



CITY OF COLUMBIA

Department of Utilities and Engineering
Compliance Division
P.O. Box 147 | Columbia, South Carolina 29217
Phone: 803-545-3049 Fax: 803-545-4130

MENTOR PROTÉGÉ PROGRAM Quarterly Progress Report

Mentor _____

Protégé _____

Quarter _____ Quarterly Report due the 10th of January (1st Q),
April (2nd Q), July (3rd Q), October (4th Q)

Project (if applicable) _____

1. What is the status of the team? Identify progress of the MPP Annual Business Plan.

2. What quantitative goals of the business plan were agreed to previously and what were the results? Are goals being achieved? (See # 3 on Annual Business Plan)

3. What actions need to be completed next to move toward reaching quantitative goals of the Annual Business Plan?

4. Is any additional assistance needed from City of Columbia?



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5. If working on a MPP project, is the Scope of Work completed for the period? ____
(if no, please explain)

6. If working on a MPP project, is the performance conforming to the Annual Business Plan? ____ (if no, please explain)

7. Additional information relevant to the Annual Business Plan, MPP Agreement, or compliance with the City of Columbia Subcontractor Outreach Program.

8. List other projects that the team is currently working on outside of a City of Columbia contract.

PROJECT	TYPE OF WORK	CLIENT NAME	DATE TO BE COMPLETED	CONTRACT AMOUNT



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This Quarterly Report was completed on ___ day of, 20___ with the collaboration of **BOTH** the Mentor and the Protégé. (Both authorized signatures required)

Mentor Signature

Protégé Signature

Title

Title

Date

Date

Approved:

City of Columbia, Department of Utilities & Engineering, Compliance Division.

By: _____

Title: _____

Date: _____