

# DLA MENTOR-PROTÉGÉ PROGRAM SEMIANNUAL REPORT



## INSTRUCTIONS

1. Reporting requirements: Reports are due for all active agreements, both reimbursable and credit (including agreements with zero activity during the report period).
2. Reports are due not later than 30 days following the end of each semiannual reporting period (30 Apr or 31 Oct).
3. Official start date is the date of the contract/modification signed. For credit agreements, the Official start date is the date of the signed DCMA Approval Letter. Developmental assistance costs may only be incurred after receipt of an approval letter from DCMA.
4. An attachment may be included to provide additional information or explanation of any data items on this form or to provide pertinent information about the agreement that is not addressed on this form.

Last Day of This Report Period (3/31 or 9/30):  (mm/dd/yyyy)  
 (All reports cover a 6-month period ending on either 31 Mar or 30 Sep)

## Section A - General Information

Agreement Number/Task Order/Delivery Order:  (Reimbursable Only)

Type of Agreement:  Reimbursable  Credit

### Period of Performance (Official Dates IAW Contract/Modifications or DCMA Credit Mentor-Protégé Agreement (MPA) Approval Letter)

Start Date:   
 End Date:

### Months of Performance Through End of Current Report Period

### Mentor Firm

Name:   
 Street Address 1:   
 Street Address 2:   
 City:   
 State:   
 ZIP:  CAGE:   
 DUNS:

### Mentor Firm POC

Name:   
 Title:   
 Phone:   
 Fax:   
 Email:

### Protégé Firm

Name:   
 Street Address 1:   
 Street Address 2:   
 City:   
 State:   
 ZIP:  CAGE:   
 DUNS:

### Protégé Firm POC

Name:   
 Title:   
 Phone:   
 Fax:   
 Email:

SB Category(ies): (e.g. SDB, SDVOSB, WOSB, etc.)

### Defense Agency Sponsor

Air Force  
 Army  
 Navy  
 DCMA  
 DIA  
 DLA  
 MDA  
 NGA  
 NSA  
 Other (specify)

### Defense Procurement Contracting Officer (PCO) (if Reimbursable)

#### DCMA Mentor-Protégé Division Chief POC (if Credit)

Name:   
 Street Address 1:   
 Street Address 2:   
 City:   
 State:  ZIP:   
 Phone:   
 Fax:   
 Email:   
 DoDAAC:

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Alternate POC		
Name:		
Street Address1:		
Street Address2:		
City:		
State:		ZIP:
Phone:		
Fax:		
Email:		
DoDAAC:		

## Section B - Obligations and Invoices

(This section applies ONLY to reimbursable agreements)

(Note: All figures or amounts submitted must reconcile with previous SAR submittals)

All Invoices Submitted to DFAS (during this report period) <sup>1</sup>		
Invoice Number & Billing Period	Date <sup>2</sup>	Amount
Total of Invoices Submitted During This Report Period:		\$0
Total of Invoices Submitted Prior to This Report Period:		
Cumulative Total of All Invoices for This Agreement Thru End of This Report Period:		\$0
Cumulative Total of All <u>PAID</u> Invoices for This Agreement Thru End of This Report Period:		
Cumulative Total of All <u>UNPAID</u> Invoices for This Agreement Thru End of This Report Period:		\$0

Obligated Dollars	
Cumulative Dollars Obligated on Entire MP Contract From Start of Agreement Thru End of This Report Period:	
Cumulative Dollars Obligated on Entire MP Contract (Thru End of This Report Period) Remaining to be Invoiced:	\$0
% of Cumulative Dollars Obligated on MP Contract That Have Not Been Invoiced (Thru End of This Report Period)	#DIV/0!

<sup>1</sup> Submit copies of all invoices, with supporting data, to the DCMA Program Manager

<sup>2</sup> Invoice date is the date on the physical invoice. To ensure accurate accountability, when recording this date, make sure to properly track and submit all invoices for the entire agreement, even when they received and recorded outside the period of the SAR.

