REQUEST FOR TEAMING AGREEMENT
ROUTING AND ANALYSIS

INSTRUCTIONS
This routing sheet should be completed by the proposal coordinator. Attach a copy of the CBD notice, the RFP (draft or final if issued), and any correspondence from the prime contractor (if applicable), and route through the appropriate GTRI and/or Georgia Tech management approval. Agreements involving or affecting GTRI labs require approval through GTRI/DDO. Agreements which also involve or affect academic units or OIP require approval by appropriate Georgia Tech management prior to approval and processing by OSP. This form is intended as a constructive guideline for responsible teaming agreements with proposed prime contractors, or proposed subcontractors where Georgia Tech is prime, as well as a summary to assist in timely approval by Georgia Tech research management.

SUMMARY
OSP CO Assigned: ______________________
ICOL Number Assigned: ________________
Is Georgia Tech [ ] Prime? [ ] Sub?
Teaming Agreement with _______________________________________________________________
Address _______________________________________________________________________________
Technical Contact ________________________________ Phone________________ Fax________
Email: ______________________________________________
Contractual Contact ________________________________ Phone________________ Fax________
Email: _____________________________________________
Prime’s Dun & Bradstreet Rating, if non-Gov't program. (Obtain through OSP)__________________
Name of Government Sponsor, if any ___________________________ Location_____________________
Program Title __________________________________________________________________________
Is Final RFP Released? [ ] Yes [ ] No
If no, anticipated issue date: _______________ If yes, proposal due date: _______________
Organizational Conflict of Interest (OCI) Clause? [ ] Yes (See item 7 backside) [ ] No [ ] Unknown
GT Lead Lab/School: ________________________________ Coordinator: ___________________ Phone: __________
Supporting GTRI Labs or GT Schools: ______________________________________________________
List All Known Non-GT Team Members:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

ROUTING/APPROVALS
Proposal Coordinator ________________________________ Date _______________
Lead Lab/School Director ________________________________ Date _______________
Supporting Unit Director(s) (if required) ________________________________ Date _______________
___________________________ Date _______________
___________________________ Date _______________
GTRI/DDO ________________________________ Date _______________
Others as Required:
Dean or GTRI Director ________________________________ Date _______________
OIP Director ________________________________ Date _______________
Vice Provost for Research ________________________________ Date _______________
1. List the known competing primes (if competitive) and mark incumbents with (I).

If GTRI is a sub, did we also consider teaming arrangements with other primes?  [ ]Yes  [ ]No  [ ]N/A
Explain decision:__________________________________________

2. Is this to be an exclusive agreement with the prime?  [ ]Yes  [ ]No  [ ]N/A
If yes, is this to be an exclusive commitment by [ ]Your Division [ ]Lab/School [ ]GTRI [ ]GT?
If GT is prime, is the sub to be exclusive to Georgia Tech?  [ ]Yes  [ ]No  [ ]N/A

3. Likelihood of winning an award:  [ ]Low (< 25%)  [ ]Medium (25-60%)  [ ]High (>60%)
Explain rating:____________________________________________

4. Total Program Budget Ceiling or Proposal Value: $__________ Level of Effort _________(person years)
Performance Period (month/year) _________ to _________ or total months ___________
Georgia Tech Estimated Award ($$ and/or LOE): ________________________________

5. Georgia Tech Technical Scope or Lead Areas:________________________________________

6. Does Georgia Tech/sub (if GT prime) have a first right-of-refusal to accept work in designated areas from a designated division of the sponsoring organization?  [ ]Yes  [ ]No

7. If there is an OCI clause, what are the restrictions? __________________________________________
   To the best of your knowledge, which labs, divisions, schools, departments at Georgia Tech might be affected by the OCI clause? ______________________________

8. Type of proposed contract to/from GT:  [ ]Cost Reimbursement [ ]T&M [ ]FFP [ ]Other __________

9. If Georgia Tech is a subcontractor, has any proposal information been provided to the prime prior to requesting this teaming agreement?  [ ]Yes  [ ]No
   If yes, be specific: _____________________________________________

10. If Georgia Tech is sub, do we have the freedom to directly and independently interact with the sponsor to develop our tasks?  [ ]Yes  [ ]No
    If GT is prime, does sub have direct and independent sponsor interaction to develop tasks?  [ ]Yes  [ ]No

11. If Georgia Tech is a sub, is the prime guaranteed any portion of the GT-led effort?  [ ]Yes (___%)  [ ]No

12. Has GT negotiated a total burden with the prime for any pass-through tasks?  [ ]Yes (___%)  [ ]No

13. Does GT have current or recent programs with the sponsoring government agency?  [ ]Yes  [ ]No  [ ]N/A
    If yes, is/was the program with the particular technical organization involved?  [ ]Yes  [ ]No  [ ]N/A
    If yes, has sponsor been advised that we intend to compete for this procurement?  [ ]Yes  [ ]No  [ ]N/A

14. Is a Proprietary Information Agreement required?  □Yes  □No  If yes, is it already in place?  [ ]Yes  [ ]No

15. Is GTRI planning to bid a fee on this proposal?  [ ]Yes  [ ]No  [ ]N/A  [ ]Unknown

Clarification and Comments (Relate to question number if appropriate)

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

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