

PACKAGED FURNITURE SCHEDULE LEVEL CONTRACTOR TEAMING AGREEMENT

Note: This CTA is intended to be an example only. Team Leads and Team Members are not required to use this example. It is intended to be a tool you may choose to use when preparing your CTAs; however CTAs may be accepted in other formats provided all necessary elements are included. Recommended Team Agreement Elements can be found on [gsa.gov's Contractor Team Arrangements page](https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedule/schedule-features/contractor-team-arrangements) under the section titled "Recommended Team Agreement Elements." The link to this page is below.

<https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedule/schedule-features/contractor-team-arrangements>

The Packaged Furniture CTA is not intended to be project specific. Rather, it establishes the relationship between Team Lead and Team Member for the purposes of supporting the Packaged Furniture Subcategory. The Packaged Furniture CTA should be signed by one Team Lead and one Team Member, at a minimum. However, the Packaged Furniture CTA may be signed by the Team Lead and multiple Team Members. Note that additional CTA elements can be agreed upon for work being performed at the order level via an Order Level CTA. Any Order Level CTA would be supplemental to this Schedule Level CTA. The Schedule Level Contractor Teaming Agreement should be submitted with any quotation/proposal for review and evaluation by the buyer.

This is to serve notice that [\[Vendor/Packaged SIN contract holder\]](#) (**Team Lead**) and [\[Supplier/Manufacturer\]](#) (**Team Member**) have developed a Contractor Teaming Agreement (CTA) for orders issued under the Multiple Award Schedule program, specifically SINS [\[Enter SINS\]](#) (**Packaged Furniture SINS only**). This agreement is solely between the Team Lead and Team Member(s). Each Team Member will execute the performance of this teamed order in accordance with the pricing, terms, and conditions of their respective GSA Contracts and in a manner consistent with their regular GSA MAS order process. Further, each party holds privity of contract with the customers original purchase order. They are independent contractors and are responsible for their own employees.

Team Lead Contract #:

Team Member Contract#:

The Team Lead and Team Member agree that it will provide sufficient quantities of the offered products and services to meet the Federal Government's needs for the duration of the MAS contract periods and any extensions thereof. Team Lead and Team Member understand that all offered products and services must be compliant with the Trade Agreements Act (TAA) (19 U.S.C. § 2501, et seq.) and FAR clause 52.225-5 *Trade Agreements*. Further, Team Lead and Team Member are responsible for TAA compliance and Country Of Origin accuracy for their respective products and services offered under their MAS contracts and to provide Country of Origin information.

The Team Lead will be responsible for all communications with the ordering agency regarding the team order, including submission of quotes, proposals, and other administrative communications. Also, the Team Lead will receive the team order and be responsible for coordinating orders with the Team Member.

The Team Lead will invoice the Government client upon completion and acceptance of each team's order. The Team Lead will remit payment to the Teaming Partner within X days of receiving payment from the Government client. Additionally, each Teaming Partner is responsible for tracking and reporting its own sales IAW the terms and conditions of the FSS contract and for paying the related IFF.

Note: Under a Schedules CTA, each member of the team maintains privity of contract and is responsible for their portion of the work per the terms and conditions set forth in their Schedule contract. GSA Schedule contracts contain clause I-FSS-40, Contractor Team Arrangements, which state that contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts.

Team Member Signature:

[Printed Name]
[Title]
[Company Name]
[GSA MAS Contract #]

Date

Team Lead Signature:

[Printed Name]
[Title]
[Company Name]
[GSA MAS Contract #]

Date