

**EXHIBIT E - VOSB
PARTNERING FOR GROWTH PROGRAM
FOR
VETERAN AND SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESSES (VOSBs)
PSB: 20-2 ITEM: ____**

**MEMORANDUM OF UNDERSTANDING
BETWEEN:**

| | | | | |
|--------------------|------------------------------|----------------------|---------------------|------------------------------|
| THE MENTOR: | FIRM NAME ADDRESS | A N D | THE PROTÉGÉ: | FIRM NAME ADDRESS |
| | | | | - |

Note: The Partnering for Growth Program was formerly known as the Partnership-Mentor/Protégé Program.

Note: The VOSB goal is separate and distinct from the DBE goal. A single firm may not be utilized to achieve credit toward both VOSB and DBE goals on a single project. Therefore, the protégé participation must match the goal for which the protégé is being utilized.

I. PROGRAM PURPOSE

The Mentor and the Protégé commit to entering into a Partnering for Growth Agreement in accordance with the current guidelines of the Illinois Tollway’s Partnering for Growth (formerly known as Partnership Mentor/Protégé) Program for VOSB’s. The purpose of the Program is to facilitate the Illinois Tollway’s professional services Vendors with:

- E. Meeting Veteran and Service-Disabled Veteran Owned Small Business (VOSB) participation goals,
- F. Establishing new partnerships with VOSB firms that have no prior experience providing professional services to the Illinois Tollway,
- G. Continuing technical and nontechnical support for VOSB firms that have limited experience providing professional services to the Illinois Tollway, and
- H. Assisting VOSB firms with building their capacity and becoming and/or remaining self-sufficient, competitive, and profitable business enterprises.

A **VOSB** means a business certified by the State of Illinois Department of Central Management Services (CMS) as a Veteran-owned small business or Service-disabled Veteran-owned small business.

Professional Services shall be defined as Architecture, Landscape Architecture, Professional Engineering and Professional Land Surveying.

II. CONFORMANCE TO PROGRAM GOALS

A. Participation in this project by the Protégé.

1. In area(s) being mentored:

- Technical work covered by Mentor’s prequalification category(ies) _____%

Scope:

- Work not applicable to prequalification category(ies) _____%

Scope:

Note: Protégé must participate in either one or both of these areas

2. In area(s) not being mentored:

- Work the Protégé will self-perform _____%

Note: Protégé participation in this area is optional

3. **Total participation by the Protégé (Sum of 1. and 2.)** _____%

B. Briefly describe an assessment of the Protégé's needs (*one-half page maximum*).

C. Briefly describe specific assistance the Mentor will provide to support the Protégé's needs (*one-half page maximum*).

III. MENTOR EXPERIENCE WITH THE PROGRAM

- D. Has the Prime Vendor served as a Mentor on a Illinois Tollway project completed within the last five years? If yes, list Contract #(s): YES NO

Indicate Phase(s) of Work: MP DSE CM Other
 Areas of Assistance:

- E. Is the Prime Vendor currently serving as a Mentor on a Illinois Tollway project? If yes, list Contract #(s): YES NO

Indicate Phase(s) of Work: MP DSE CM Other
 Areas of Assistance:

- F. Has the Prime Vendor mentored the Protégé on another Illinois Tollway project within the last five years? If yes, list Contract #(s): YES NO

Indicate Phase(s) of Work: MP DSE CM Other
 Areas of Assistance:

IV. PROTÉGÉ EXPERIENCE WITH THE PROGRAM

- A. Has the VOSB firm ever been contracted by the Illinois Tollway as a Prime Vendor? YES NO
 If yes, list date, Contract #, and description of scope for each project(s):

| <u>Date</u> | <u>Contract #</u> | <u>Description of Scope</u> |
|-------------|-------------------|-----------------------------|
|-------------|-------------------|-----------------------------|

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B. Has the VOSB firm participated in a Mentor/Protégé Agreement on a Illinois Tollway project completed within the last five years? If yes, list the following for each project(s). YES NO

| <u>Contract #</u> | <u>Protégé Award \$</u> | <u>Mentored by</u> | <u>Area of Assistance</u> |
|-------------------|-------------------------|--------------------|---------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

C. Is the VOSB firm currently participating in a Mentor/Protégé Agreement on a Illinois Tollway project? If yes, list the following for each project(s). YES NO

| <u>Contract #</u> | <u>Protégé Award \$</u> | <u>Mentored by</u> | <u>Area of Assistance</u> |
|-------------------|-------------------------|--------------------|---------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

D. Has the VOSB firm participated in a Mentor/Protégé Agreement on an Illinois Department of Transportation project completed within the last five years? If yes, list the following for each project(s). YES NO

| <u>PTB No/Item</u> | <u>Protégé Award \$</u> | <u>Mentored by</u> | <u>Area of Assistance</u> |
|--------------------|-------------------------|--------------------|---------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

E. If the Protégé has been mentored in the same Area of Assistance proposed on this project for a Illinois Tollway and/or IDOT project a combined total of more than three times, provide explanation supporting need for additional mentoring.

V. STATEMENT OF COMMITMENT

The purpose of this statement is to confirm a commitment between the Mentor and Protégé, that upon notice of selection from the Illinois Tollway for this PSB Item, a formal Partnering for Growth Agreement for VOSB's will be prepared in accordance with the current guidelines of the Tollway's Partnering for Growth Program.

Should the Vendor, after contract negotiation, wish to modify the 'Plan to Achieve Diversity Goal', the awarded Vendor is requested to submit to the Executive Manager of Diversity a detailed explanation of the work category changes that were not known at the time of the SOI submittal.

SIGNATURE (Mentor Representative)

SIGNATURE (Protégé Representative)

(Date)

(Date)