



## Mentor Questionnaire

### DCMA Annual Review DoD Mentor Protégé Agreement

**Date:**

**Mentor name:**

**Protégé name:**

**Period of Performance Covered By Review:**

**Mentor Protégé Agreement Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**1. Developmental Assistance Provided:**

Assistance to be Provided Based on Agreement	Assistance Provided Based on Discussions with Mentor/Protégé	
Business Infrastructure Development	Business Infrastructure Development	
Marketing Support	Marketing Support	
Manufacturing Training	Manufacturing Training	
Quality Training	Quality Training	
Engineering/Technical Training	Engineering/Technical Training	
Equipment Provided	Equipment Provided	
Financial Assistance	Financial Assistance	
Other: (Specify)	Other: (Specify)	

**2. Contract Obligation/ Payment History:**

**a. Total Obligated Amount:** \$ \_\_\_\_\_ ( Reimbursable Agreements)

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Contract/Modification Number	Year	Date of Document	Obligated Dollars	Remarks; (List if Admin Only, Increase Funds, Decrease Funds)
	Yr 1			
	Yr 2			
	Yr 3			
<b>Total</b>				

**b. Invoice Information:**

Voucher Number	Year	Date on Voucher	Dollar Amount
	<b>Base</b>		
	<b>Option 1</b>		
	<b>Option 2</b>		
<b>Total</b>			

c. Cumulative Amount INVOICED \$ \_\_\_\_\_

**NOTE: Please provide copies of vouchers as supporting documentation if they have not been provided previously.**

**3. Expenditures during Annual Review:**

Expenditures	Expenditures during Review Period	Cumulative from Start
HBCU/MI	\$	\$
PTAC/SBDC	\$	\$
Employee Labor	\$	\$
Other Direct Costs	\$	\$
Property	\$	\$

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## 4. Summary of Work Completed during this review period:

Did you follow the Gantt chart or Work Breakdown Structure (WBS) provided with the Technical Proposal? Yes \_\_\_\_\_ or No \_\_\_\_\_

Have they changed? Yes \_\_\_\_\_ or No \_\_\_\_\_ (If so, please provide the updates to DCMA PM).

Were the changes approved by the Servicing Agency or DCMA?

Explain any changes to the Cost Proposal and if so, were the changes approved by the Servicing Agency or DCMA?

List all the milestones/task **completed** during this review period, as listed on the Gantt chart or WBS and Semi-Annual Review (SAR).

Explain what the task did and how did it enhance or improved the Protégé's capabilities. (Spell out all Acronyms)

If answer to above question is no, do you have a corrective action plan? Yes \_\_\_\_ No \_\_\_\_  
If yes, explain the plan.

List all Remaining Tasks and Schedule Status: (ie. On Schedule)

Revised Task Justification – list any revision/change request that have been approved and submit revised Gantt chart or WBS reflecting the changes to DCMA PM.

Revision Request # (i.e. 01, 02, 03, etc)	Approval Date	Addition/ Modified/Deleted	Remarks

## 4. Summary of Milestones:

a. Agreement Total Milestones: \_\_\_\_ Milestones Due This Review Period: \_\_\_\_

Milestones Met This Review Period: \_\_\_\_ Milestones Missed This Review Period: \_\_\_\_

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b. Explanation of missed milestone(s).

## 5. Mentor Comments on Agreement:

## 6. Expenditures: Name of Institution, if applicable -

- Historically Black College or University (HBCU):
- Minority Institution of Higher Education(MI):
- Procurement Technical Assistance Center (PTAC):
- Small Business Development Center (SBDC):

**List developmental assistance provided by the above institution(s) and provide a description of each service or training:**

**What is/are the cumulative dollars for each of the above institution(s) from the start of the agreement?**

**What did the training provide?**

**How did it benefit the protégé to compete on a stand alone basis?**

## 7. Property:

Was property provided to the protégé during this MPA?

If so, please provide a list to include cost of the government furnished equipment (GFE); Contractor acquired property (CAP), property purchased and reimbursed by the government; and provided to protégé.

What happens to the property at the end of this MPA?

## 8. What was the Value to Department of Defense and the War Fighter?

## 9. Other comments you would like to provide.

**Name & Title** \_\_\_\_\_ **Date :** \_\_\_\_\_