mentor and Protégé)

Annual reports are due no later than 30 days after the end of each reporting period. Reporting periods begin on the Agreement's start date (or anniversary date) and end the day before the next anniversary date. For example, if the Agreement begins on July 1, the first reporting period ends on June 30, and the annual report is due by July 30. Each party must submit its respective annual report (as described below) and coordinate to ensure alignment, providing the other an opportunity to review and comment prior to submission. A final report following the same format is due 30 days after the Agreement ends (*Note*: the timing for a final report may coincide with the regular annual reporting cycle. In this situation, your last annual report also serves as your final report).

2. Protégé Post-Agreement Reporting

After the Agreement ends, the Protégé must continue reporting for one additional year to capture data for the Protégé's fiscal year that was in progress at the time of the final report. For example, if the Agreement ends March 31, 2028, and the Protégé's fiscal year is January 1–December 31, the final Protégé report would include data for January 1–December 31, 2027. The Protégé's post-agreement report would then cover January 1–December 31, 2028, and is due within 30 days of the Protégé's fiscal-year-end

B. Where to Send Reports

The responsible party must submit each of its reports via email to **1)** the Contracting Officer, with a copy to **2)** the cognizant Small Business Specialist, and **3)** to HQ-Supplier-Development@mail.nasa.gov

C. What the Protégé Must Submit

Use Appendix A. You must update and submit the entire Appendix annually, using your most recently completed fiscal year as of the day you submit your report to NASA.

D. What the Mentor Must Submit

Use Appendix B and complete the sections designated for reporting. You must provide annual updates and a final report to show progress on each Line of Effort, actual expenditures, Line of Effort status, and accomplishments. The data reported by the Mentor must represent the cumulative totals from the start of the Agreement through the end of the reporting period. For example, for a 24-month Agreement from April 1, 2026 to March 31, 2028, the first annual report (due April 30, 2027) covers progress through March 31, 2027, and the final report (due April 30, 2028) covers the entire agreement.

E. Summary of Reporting Responsibilities

Report Type	Submitted By	Template	Coverage	Due
Annual and Final Reporting	Protégé	Appendix A	Protégé's most recently completed fiscal year at the time of report submission	30 days after the end of the reporting period; final report due 30 days after the Agreement end
Post-Agreement Reporting	Protégé	Appendix A	Protégé's next full fiscal year after the final report	30 days after the Protégé's fiscal year end date
Annual and Final Reporting	Mentor	Appendix B	Cumulative totals from the Agreement start through the end of the reporting period	30 days after the end of the reporting period; final report due 30 days after the Agreement end
Reporting period means the one-year interval used for annual reporting under the Agreement. Each reporting period begins on the Agreement's start date (or anniversary date) and ends the day before the next anniversary date. Annual reports are due 30 days after the end of the reporting period.				

VI. Changes

A. Line of Effort Revisions

If a Line of Effort's end state becomes unachievable or its planned completion date slips more than 6 months the Mentor must notify NASA within 30 days and provide an explanation. Submit such a notice in the same manner and to the same NASA points of contact identified in Section V, Reporting. NASA will review the information provided and determine whether a formal revision to the Agreement is necessary.

B. Termination

Either party (Mentor or Protégé) may terminate this Agreement at any time by providing written notice to the other party, with a copy to the same NASA points of contact identified in Section V, Reporting. The written notice must state the specific reason for the termination and must be provided at least 30 days before the intended termination date.

The party receiving the notice will have 30 days to respond, including the option to rebut any statements believed to be incorrect or to propose corrective actions. After considering a response, the initiating party must either withdraw the notice and continue the Agreement or issue a final notice of termination.

Termination of this Agreement does not relieve either party of any reporting requirements that apply through the end of the Agreement or, for the Protégé, the required post-agreement report. A termination under this Agreement does not affect any contractual obligations arising under separate contracts or subcontracts between the parties.