

Teaming agreement

Drafting worksheet / Starter template · September 2026

Template guidance reviewed 27 September 2026. Replace bracketed prompts with verified information. Follow the specific solicitation, amendments and submission instructions; this template does not determine eligibility or compliance.

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

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 Teaming Agreement is entered into as of [date] by [Prime legal name] (“Prime”) and [Subcontractor legal name] (“Team Member”).

Opportunity

The parties will team to pursue [solicitation number / title] issued by [agency].

Roles & scope

Prime will lead the proposal and act as offeror. Team Member will support the areas of work described in Exhibit A.

[Create and attach Exhibit A before signing: tasks/deliverables, responsible party, proposed resources and workshare basis. Identify its version/date and reconcile it with the Subcontract on award section. This worksheet does not include a completed Exhibit A.]

Exclusivity

[State whether the parties are exclusive to each other for this opportunity, and any exceptions.]

Proposal responsibilities

[Who writes which volumes/sections; who owns pricing; deadlines.]

Subcontract on award

[Define the intended subcontract scope, workshare basis, pricing process, required approvals, negotiation timetable and consequences if no subcontract is executed. State clearly which obligations are binding. A target percentage alone does not guarantee an enforceable subcontract award.]

Confidentiality & term

Each party protects the other's confidential information. This Agreement terminates on [award + subcontract execution / no-award / date].

Compliance and dispute terms

[Address applicable eligibility and subcontracting limits, consent requirements, data/IP rights, conflicts, termination and dispute terms. Review exclusivity against applicable competition law and solicitation requirements. The prime remains responsible to the government for performance.]

Signatures

[Prime - name, title, date] [Team Member - name, title, date]

First party / authorized signatory	Second party / authorized signatory
Signature: _____	Signature: _____
Name / title: [Complete]	Name / title: [Complete]
Date: [Complete]	Date: [Complete]