**Memorandum of Understanding**

Between

Solvitur Systems LLC  
(Prime)

and

(Subcontractor)

This Memorandum of Understanding (MOU) sets for the terms and understanding between the Solvitur Systems LLC and the (partner) to develop a technical and cost response to the *DHS Cyber Security Support Services (C3S) – Architecture* opportunity. The partner’s share of work from the award will be commiserate with their contribution to the proposal effort.

**Background**

The Department of Homeland Security (DHS) has a requirement to acquire Cyber Security Services, architecture, IT infrastructure and resources, as well as defend the information systems used in these environments from cybersecurity threats.

Solvitur Systems LLC is well-suited to prime this opportunity; however, we value the technical and managerial contributions your firm brings to this contract.

**Purpose**

This MOU describes how we will work together to pursue this valuable and important contract opportunity as partners, with Solvitur Systems LLC as the prime contractor and your firm as a team member (subcontractor). The goal of our combined efforts over the next six- to eight weeks will be to develop a winning technical response and a competitive cost proposal.

We expect you to help the team develop meaningful responses to address compliance. We want the team to think through recruitment and retention programs; and describe the experience and capabilities of your key personnel and from your past performances. We will link teaming partners/subcontractors to the specific PWS requirements; and avoid mistakes with affiliation and conflict of interest.

You can expect from us a well-managed proposal effort, a comprehensive set of technical solutions interwoven with win themes, and strategic guidance on pricing. We will treat your firm and all the team members with fairness, and maintain open channels of communication.

The above goals will be accomplished by undertaking the following activities:

* + Development of a technical response that addresses the government’s requirements.
  + Participation in team meetings, contributing ideas and information based on your firm’s expertise.
  + Responsiveness to data calls and writing assignments.
  + Commitment of personnel time and other resources to undertake this effort, knowing we have a hard and fast deadline, likely over the holidays.

We will succeed by buying a technical approach shows a low-risk solution to the government’s requirements. Our team will leverage government estimates and historical data. Please do not provide generic proposal content.

**Reporting**

Solvitur Systems LLC will manage the proposal effort, coordinating all team members, compiling contributions to content, organizations meetings and review, and other proposal preparation activities. We will make requests of your firm for technical content contributions, pricing data, and other information. We expect you to provide us access to the appropriate contacts within your organization so we may coordinate. As we will be allocating significant human resources to win this proposal, we expect timely and quality responses from your firm. Prior to final submission, we will work with you to evaluate what work share of the awarded contract your firm may expect, based on your participation in this proposal effort.

**Funding**

This MOU is not a commitment of funds on our part, beyond the resources of our personnel working on this proposal effort.

**Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from (*list partners*). This MOU shall become effective upon signature by the authorized officials from the (*list partners*) and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from (*list partners*) this MOU shall end on (*end date of partnership*).

**Contact Information**

Solvitur Systems LLC

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Tysons, VA 22102

tel 703.348.3544

Date:

(signature)

Ade Odutola, Managing Director & CEO, Solvitur Systems LLC  
aodutola@solvitursystems.com

*Partner name*

*Partner representative*

*Position*

*Address*

*Telephone*

*Fax*

*E-mail*

Date:

(Partner signature)

(Partner name, organization, position)