

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.

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) \_\_\_\_\_ Date \_\_\_\_\_
(if required) \_\_\_\_\_ Date \_\_\_\_\_
\_\_\_\_\_ Date \_\_\_\_\_

GTRI/DDO \_\_\_\_\_ Date \_\_\_\_\_

Others as Required:

Dean or GTRI Director \_\_\_\_\_ Date \_\_\_\_\_

OIP Director \_\_\_\_\_ Date \_\_\_\_\_

Vice Provost for Research \_\_\_\_\_ Date \_\_\_\_\_

**ANALYSIS (GTRI only except for item 7)**

**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)**