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Section C - Expenditures to HBCU/MSIs, APEX ACCELERATORS, SBDCs, WBCs, MIs, or MEPs (During Period of This Report)

(This section applies to BOTH reimbursable and credit agreements)

Date	Amount	Cumulative Amount	Name of Institution				Detailed Description of Service or Training
			Type of Institution (mark one)				
			HBCU	MI	PTAC	SBDC	
<b>Total</b>	<b>\$0</b>	<b>\$0.00</b>					

## Section D - Labor, ODC, & Other Incidental Costs to Mentor

(This section applies to BOTH reimbursable and credit agreements)

Date	Amount	Cumulative Amount	Cost Type (mark one)			Detailed Description
			Labor	ODC	Incidental Costs	
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Please use one line for each item invoiced, do not lump together items that are billed in multiple increments (e.g. CMMI certification)

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## Section E - SB, SDB, SDVOSB, VOSB, WOSB or HUBZone Subcontracting Credit To Be Taken By Mentor

(This section applies ONLY to credit agreements)

**Mentors: Section E TOTAL CREDIT TO BE CLAIMED amounts (below) should be added to the eSRS Summary Subcontract Report (SSR) "REMARKS" Section providing the HBCU/MI/PTAC/SBDC, Labor, ODC and other Incidental Credits.**

HBCU, MI, PTAC or SBDC Credits	Labor Credit	ODC Credit	Other Incidental Cost Credit
\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL CREDIT TO BE CLAIMED</b>			
\$0.00			

## Section F - Developmental Assistance Provided / Milestones Achieved

(This section applies to BOTH reimbursable and credit agreements)

At a minimum, changes of start dates, end dates, and negative variances must be briefly explained in the next section

Developmental Tasks <sup>1</sup>	Approved, Planned or Actual Start Date	Approved, Planned End Date	Actual End Date	Estimate of Actual % Complete as of End of Report Period <sup>2</sup>	Variance <sup>2</sup>
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<sup>1</sup> As submitted on Gantt Chart in Agreement (or as Subsequently Amended) or revised Gantt Chart per approved Change Request(s)

<sup>2</sup> Please accomplish and insert all calculations in this section manually if automatic features are not working

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## Explanation of Variance From Planned Developmental Task Schedule \* (This section applies to BOTH reimbursable and credit agreements)

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\* A brief explanation must be entered for each addition/deletion, change of start date or end date, and/or negative variance shown in the previous section

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## Section G - Developmental Task Budget

(This section applies to BOTH reimbursable and credit agreements)

Developmental Tasks	Base			As of End of This Report Period		
	Total \$ Budgeted for Task	Planned \$ Expended as of End of This Report Period	Actual \$ Incurred as of End of Report Period	% of Planned \$ Incurred as of End of This Report Period	\$ Variance	Cost Overrun or Surplus
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<b>TOTALS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			

Note: ALL Data included in Section G is cumulative from start of agreement

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Explanation of Developmental Task Cost Overruns *		Additional Funds Requested	Date Funds Requested
(This section applies to BOTH reimbursable and credit agreements)			
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Total		\$0	

\* An explanation must be entered for each developmental task which has a positive (overrun) variance dollar figure in

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the previous section. Please refer to corresponding tasks from Section F/G.

## Section H - Other Developmental Assistance Provided

(This section applies to BOTH reimbursable and credit agreements)

Date	<b>Capabilities Enhanced</b> (e.g., database developer can now do web development as result of Mentor training)

Date	<b>Certifications Received</b> ((e.g., ISO 9001:2000, MCSE, etc.) - Please send certificate copy(ies) to DCMA Program Manager)

Date	<b>Technology Transferred</b> provide detailed description associated with milestone(s)	(Please



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## Section I - Protégé's Revenue, Employees, Prime Contracts & Subcontracts

Please note three rows of data; first row maintains baseline, second rows capture 6-months data in dollars and numbers categories. Third rows of data capture CUMULATIVE numbers and dollars from the start of the Mentor-Protégé Agreement.

