



Williamson County Purchasing Department  
901 South Austin Avenue  
Georgetown, Texas 78626  
(512) 943-3553  
[www.wilco.org/purchasing](http://www.wilco.org/purchasing)  
[purchase@wilco.org](mailto:purchase@wilco.org)

**WILLIAMSON COUNTY PURCHASING DEPARTMENT NON-DISCLOSURE  
BLANKET AGREEMENT  
(Rev. May 2018)**

This blanket agreement is for Elected Officials and/or County Employees such as but not limited to Department Heads or Managers, who may not be participating in an evaluation committee function, but who are still required to receive information from committee members regarding certain RFP/RFQ processes. If at any time the Elected Official or County Employee is serving as an Evaluation Committee member, they will, at that time, be required to sign a Non-Disclosure and Conflict of Interest agreement for that particular RFP/RFQ.

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 any Respondents/proposals/statements of qualifications 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 offers/proposals/statements of qualifications 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 Open Records 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 \_ \_ \_ \_ \_