



CITY OF GAINESVILLE OFFICE OF EQUITY & INCLUSION

December 7, 2022

Dear Business Owner,

The City of Gainesville is kicking off their 2023 Small Business Mentoring Initiative designed to help with the growth and development of small businesses within our community. We are opening up the application period, beginning on Wednesday, December 7, 2022 for small businesses wishing to apply for consideration and acceptance into the City's Small Business Mentoring Program.

Are you looking to grow your business and believe you would benefit from having an experienced business mentor/advisor provide you with learning and training opportunities? Small businesses that are accepted into the City's mentoring program as Protégés should be ready to commit to a year-long program. To get the most out of the program, they should meet monthly with their mentor for at least one hour, attend educational and outreach events, and report on their progress throughout the year.

If you believe this program may be of benefit to you and your business and you are willing to meet the requirements of the program, we invite you to accept this letter as our invitation to participate. Please confirm your intent to participate by completing and returning the accompanying Protégé Application to our office by December 30, 2022.

We encourage you to apply today, as there are a limited number of openings available for the program and the deadline for receipt of applications is set for December 30, 2022.

Sincerely,

Small Business Team



P: (352) 334-5051
F: (352) 334-2088



P.O. Box 490, Station 52
Gainesville, Florida 32602



sbpp@cityofgainesville.org



PROTÉGÉ APPLICATION - CONSTRUCTION

Name : _____ Title : _____

Company : _____

Address : _____

City : _____ State : _____ Zip Code : _____

Phone : _____ Fax : _____

E-Mail : _____

Years in Business : _____ Nature of Business/Trade : _____

Interested in : _____ Being Mentored _____ Teaming/Strategic Alliance

AREAS OF INTEREST FOR MENTORSHIP

- | | | |
|--|--|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Management | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Purchasing | <input type="checkbox"/> Hiring/Staffing/Human Resources | <input type="checkbox"/> Estimating |
| <input type="checkbox"/> Payroll | <input type="checkbox"/> Financial Management | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Business Planning | <input type="checkbox"/> Plan Reading/Bidding | <input type="checkbox"/> Bonding/Insurance |
| <input type="checkbox"/> Construction Trades | <input type="checkbox"/> Other Area Not Identified : _____ | |

- | | |
|--|---|
| <input type="checkbox"/> Division 1: General Requirements | <input type="checkbox"/> Division 2: Sitework |
| <input type="checkbox"/> Division 3: Concrete | <input type="checkbox"/> Division 4: Masonry |
| <input type="checkbox"/> Division 5: Metal | <input type="checkbox"/> Division 6: Wood & Plastics |
| <input type="checkbox"/> Division 7: Thermal & Moisture Protection | <input type="checkbox"/> Division 8: Doors & Windows |
| <input type="checkbox"/> Division 9: Finishes | <input type="checkbox"/> Division 10: Specialties |
| <input type="checkbox"/> Division 11: Equipment | <input type="checkbox"/> Division 12: Furnishings |
| <input type="checkbox"/> Division 13: Special Construction | <input type="checkbox"/> Division 14: Conveying Systems |
| <input type="checkbox"/> Division 15: Mechanical | <input type="checkbox"/> Division 16: Electrical |
| <input type="checkbox"/> Division 17: Telecommunications | <input type="checkbox"/> Division 18: Audio Visual |

ORGANIZATIONAL STRUCTURE

- Sole Proprietor Partnership Corporation Limited Liability Corporation (LLC)

I agree to commit to the program for a 12-month period of time, as mutually agreed upon by the Small Business Procurement Program, the Mentor and my company, in the provision of mentoring assistance being provided to my company. I agree to hold harmless, the City of Gainesville, any of its employees, officers, agents, representatives or affiliates, with regard to this mentoring initiative.

Signed : _____ Date : _____

Printed Name : _____ Title : _____





PROTÉGÉ APPLICATION - NON-CONSTRUCTION

Name : _____ Title : _____

Company : _____

Address : _____

City : _____ State : _____ Zip Code : _____

Phone : _____ Fax : _____

E-Mail : _____

Years in Business : _____ Nature of Business/Trade : _____

Is your company a Small Business and in good standing with the City? _____ Yes _____ No

Is your company currently certified as a Small Business? If so, list certifying entity : _____

Interested in : _____ Being Mentored _____ Teaming/Strategic Alliance

AREAS OF INTEREST FOR MENTORSHIP

- Accounting
- Management
- Marketing
- Payroll
- Hiring/Staffing/Human Resources
- Estimating
- Purchasing
- Financial Management
- Technology
- Business Planning
- Plan Reading/Bidding
- Bonding/Insurance
- Construction Trades
- Other Area Not Identified : _____

ORGANIZATIONAL STRUCTURE

- Sole Proprietor
- Partnership
- Corporation
- Limited Liability Corporation (LLC)

I agree to commit to the program for a 12-month period of time, as mutually agreed upon by the Small Business Procurement Program, the Mentor and my company, in the provision of mentoring assistance being provided to my company. I agree to hold harmless, the City of Gainesville, any of its employees, officers, agents, representatives or affiliates, with regard to this mentoring initiative.

Signed : _____

Date : _____

Printed Name : _____

Title : _____