Note: For the purposes of this Section, report only "obligated/funded" awards (prime and sub-contract) where dollars have been obligated with a line of accounting. **DO NOT REPORT** the IDIQ "estimated/potential value" type awards. Report only the TO/DO "funded/obligated" awards actually issued against the IDIQs. Do not report Charge Card orders or modifications that are not part of the contract award, unless they increase the value of the original award and are approved by the cognizant Contracting Officer. **DO NOT REPORT** awards that were finalized prior to the MPA, but awarded after the MPA, regardless whether the effort/work included both mentor and protégé participation. Contracts may be included if they are follow-on, add-on, new TO awards, or recompetes that were booked post MPA and/or are directly related to Mentor-Protégé developmental assistance efforts. "Informal" coordination between the mentors and protégés that results in award, but occurs prior to MPA contract award, will not be counted.

Protégé's Revenue, Employees & Proposals					DLA Prime Contracts		DLA Subcontracts
Protégé's Gross Revenue During This Report Period  (Dollars)	Protégé's Employees at End of This Report Period  (Number)	Proposals Submitted to DLA by Protégé During Report Period  (Number)	Proposals Submitted to Other Fed Agencies (Excluding DLA) by Protégé During Report Period  (Number)		DLA Prime Contract Awards to Protégé  (Number)	DLA Prime Contract Awards to Protégé  (Dollars)	DLA Subcontracts From Mentor to Protégé  (Number)
				<--Start of Agreement (As Reported on Original Agreement Form)-->			
				<--During Six-Month Period of This Report Only-->			
				Cumulative <b>Awarded</b> From Start of Agreement Through End of Report Period-->			

	DoD Subcontracts						
	DoD Subcontracts From Mentor to Protégé  (Dollars)	DoD Subcontracts to Protégé From All Sources <b>Other Than Mentor</b>  (Number)	DoD Subcontracts to Protégé From All Sources <b>Other Than Mentor</b>  (Dollars)	DoD Subcontracts From Protégé to Mentor  (Number)	DoD Subcontracts From Protégé to Mentor  (Dollars)	DoD Subcontracts From Protégé to Other Than Mentor  (Number)	DoD Subcontracts From Protégé to Other Than Mentor  (Dollars)
Start of Agreement (As Reported on Original Agreement Form)							
During Six-Month Period of This Report Only							
Cumulative <b>Awarded</b> From Start of Agreement Thru End of Report Period							

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	Other Federal Prime Contracts		Other Federal Subcontracts			
	All Other Federal (excluding DoD) Prime Contract Awards to Protégé  (Number)	All Other Federal (excluding DoD) Prime Contract Awards to Protégé  (Dollars)	All Other Federal (excluding DoD) Subcontract Awards To Protégé From Mentor  (Number)	All Other Federal (excluding DoD) Subcontract Awards To Protégé From Mentor  (Dollars)	All Other Federal (excluding DoD) Subcontract Awards To Protégé From All Sources Other Than Mentor  (Number)	All Other Federal (excluding DoD) Subcontract Awards To Protégé From All Sources Other Than Mentor  (Dollars)
Start of Agreement (As Reported on Original Agreement Form)						
During Six-Month Period of This Report Only						
Cumulative <b>Awarded</b> From Start of Agreement Thru End of Report Period						

	Other Federal Subcontracts			
	All Other Federal (excluding DoD) Subcontract Awards To Mentor From Protégé  (Number)	All Other Federal (excluding DoD) Subcontract Awards To Mentor From Protégé  (Dollars)	All Other Federal (excluding DoD) Subcontract Awards From Protégé To Other Than Mentor  (Number)	All Other Federal (excluding DoD) Subcontract Awards From Protégé To Other Than Mentor  (Dollars)
Start of Agreement (As Reported on Original Agreement Form)				
During Six-Month Period of This Report Only				
Cumulative <b>Awarded</b> From Start of Agreement Thru End of Report Period				

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## Section J - DoD Subcontract Awards by Mentor

The dollar amounts of subcontracting done by the mentor (under DoD contracts only) should be entered in the appropriate section(s) below via Electronic Subcontracting Reporting System (eSRS) Summary Subcontract Report (SSR) (former SF 295), or Subcontracting Report for Individual Contracts (ISR) (former SF294) to DoD (or to any DoD components) and any of those reports pertained to the same semiannual period covered by this report. Please indicate below whether the mentor did or did not submit any eSRS summary report(s) of DoD subcontracting for this semiannual report period. (Reference: FAR 52.219-9)

NO, the mentor did not submit any eSRS report (SSR) of DoD subcontracting during the semiannual period covered by this report. (If no, you may proceed directly to the certification section of this report.)

