

Small-Business Joint Venture - Drafting Worksheet

Template guidance reviewed 9 September 2026. Replace bracketed prompts with verified information. Follow the specific solicitation, amendments and submission instructions; this template does not determine eligibility or compliance.

Drafting worksheet only. Complete the applicable provisions and exhibits before execution; downloading this file does not form an agreement or complete a government filing.

This is a starter skeleton, not legal advice. Have qualified counsel review and adapt it before signing or filing.

This is a drafting worksheet for review by qualified counsel. Identify the procurement and applicable joint-venture category before drafting: all-small-business, SBA-approved mentor-protégé, or a specific certification program. Requirements differ; review current 13 CFR 121.103(h), 125.8, and any program-specific rules.

This Joint Venture Agreement is entered into as of [date] by [Managing Venturer legal name] and [Venturer 2 legal name].

1. Purpose & name

The parties form a joint venture ("JV") named [____] to pursue and perform [solicitation number / scope].

2. Managing venturer

[Identify the managing venturer and responsible manager; document their authority and eligibility under the rules applicable to this joint venture. Confirm any required employment, control and approval conditions.]

3. Ownership & profits

[State ownership, profit allocation and liquidation rights appropriate to the entity form and applicable program. Do not apply a 51% ownership rule or a profit formula to every joint venture without checking the governing provision.]

4. Work performance

[Allocate work and resources by partner and contract. Specify how applicable limitations on subcontracting, partner workshare requirements, reporting and certifications will be met and measured. Distinguish the joint venture's contract obligation from a partner's share of joint-venture work.]

5. Records & bank account

[Complete the applicable bank-account, signatory, accounting, records-access, equipment, facilities, personnel and performance-responsibility provisions. Identify any required separate SAM registration, UEI and CAGE for the joint venture.]

6. Term

[Specify duration and termination. Check the current affiliation rules for additional offers after the first award; do not assume a universal fixed number of awards. Record required SBA approval, certification, notifications and reports for this program and procurement.]

7. Pre-offer review

[Counsel/reviewer · Applicable rules and versions · Partner eligibility and size checks · Required approvals · Agreement/exhibits complete · Registration verified · Offer-specific compliance confirmed · Date]

8. Signatures

[Managing venturer - name, title, date] [Venturer 2 - name, title, date]