

HOW-TO GUIDE · SUBCONTRACTING & TEAMING

Working with *GlowStrm*.

The step-by-step for subcontracting with GlowStrm — and GlowStrm subcontracting with you.

For any consultant or firm GlowStrm may bring onto a contract — and any firm whose contracts GlowStrm may join. The steps in order, how money moves legally, and a state annex for Virginia, Maryland, Georgia, North Carolina, New Mexico, and Alabama. Verified July 21, 2026 against Virginia SBSD policy.

IT WORKS

Both Directions

ENGAGEMENT

**Per Contract ·
1099**

STATES COVERED

**VA · MD · GA ·
NC · NM · AL**

PAYMENT

Invoice the Prime

01 · THE SHAPE OF IT

Two directions, one *relationship*.

Direction one — you sub under GlowStrm. GlowStrm holds Virginia SWaM certification and primes Virginia government work. When a contract calls for your lane, GlowStrm prices you in as an independent subcontractor. You need no certification of your own — set-aside eligibility rides on the prime's certificate. You deliver your scope, invoice GlowStrm, and get paid under a written agreement.

Direction two — GlowStrm subs under you. In your home state, you hold the relationships and (where available) the certifications. You prime; GlowStrm delivers strategic communications scope under your contract and invoices you. Same paper, roles reversed.

What this is not: employment, a joint venture, or a new company. Every firm stays independent — own clients, own brand, own books. Each engagement is per contract, in writing, and ends when the contract does. That independence also keeps the model legal (Section 04).

Subcontracting *under GlowStrm.*

1 The intake conversation

Define your lane, your rates, and your capacity. GlowStrm can only price you into bids it knows you can staff.

2 Sign the mutual NDA

Before pursuit conversations get specific. GlowStrm provides its attorney-reviewed NDA.

3 Complete your intake file

Registered entity + EIN (LLC strongly recommended — no sole-proprietor SSNs on teaming paper) · W-9 · certificate of insurance (general liability + professional liability/E&O) · capability statement · owner résumé.

4 Sign a rate agreement

Your rates, locked in writing, before any bid is priced — never negotiated after a proposal is out the door.

5 At bid time — Teaming Agreement

Per pursuit: the opportunity, your workshare, exclusivity for that bid only, and what happens on a win or a loss. A promise of terms, not a promise of work.

6 At award — Subcontractor Agreement

Scope, deliverables, schedule, invoicing terms, and any clauses that flow down from the government prime contract.

7 Deliver and invoice

You invoice GlowStrm per the agreement. Virginia public contracts require the prime to pay subs within seven days of being paid — or give written notice of what's withheld and why — with 1%/month interest on late amounts (Va. Code § 2.2-4354).

8 Year end — 1099-NEC

Issued against the W-9 on file. Your taxes stay yours; no withholding, no payroll.

GlowStrm subcontracting *under you.*

Same steps, reversed roles. You identify and screen the opportunity in your market. GlowStrm sends you its intake file — W-9, certificate of insurance, capability statement, and SWaM credentials if useful for your bid's diversity participation. Teaming agreement at bid, subcontractor agreement at award. GlowStrm delivers, invoices you as the prime, and you pay per the agreement's terms.

One planning note for primes: most set-aside programs expect the certified prime to self-perform a meaningful share — on federal services set-asides the prime keeps at least 50% of the contract dollars. Build the workshare split with that in mind from the first pricing conversation, whichever of us is priming.

04 · STAYING LEGAL

The rules that keep everyone *protected.*

4.1 Independence is the legal spine

Virginia law (and the IRS) presume a worker is an employee unless the relationship genuinely operates independently — and misclassification penalties reach all the way to debarment from public contracts. So: engaged per contract against deliverables, never open-ended; you set your own hours, tools, and methods; you stay free to serve other clients; you carry your own insurance and business identity. If an arrangement starts to feel like a job — set schedule, one client, no end date — we restructure it before a regulator reads it that way.

4.2 Working across state lines

Occasional, remote, or project-based sub work for an out-of-state prime generally does not require registering in that prime's state — isolated transactions and interstate commerce are excluded from “transacting business.” A sustained presence (an office, staff on the ground, continuous work) is different: then the working firm registers as a foreign entity there. We check this per engagement, in both directions.

4.3 Getting paid, cleanly

Money always moves prime → sub against an invoice, per the subcontractor agreement — never informally, never ahead of paper. Payment timing, invoice format, and any withholding conditions live in the agreement so there are no surprises. Each firm reports its own income; the prime issues 1099-NEC forms at year end.

What your state means, *both directions*.

Subbing under GlowStrm is open from every state below, today, with no certification. What varies is the *extra* leverage — your own Virginia certification, and what GlowStrm can earn in your state (SBSD out-of-state policy, rev. Dec 2024).

Virginia

Home turf

GlowStrm is SWaM-certified and eVA-registered. VA-based partners can pursue their own SWaM certification through SBSD and register in eVA if they ever want to prime. As subs: nothing needed beyond the intake file.

Maryland — Open (Group II)

Full reciprocity

MD firms with home-state certification are eligible for full Virginia SWaM (size limits by field of operation). Reverse: Maryland's programs are open to Virginia firms — GlowStrm can pursue MD certification for work there.

North Carolina — Partial (Group III)

W/M categories only

NC HUB certification (free, NC DOA) + Virginia SCC registration + 1 year in business → VA women-/minority-owned certification. No VA small-business status — NC partners prime at home, sub in Virginia. Reverse: NC's HUB program is open to Virginia firms.

Alabama — Partial (Group III)

A path, with prerequisites

Three prerequisites: 1+ year in operation, Virginia SCC registration, home-state certification. Confirm with SBSD which Alabama certs qualify and which VA categories are open before filing.

Georgia — Partial (Group III)

Effectively sub-only, for now

Georgia's own MBE/WBE program is closed to out-of-state firms and GA has no small-business program, so Virginia's policy doesn't extend certification to GA firms. The practical path: sub under GlowStrm in Virginia; prime Georgia relationships GlowStrm subs under.

New Mexico — Ineligible (Group I)

Capability teaming only

NM's resident preference is in-state only, so Virginia reciprocates: no VA path for NM firms, no NM preference for GlowStrm. Teaming still works fully both directions as uncertified subcontracting.

Planning material, not legal advice. Agreements are attorney-reviewed before use; certification eligibility is confirmed with each certifying agency before filing — Virginia SBSD (804-786-6585) is the authority on the out-of-state policy.