YES, the mentor did submit either an eSRS report of DoD subcontracting during the semi-annual period covered by this report. If yes, indicate the reporting period covered by the SSR or ISR below and then enter the appropriate subcontracting dollar figures in the appropriate section(s) on the next page.

- 1 Oct - 31 Mar (6 months - first half of government fiscal year)  
 1 Oct - 30 Sep (12 months - full government fiscal year)

The dollar figures shown on the eSRS SSR 6-month report (the report submitted in April) should be entered in section "A" below as shown on the SSR (former SF 295), if applicable. (See notes 1 & 2 below.)

The dollar figures shown on the SSR (former SF 295)/eSRS 12-month report (the report submitted in October) for the same fiscal year should be entered in section "B" below as shown on the eSRS SSR, if applicable. (See notes 1 & 2 below.)

When determining the DoD subcontracting dollar figures to enter below, please note that the eSRS SSR (former SF 295) reports submitted in April report the dollar figures for a 6-month period -- the first 6 months of the government fiscal year. However, the SSR reports submitted in October cover a 12-month period -- the entire government fiscal year -- and the 12-month report includes the dollars previously submitted on the 6-month report for the same fiscal year. Therefore, steps must be taken to avoid "double counting" the dollars reported on the 6-month SSR (Oct thru Mar -- first half of the government fiscal year) when calculating the SB category(ies) credit dollars for the second half of the fiscal year. When the 6-month and 12-month dollar figures (for the same fiscal year only) are entered in sections "A" and "B" below as described above, this form will automatically calculate the dollars figures in section "C" for the second half of the government fiscal year on which the SDB credit dollars for that period should be based.

NOTE 1: eSRS SSR (former SF 295) reports are required to be submitted in April of each year (covering the preceding 6-month period - 1 Oct thru 31 Mar) and in October (covering the preceding 12-month period - 1 Oct thru 30 Sep). Under a certain special circumstance (Commercial Subcontracting Plan), however, a mentor is required to submit only the October report which covers the entire 12-month government fiscal year (1 Oct - 30 Sep).

NOTE 2: Under certain circumstances (such as construction contracts), a mentor may be required to submit multiple eSRS SSR (former SF 295) reports (one to each applicable DoD component) for a single 6-month period. If this circumstance applies, the applicable category dollar figures from the multiple DoD reports must be added together and the totals entered below.

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## Part 1 - DoD Subcontracting Dollars for October - March (6 months)

(These dollar figures should be entered as shown on the eSRS SSR (former SF 295) report submitted in April)

Subcontracting to ALL Firms	
Total Dollar Value of all DoD Subcontracts Awarded by the Mentor to all firms (includes both large and small businesses, including Protégé, if applicable) as reported on the eSRS SSR (former SF 295) indicated above.	\$0

Subcontracting to SDB Firms Only	
Total Dollar Value of all DoD Subcontracts Awarded by the Mentor to SDB Firms (Including Protégé, if applicable) as reported on the eSRS SSR (former SF 295) indicated above.	\$0

## Part 2 - DoD Subcontracting Dollars for October - September (12 months)

(These dollar figures should be entered as shown on the eSRS SSR (in lieu of SF 295) report submitted in October)

Subcontracting to ALL Firms	
Total Dollar value of all DoD Subcontracts Awarded by the Mentor to all Firms (includes both large and small businesses, including Protégé, if applicable) as reported on the or eSRS SSR Report (former SF 295) indicated above	\$0

Subcontracting to SDB Firms Only	
Total Dollar Value of all DoD Subcontracts Awarded by the Mentor to SDB Firms (Including Protégé, if applicable) as reported on the eSRS SSR (former SF 295) indicated above.	\$0

## Part 3 - DoD Subcontracting Dollars for April - September (6 months)

(These dollar figures are calculated by subtracting the 6-month figures in section "A" above from the 12-month figures in section "B" above)

