



Williamson County Purchasing Department  
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**WILLIAMSON COUNTY PURCHASING DEPARTMENT NON-DISCLOSURE  
AGREEMENT FOR EVALUATION COMMITTEE MEMBERS  
(Rev. May 2018)**

In accordance with the County Purchasing Act, Solicitation # \_\_\_\_\_, Solicitation Description \_\_\_\_\_ was issued as a \_\_\_\_\_, and therefore all information contained in the responses is to be kept **confidential**.

To preserve the overall integrity and professionalism of the procurement and evaluation process and to maintain fairness and impartiality to all Respondents, the undersigned agrees to the following:

1. Not to disclose or otherwise divulge any information pertaining to the contents, status, or ranking of the responses to this Solicitation to anyone other than Williamson County Officials or Employees. I understand the terms "disclose or otherwise divulge" include but are not limited to, reproduction of any part or any portion of any of the responses without prior authorization from the Purchasing Department.
2. Not to disclose any proprietary, confidential, pricing or other details to anyone that could jeopardize the evaluation and negotiation process or create a biased award outcome.
3. Keep the responses and their contents secure during the evaluation process until awarded in Commissioners Court.
4. Refer any communications from Respondent, during the solicitation process, to the authorized Purchasing representative.
5. Immediately report any known breaches to the confidentiality of the procurement process to the Purchasing Agent, and
6. Refer any request for information, under the Texas Public Information Act to the County Attorney's Office.

I, the undersigned have read, understand and agree to the terms of this Non-Disclosure Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name \_ \_ \_ \_ \_