

## Teaming Partner Checklist

- Business objectives (new opportunities, skill building, complementary skills, leveraging relationships, new agencies, risk sharing, resource sharing, agency procurement requirements etc.) are clear on both sides
- Specific agency, opportunity or contract vehicle identified (recommend 3 or more)
- Workshare agreed to
- Length of partnership agreed upon
- Strengths and weaknesses of both parties discussed and agreed upon
- Unique value proposition of partnership agreed upon
- Pricing strategy discussed and agreed upon
- Roles and responsibilities of all parties documented
- Procedures for pursuing opportunities documented
- Time, people, financial resources and communication processes allocated to partnership business development activities are agreed upon and documented
- Regulations regarding teaming, subcontracting, joint ventures, mentor/protégé program etc. are understood and adhered to
- Reporting, communicating and documentation of relevant actions are clear
- Agreement on systems, logins, security, data entry, data sharing and associated obligations
- NDA's/Non-recruit and Confidentiality Agreements have been executed
- References, past performance and CPAR's have been examined
- Legal contracts examined by counsel and executed: teaming agreement, subcontract agreement, JV paperwork
- Assurance of complementary organizational values, decision making and cultural fit

- All partners have similar strategic growth goals and emphasis on fair, effective teaming