

## PARTNERING FOR GROWTH – CONSTRUCTION QUARTERLY REPORT

Prepared for:  
Illinois State Toll Highway Authority (Tollway)  
**PART 1 – MENTOR AND PROTÉGÉ TOGETHER**

**Mentor Firm:**  
Address, Telephone, Email:

**Protégé Firm:**  
Address, Telephone, Email:

**Reporting Period:** \_\_\_\_ Quarter, covering \_\_\_\_\_ to \_\_\_\_\_

Quarterly reports are prepared at the end of each three-month quarter the Partnering for Growth (P4G) – Construction Agreement is in force, commencing with the start date of the relationship, and is due to the Tollway Technical Assistance partner by the 15<sup>th</sup> of the month following the end of the quarter. The intent of the Quarterly Report is to provide a snapshot of how the P4G relationship is progressing. The report should show progress toward each of the Agreement’s stated goals and any problems with or revisions needed for the Agreement.

### **I. Mentor-Protégé Milestone Activities**

Summarize the P4G activities completed this quarter. The Milestone Chart from the approved P4G – Construction Agreement may be used to show progress.

### **II. Mentor-Protégé Goal and Benchmarks Progress**

Use the attached Quarterly Reporting Matrix, and the Milestone Chart from the approved P4G - Construction Agreement to show progress. Summarize if the Goals and Benchmarks are met during the quarter.

### **III. List any financial, equipment, or other business agreements that have been initiated between the Mentor and Protégé this period.**

List any specific agreements related to financing, equipment or other business needs that were initiated/implemented between the mentor and protégé during the period.

### **IV. Partnering for Growth Challenges and Successes**

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 P4G relationship seen this quarter.

## PARNTERING FOR GROWTH – CONSTRUCTION QUARTERLY REPORT

### V. Mentor-Protégé Next Quarter Expectations

Summarize all anticipated work/progress for the next quarter. The Milestone Chart may be used to show progress expected.

---

Mentor Signature and Date

---

Protégé Signature and Date

**REFERENCE THE  
P4G – CONSTRUCTION QUARTERLY REPORTING MATRIX  
AT THE END OF THIS DOCUMENT.**

**PARNTERING FOR GROWTH – CONSTRUCTION  
QUARTERLY REPORT**

Prepared for:  
Illinois State Toll Highway Authority (Tollway)  
**PART 2: MENTOR – ONLY REPORT**

**Mentor:**

**Protégé:**

**Reporting Period:** \_\_\_\_ Quarter, covering \_\_\_\_\_ to \_\_\_\_\_

- I. Summarize if and how the Protégé firm was responsive to the training/assistance provided.
  
  
  
  
  
  
  
  
  
  
- II. Do you have any suggestions for improving the P4G – Construction program based on experiences this quarter?

---

Mentor Signature and Date

**BID CREDIT RELEASE REQUEST, IF APPLICABLE:**

As the mentor in this agreement, I hereby request release of bid credits in the amount of \$\_\_\_\_\_dollars based on P4G-Construction relationship performance during the period of Quarter(s) \_\_\_\_\_.

---

Mentor Signature and Date

**PARNTERING FOR GROWTH – CONSTRUCTION  
QUARTERLY REPORT**

Prepared for:  
Illinois State Toll Highway Authority (Tollway)  
**PART 3: PROTÉGÉ – ONLY REPORT**

**Protégé:**

**Mentor:**

**Reporting Period:** \_\_\_ Quarter, covering \_\_\_\_\_ to \_\_\_\_\_

**I.** Summarize if and how the Mentor firm was responsive to the training/assistance needed by the Protégé/

**II.** Did the Mentor provide any specific training unique or in addition to the Protégé firm’s developmental needs? If so, please briefly describe.

---

Protégé Signature and Date

**TOLLWAY PARTNERING FOR GROWTH - CONSTRUCTION**  
**QUARTERLY REPORTING MATRIX - to be completed quarterly by the Protégé**

GOALS AND BENCHMARK DESCRIPTION: To be completed quarterly by the Protégé	AT START OF AGREEMENT	YEAR 1				YEAR 2 (IF APPLICABLE)
		Q1	Q2	Q3	Q4	Q5+ (add quarters to complete term of agreement)
<b>COMPANY AND FINANCIAL</b>						
Gross revenue year-to-date						
Number of employees:						
· Full-time						
· Part-time						
· Seasonal						
· Management						
Number of hours worked by all employees						
Number of employees hired - See A. below	N/A					
Number of employees moved into new positions - See B. below	N/A					
Bonding amount						
Line of credit amount						
Equipment purchased? See C. below	N/A	YES/NO	YES/NO	YES/NO	YES/NO	
Equipment leased? See D. below		YES/NO	YES/NO	YES/NO	YES/NO	
Number of business and/or technical certifications in process						
Number of business and/or technical certifications completed						
Work performed in new scope?		YES/NO	YES/NO	YES/NO	YES/NO	
<b>CONTRACTS BID</b>						
Number of contracts <u>bid</u> as subcontractor by protégé <b>with other than mentor</b>						
Number of contracts <u>bid</u> as subcontractor by protégé <b>with mentor</b>						
Number of contracts <u>bid</u> as prime/JV partner by protégé <b>with other than mentor</b>						
Number of contracts <u>bid</u> as prime/JV partner by protégé <b>with mentor</b>						
Any bids disqualified? If so, provide details						
<b>CONTRACTS WON - See F. and G. below</b>						
Number of <u>subcontracts won</u> <b>with other than mentor</b>						
Number of <u>subcontracts won</u> <b>with mentor</b>						
Number of <u>contracts won</u> as prime/JV partner <b>with other than mentor</b>						
Number of <u>contracts won</u> as prime/JV partner <b>with mentor</b>						
<b>CONTRACTS PERFORMED - See H. and I. below</b>						
Number of all contracts <u>performed</u> by protégé as <b>subcontractor with other than mentor</b>						
Number of all contracts <u>performed</u> by protégé as <b>prime contractor /JV partner with other than mentor</b>						
Number, value and scope of all contracts <u>performed</u> by protégé as <b>subcontractor, prime contractor or JV partner with mentor</b>						
<b>P4G - CONSTRUCTION RELATIONSHIP</b>						
Planned tasks - number started on time						
Planned tasks - number completed on time						
Development initiatives on schedule						
Development initiatives behind schedule						
Number of on-schedule check-ins with P4G portal						
Number of late check-ins with P4G portal						
Quarterly report submitted on time?		YES/NO				
Number of meetings between mentor and protégé						
· Telephone						
· Office						
· Field						
<b>Other - specific to Protégé's Business Development Plan</b>						

A. Employees hired: list hires with job description and full or part-time.


B. Employees moved into new positions: list moves with original and new job descriptions


C. Equipment purchased: list with description


D. Equipment leased: list with description


E. Certifications in-process and completed: list with description


F. Subcontracts won – provide a list:

a. With other than Mentor - prime, work scope, dollar amount


b. With Mentor - client, work scope, dollar amount


G. Prime or JV contracts won – provide a list:

a. With other than Mentor - prime, work scope, dollar amount


b. With Mentor - client, work scope, dollar amount


H. Subcontracts performed – provide a list:

a. With other than Mentor - prime, work scope, dollar amount


b. With Mentor - client, work scope, dollar amount


I. Prime or JV contracts performed – provide a list: client, work scope, dollar amount
