**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 10.1.d

☐ DO Security Attachment, Section 1.d

☐ 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