PARTNERING FOR GROWTH AGREEMENT
QUARTERLY REPORT

Prepared for:
Illinois State Toll Highway Authority (Tollway)

Mentor Firm: Prime Consultant
Address

Protégé Firm: Prime Consultant
Address

Project: Name
Project No.
County
PSB # / Item

Time Period: State period for Agreement

Quarterly reports are prepared at the end of quarter the Partnering for Growth Agreement is in force. The reports are based on calendar year quarters and as specified in the Agreement. The intent of the Quarterly Report is snapshot of how the Partnering for Growth relationship is progressing. The report should show progress toward each of the Agreement’s stated goals and any problems with or revisions needed with the Agreement.

I. Partnering for Growth Deliverables/Benchmarks Activities
Summarize the Mentor and Protégé activities completed this quarter.

II. Partnering for Growth Benchmark/Deliverable Progress
Clearly state the Benchmarks/Deliverables from the approved Agreement and how the progress is being measured. Summarize if the Benchmarks/Deliverables are met during the quarter.

III. Partnering for Growth Issues
Summarize any problems, observations, or issues in working within the Agreement. List any suggestions, steps, or solutions being pursued to resolve these issues. Also include any successes as a result of the Partnering for Growth relationship seen this quarter.

IV. Mentor and Protégé Next-Quarter Expectations
Summarize all anticipated work/progress for the next quarter.
Send Final Reports to the Tollway Project Manager and the Department of Diversity and Strategic Development.