



Mentor-Protégé Program Benefits FAQs

Updated March 10, 2023

Q: What are the benefits of participating in the Mentor Protégé Program (MPP)?

A: Per San Francisco Administrative Code Chapter 14B, Mentors are provided (1) up to a 1% bid discount on Chapter 6 construction contracts, not to exceed \$300,000, provided that the bid discount shall not result in a Local Business Enterprise (LBE) losing status as the apparent low bidder or highest ranked proposer; and (2) a waiver of the Good Faith Outreach Requirements in Section 14B.8 for pre-award requirements when bidding on City and County of San Francisco contracts.

The 1% Bid Discount cannot be combined with any other Chapter 14B bid discounts. The Good Faith Outreach Requirements only apply to the pre-award stage of the bidding process. Mentors who qualify for the benefit will be exempted from the CMD Form 2B requirement when submitting a bid.

Q: Who is eligible to receive MPP benefits?

A: Only qualifying Mentors participating in the Program can receive the related benefits.

Q: What are the requirements to qualify for the benefits?

A: Mentors should refer to their MPP Memorandum of Understanding (MOU) for the requirements. In Cohort 3 a Mentor can qualify for the benefit(s) if the Mentor has: (1) attended all required events and cohort meetings in the three months following the cohort kick-off event and (2) must have met with Protégé(s) for a minimum of six hours.

Please note that the CMD assigned MPP Program Managers will verify the number of hours Mentors met with Protégé(s) via submitted Quarterly Reports.

Q: How do I apply for the benefits?

A: A Mentor can apply for MPP benefits by sending an email request to MPP@sfgov.org or emailing their assigned MPP Program Manager. Please allow 15 business days for your application to be processed. Mentors can apply for the benefit as soon as they meet the requirements mentioned above.

Q: After I apply for the application, what's next?

A: CMD will process application requests, review the Mentor's compliance with the MOU, and then recommend approval/rejection to both the MPP Steering Committee and CMD Director. Once the Steering Committee and CMD Director provide an approval/rejection, the Program Manager will inform the Mentor of the decision and issue a Certificate of MPP Benefit(s) if approved.

Q: How do Mentors use the benefit in bidding for City contracts?

A: Attach the Certificate of MPP Benefit(s) to your bid submission to utilize the benefit(s). CMD recommends the Mentor contact their assigned Program Manager each time the Mentor submits the benefit(s) in order to properly apply the benefit(s) to the specific project or contract.

Q: How long will the benefit(s) be effective?

A: The effective time period is for two (2) years from the issuance of the Certificate of MPP Benefit(s).

Q: What MPP benefits have changed for current Mentors in Cohort 3?

A: There is now a 1% discount available for Chapter 6 construction contracts.

Q. Where else can I get more information about this program and the benefits?

- CMD Website - <https://sf.gov/information/mentor-protege-program>
- San Francisco Administrative Code - Chapter 14B - SEC. 14B.16(D) - https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-9668
- CMD Rules and Regulations - Section XXI - https://sf.gov/sites/default/files/2022-09/14B%20Rules%20and%20Regulations%20v.2022_0.pdf
- Section 3 on Page 2 of your MOU