Route:

Limits:

Section:

County:

PTB No.:

DATE

Mentor

Protégé

Dear      :

The Illinois Department of Transportation (Department) has selected       on PTB No.       to provide engineering services for      .       has proposed to enter into a Mentor-Protégé relationship with       for this project.

The purpose of this letter is to provide notification that the Mentor-Protégé Plan has been reviewed and approved. Once work on the project covered by the Plan progresses, either under a Start-Up Agreement or the Prime Agreement, the hours negotiated with the District staff can be billed.

As noted in the Department’s Guidelines quarterly reports are required to track the progress of the Mentor-Protégé Plan. Regardless of the start date, for uniformity and ease of tracking at the Department, these reports are due on the following dates:

For the first quarter of the calendar year which ends in March – reports are due April 14

For the second quarter of the calendar year which ends in June – reports are due July 14

For the third quarter of the calendar year which ends in September – reports are due October 14

For the fourth quarter of the calendar year r which ends in December – reports are due January 14

The relationship can be terminated by mutual consent between the Prime Consultant and the Sub-Consultant or the Department at any time if the Plan is not achieving the goals.

If you have any questions or need additional clarification on this matter please contact       the Bureau Chief of       at,      , or      , the Project Manager at      .

VTY

PD or PI Engineer

Cc: Cheryl Cathey, Preliminary Engineering, Design and Environment

bcc:       Bureau Chief