**Partner Playbook**

Partner Company 1 | Partner Company 2 | Name of Program/Bid

##### *Intent*: Guided by the values of balance, openness and care, companies can enter into teaming to create mutually beneficial relationships extending beyond revenue share. Teaming in this regard seeks an uplifting culture, collaborative delivery, and positive impact for humanity and the planet. The Playbook is intended to be adapted and agreed upon by teaming partners for inclusion into a teaming agreement.

###### Pre-Award Plays

| **Play 1 -** All partners have access to proposal documentation to include, but not limited to, the solicitation, its amendments, and bid volumes (including cost proposal). | **Play 2 -** All partners have visibility of government communication, within 1 business day, inclusive of forecasts, amendments, modifications, notices, debriefs, client feedback, or direction. | **Play 3 -** All partners collaborate to define the proposal team roles, responsibilities, and how to ensure their team members are supported. |
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| **Play 4 -** Prime-level partners collaborate and participate across all phases of bid preparation — scheduling early with special care to reduce effort outside of business hours. | **Play 5 -** All partners discuss rates, labor category descriptions and discount strategies early to ensure the team is aligned on how staffing impacts pricing. | **Play 6 -** All partners hold each other accountable by openly communicating status, intel, progress, and blockers. |

###### Post-Award Plays

| **Play 1 -** Partners align on the intention of performance to create positive impacts collaboratively, as good stewards of funding, and for the betterment of humanity and the planet. | **Play 2** - Partners participate in monthly and quarterly partnership reviews coordinated by prime-level partner(s) to ensure team and mission alignment, balance, risk mitigation and strategic planning. | **Play 3** - All project deliverables must be shared with all partners in a shared, agreed upon repository (e.g., Google Workspace or Teams environment). |
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| **Play 4 -** To protect the intent of positive impacts with balance, openness and care, prime-level partners must approve addition of any subcontractors. | **Play 5 -** All partners participate in communication platforms initiated by the prime-level partner (e.g., Zoom, Slack, in-person) with an open and collaborative style to generate empathy, positive chemistry, innovation, and risk mitigation. | **Play 6 -**  Prime-level partners communicate with client stakeholders (e.g., Contracting Officer), and seek opportunities for subcontractors to engage with stakeholders. |
| **Play 7 -** Prime-level partners proactively share client communication within 1 business day to all partners. | **Play 8 -** Prime-level partners review candidates to ensure demonstrated ability to perform as well as alignment with client and team culture. Review may include a qualifying assignment. | **Play 9 -** Partners collaborate on co-marketing and strategic positioning to support growth opportunities (e.g., cost modification and recompete success). |

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