

**Information Technology Systems Security
Prospective Offeror Non-Disclosure Agreement
(FOR USE BY DHHS CUSTOMERS)**

Type of Order: Task Order (TO) Delivery Order (DO)

TO/DO Tracking No.: _____

TO/DO Title: _____

_____ (*Organization's name*), intends to respond to the Government's solicitation indicated above. The Government has determined that the solicitation requires prospective offerors to have access to sensitive information in order to prepare a proposal/offer.

I, _____ (*Offeror Official name and title*), of _____ (*Organization's name*), on this ____ day of 20__, on behalf of my organization hereby request access to the sensitive information described in (*check one*):

- TO Statement of Work, Section 10.k
- DO Security Attachment, Section 1.k
- Other: _____

I, the undersigned, understand that the Government has determined that any individual having access to the sensitive information described in the order must possess a valid and current Suitability Determination at the Level identified in the order as sited above.

I, the undersigned, do hereby affirm the following:

- I have a valid and current Suitability Determination sufficient to access the sensitive information (copy of suitability determination attached).
- I will be the corporate official solely responsible for appropriately safeguarding the sensitive information while in the possession of _____ (*Organization's name*);
- The sensitive information will be used solely for the purpose of preparing an offer;
- I will not release, publish, or disclose the sensitive information to unauthorized personnel; and
- I will protect the sensitive information in accordance with provisions of the following laws and any other pertinent laws and regulations governing the confidentiality of sensitive information;
 - 18 U.S.C. 641 (Criminal Code: Public Money, Property of Records)
 - 18 U.S.C. 1905 (Criminal Code: Disclosure of Confidential Information)
 - Public Law 96-511 (Paperwork Reduction Act)

Signature of Prospective Offeror Official: _____

Name of Prospective Offeror Official: _____

Name of Prospective Offeror: _____

Date: _____

Signature of Witness: _____

Name of Witness: _____

Date: _____

Copies Retained by: Contractor Official & Contracting Officer