Subcontracting to ALL Firms	
Total Dollar Value of All DoD Subcontracts Awarded by the Mentor to all Firms (includes both large and small businesses, including Protégé, if applicable)	\$0

Subcontracting to SDB Firms Only	
Total Dollar Value of all DoD Subcontracts Awarded by the Mentor to SDB Firms (Including Protégé, if applicable)	\$0

## Part 4 - SB/SDB Credit Taken (credit agreements ONLY)

Please indicate whether or not the SB category(ies) credit calculated in Section E of this report was claimed/included by the Mentor on the SSR (former SF 295) or eSRS Summary Report covering the same period as this report:

Yes       No

If no, please explain:

## Section K - Termination of Agreement

Termination Requested By:  Mentor     Protégé

Reason for Termination:

If other, explain: \_\_\_\_\_

Effective Date of Termination:

Funds Remaining:

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Funds Deobligation Date:

## Section L - Certification

By my signature below, I certify that the representations above are true and correct to the best of my knowledge.

Date	Signature of Mentor	Title

By my signature below, I certify that I have reviewed and concur with the representations above and certify that they are true and correct to the best of my knowledge.

Date	Signature of Protégé	Title

## Section M - Distribution of Form

Reimbursable Agreements:	<ol style="list-style-type: none"> <li>1. Cognizant Component Director of Small Business Programs</li> <li>2. Contracting Officer</li> <li>3. DCMA Mentor-Protege Division Chief</li> <li>4. DCMA Program Manager</li> <li>5. Cognizant Program Manager</li> <li>6. OSD Director of Small Business Programs (Soft copy preferred, email to: <a href="mailto:programinformationmp@osd.mil">programinformationmp@osd.mil</a>)</li> </ol>
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Credit Agreements:	<ol style="list-style-type: none"> <li>1. Cognizant Component Director of Small Business Programs</li> <li>2. DCMA Mentor-Protege Division Chief</li> <li>3. DCMA Program Manager</li> <li>4. OSD Director of Small Business Programs (Soft copy preferred, email to: <a href="mailto:programinformationmp@osd.mil">programinformationmp@osd.mil</a>)</li> </ol>
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If clarification or assistance is needed in preparing this report, please contact your requisite DCMA MPP Program Manager, then your cognizant component MPP Program Manager, or the DoD Office of Small Business Programs, Mentor-Protégé Program Assistance, at 571-372-6312 or send email:

[osd.pentagon.ousd-atl.mbx.dod-mentor-protege-program@mail.mil](mailto:osd.pentagon.ousd-atl.mbx.dod-mentor-protege-program@mail.mil)



## Glossary of Terms

**Allocable MPP Costs:** Costs that are directly related to or in direct support of the MPA, and that have been approved by the cognizant Service, Agency or DCMA PM, will be considered allocable by the Government.

**Billing Period or Delivery Period:** When documenting invoice or other billing/delivery periods, use the date on the invoice, bill or delivery documents respectively. Do not use the date received, unless it happens to coincide with the date on the document. For accounting purposes, all documents must be reconciled with previous SARs or final reports, regardless of when they were received.

**Costs:** While the total cost of a contract includes all costs properly allocable to the contract, the allowable costs to the Government are limited to those allocable costs which are allowable pursuant to Part 31 and applicable agency supplements.

**Expensed:** Funds invoiced/billed against obligated dollars, not expenditures incurred.

**Incidental Costs:** Incidental expenses are costs incurred as part of daily life during business activities. For the purposes of the Mentor-Protege Program, unless otherwise specified, follow guidance in DFARS Subpart 291.71 and Appendix I.

**Obligated:** Funds provided on contract (specifically related to Section B) to date, not the total cost of the agreement. Total should include all funding provided for each year of the agreement, not what was provided during this report period.

**Return on Investment (ROI):** For the purposes of the MPP, ROI means generating value for money spent. Put another way, in terms of reimbursable MPP agreements, the growth in Protégé personnel and contracts (prime and/or subcontracts) should be greater than the money invested by DoD in the endeavor.