

Confidentiality Agreement

I, Name , Title , in order to submit a proposal for services to the Department of Finance and Administration (DFA), do hereby acknowledge and agree to the following:

1. Certain information will be made available by DFA to Vendor Name to enable Vendor Name to perform services necessary in order to prepare a proposal to DFA for printing and mailing the annual employee 1095-C and 1095-B forms.
2. Information from DFA's records is not to be disclosed without prior written consent of the individual or firm to whom the record pertains. Information provided to Vendor Name is confidential and shall not be made available to any individual or organization by Vendor Name.
3. The confidentiality of any and all information provided by DFA to me directly or through Vendor Name will be upheld and protected. All such information will be handled and processed in a manner to preserve its confidentiality and it will not be revealed or divulged to any individual or organization.
4. All information submitted by DFA will remain the property of DFA and will be returned to DFA upon completion or upon request by DFA.

Witness my signature of this the _____ day of _____, 2015.

Signature