



Indiana Construction Roundtable Diversity Initiative Program

Program Application and Participation Agreement

Mentor-Protégé Partnerships

Application for Enrollment in ICR's Diversity Initiative Mentor-Protégé Program

If your business concern has been in operation for three years or longer, please provide the annual gross revenue for the last three fiscal years for this business concern and its subsidiaries and affiliates:

Fiscal Year	Annual Cross Revenue
_____	\$ _____
_____	\$ _____
_____	\$ _____

Are you applying to be a Mentor or a Protégé? Mentor: ____

Protégé: ____

If you are applying to be a Mentor, please indicate your industry segment: _____

As a mentor, do you have a preference for the type of Protégé (industry segment) that you wish to mentor?

If yes, please indicate the industry segment: _____

Please mark (with an "X") the categories where you provide assistance as a Mentor or need assistance as a protégé:

- | | |
|---|---|
| <input type="checkbox"/> Business Plan | <input type="checkbox"/> Personnel Management |
| <input type="checkbox"/> Implementation and Action Plans | <input type="checkbox"/> Project Planning & Scheduling |
| <input type="checkbox"/> Organization Structure | <input type="checkbox"/> Accounting Records Preparation & Maintenance |
| <input type="checkbox"/> Blueprint Reading | <input type="checkbox"/> Cost Accounting |
| <input type="checkbox"/> Reading & Interpreting Plans & Specifications | <input type="checkbox"/> Bonding & Insurance |
| <input type="checkbox"/> Scheduling & Purchasing | <input type="checkbox"/> Banking Services |
| <input type="checkbox"/> Construction Equipment & Materials | <input type="checkbox"/> Job Cost & Work in Progress |
| <input type="checkbox"/> Obtaining Permits & Subcontracts | <input type="checkbox"/> Payrolls (Federal, State Fringe Benefits) |
| <input type="checkbox"/> Preparing & Negotiating Change Orders, Job Budgets, Trade payment Breakdowns | <input type="checkbox"/> Competitive Marketplace Overhead |
| <input type="checkbox"/> Prompt Payment Procedures | <input type="checkbox"/> Post Award Bid Assessment of Successful & Unsuccessful Bidders |
| <input type="checkbox"/> Records & Contract Management | <input type="checkbox"/> Take-offs |
| <input type="checkbox"/> Troubleshooting & Avoidance Delay | |



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State why you want to participate in the Mentor-Protégé program? (Attach additional sheets if necessary):

Business Starting date: _____

Number of full-time Employees: _____

Number of part-time Employees: _____

Specialty: _____

Name of Primary Insurance Company: _____

Agent: _____ Phone number: _____

Type of coverage: _____ Amount of coverage: \$ _____

Name of Secondary Insurance Company: _____

Agent: _____ Phone number: _____

Type of coverage: _____ Amount of coverage: \$ _____

Name of Bonding Company: _____

Agent: _____ Phone number: _____

Single: \$ _____ Aggregate: \$ _____

Legal structure of business:

- Corporation
- Partnership
- Sole Proprietorship
- Other (please specify): _____



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Preamble

As participants in the NAME mentor-protégé program, we shall use all of our ability, in an atmosphere of enthusiasm and mutual professionalism, to strengthen the construction industry in a manner that is beneficial and effective for all parties, which meets the stated mission, goals and objectives of the mentor-protégé, and provides maximum benefit to the community.

Relationships

The relationships among mentors, protégés and the program sponsor are all voluntary. All parties will foster open, candid and timely communications that avoid surprises.

Commitments

The mentor is committed to providing an adequate amount of time. The protégé is committed to keeping the mentor fully informed. The program sponsor is committed to coordinating the entire effort. Each will act with a sense of urgency and mutual respect for each other's time.

Duties:

Mentor

- Attend meetings
- Review protégé's materials (business plan, action plan, etc.)
- Review protégé's key indicators (cash flow, bonding, bids, projects, etc.)
- Recommend areas for improvement
- Follow-up on mutual agreements for action

Protégé

- Attend meetings
- Present complete and up-to-date information (business plan, action plan, cash flow, etc.)
- Implement suggested changes mutually agreed upon
- Request assistance as necessary

Program Sponsor

- Provide oversight
- Facilitate support services
- Coordinate and facilitate Advisory Board meetings
- Receive and catalog status reports

Performance Measures

- Protégés will demonstrate continuous improvement from quarter-to-quarter and year-to-year in their capital, capacity and other key indicators.
- Protégés will transition from program within one to three years
- Protégés will show a higher than industry average survival rate



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Signatures

Protégé

Company: _____

Printed Name: _____

Signature: _____

Mentor

Company: _____

Printed Name: _____

Signature: _____

Program Sponsor

Company: The Indiana Construction Roundtable _____

Printed name: _____

Signature: _____