

## CBPL Steps for Business Agreement Support

The following outlines the process for supporting partnerships in developing business agreements.

*Note: Business agreements are living documents and can be modified in phase 2 as needed.*

RTI's Steps for Business Agreement Support	
1	<b>Draft GTM:</b> Partnerships complete draft of GTM plan and submit their invoice for remaining 20% of phase 1 contract.
2	<b>Term Sheet:</b> RTI creates a term sheet with information from the GTM, and identifies any additional information needed for a business agreement.
3	<b>Partner Discussion:</b> Partners discuss any remaining questions and provide the needed information for development of the business agreement.
4	<b>Submission:</b> RTI team sends the term sheet to RTI General Counsel for review and drafting of the business agreement.
5	<b>RTI General Counsel:</b> RTI general counsel drafts a business agreement within 10 -15 days
6	<b>Review 1:</b> RTI partner liaison sends drafted business agreement to publishers for their legal counsel review and red line.
7	<b>Review 2:</b> Publisher sends red-lined business agreement and proposed changes to PL Provider legal counsel to review and red line.
8	<b>Revisions:</b> Partners repeat review of redlines till come to agreement on needed revisions.
9	<b>Finalize:</b> Partners & respective legal counsel review & sign.
10	<b>Submit:</b> Submit finalized BA to <a href="mailto:csward@rti.org">csward@rti.org</a> and <a href="mailto:michellewoods@rti.org">michellewoods@rti.org</a> . <i>Note: The business agreement will be due prior to the approval of the phase 2 scope of work.</i>