



DEFENSE CONTRACT MANAGEMENT AGENCY  
Small Business Operations Center – Mentor Protégé Division  
2300 Lake Park Drive, Suite 240  
Smyrna, GA 30080



IN REPLY  
REFER  
TO

DCMAC-CP

June 19, 2009

Mr. Shawn Ralston  
Small Business Office  
Booz Allen Hamilton, Inc.  
8283 Greensboro Dr.  
McLean, VA 22102

Dear Mr. Ralston:

I am pleased to inform you that the enclosed credit agreement between Booz Allen Hamilton, Inc. and Defense Acquisition, Inc.(DAI), has been approved for participation in the Department of Defense (DoD) Mentor-Protégé Program. The period of performance on the agreement is June 19, 2009 through June 18, 2012. This approval is for 36 months as identified in the agreement. Booz Allen Hamilton is eligible for credit only for developmental assistance provided to Defense Acquisition Inc. and reporting Small Business Goal details to Ms. Johanna E. Smith. Any modifications or extensions to the agreement are to be sent electronically (PDF Email) directly to Elaine Howell at the Defense Contract Management Agency (DCMA), Small Business Center, Ms. Elaine S. Howell at [Elaine.Howell@dcma.mil](mailto:Elaine.Howell@dcma.mil) for approval.

DFARS Appendix I-111 details Mentor and Protégé reporting requirements under the DoD Mentor-Protégé Program. In addition, quarterly reporting is required as outlined in your agreement. In accordance with DFARS Appendix I-112, DCMAC-CP will perform annual performance reviews of all DoD Mentor-Protégé agreements. Ms. Johanna E. Smith is the DCMAC-CP Program Manager that has been assigned to work with you. Ms Smith will contact you within 10 days from the effective date of this letter to arrange a meeting in order to establish a Memorandum of Understanding (MOU) to ensure all parties understand the Mentor Protégé requirements, eSRS/SF 295 Mentor Protégé Semi-Annual reporting and to establish a monthly update report schedule. At the completion of your review meeting a MOU will be forwarded for signature for the DCMAC-CP Program Manager, Division Chief, Ms. Elaine S. Howell and the Mentor and Protégé authorized representative. Ms. Smith can be reached at 314-331-5445

Your first Semi-Annual report for the period April 1, 2009 through September 30, 2009 is due to Ms. Smith by October 30, 2009. I have attached a copy of our Annual review and Protégé questionnaire form with the 6 month report template for your information.

We look forward to working with you in maintaining the high standards and goals set forth in the Mentor-Protégé program. If you have any questions, please call Mr. Walter David Jorza at 310-900-6027.

Sincerely,

Enclosure:  
Annual Review Form  
Protégé Questionnaire  
6 Month Report Form

ELAINE S. HOWELL  
Division Chief,  
DCMA Mentor Protégé Division  
DCMA Small Business Center

cc:

Mentor-Protégé Program Manager, Office of Small and Disadvantaged Business Utilization (SADBU),  
Office of the Under Secretary of Defense for Acquisition, Technology and Logistics

Johanna E. Smith, Program Manager, DCMAC-CP

Scott Nix, Program Manager, Booz Allen Hamilton, Inc.

Richard S. Jones, President, Defense Acquisition, Inc.

Spud Spiegel, Vice President, Defense Acquisition, Inc.