

**NON-DISCLOSURE AGREEMENT
(Web Vendors)**

This Non-Disclosure Agreement (this “**Agreement**”), dated as of _____, 20__, is made by and between _____ (the “**Company**”) and The Office of the Chief Administrative Officer of the U.S. House of Representatives (the “**CAO**”). The Company is a prospective offeror of web services to one or more offices within the U.S. House of Representatives (the “**House**”). As the contracting officer of the House, the CAO agrees to make available to the Company certain non-public, confidential and proprietary information about the House.

“Confidential Information” means any information disclosed to the Company by the CAO or the House, including, but not limited to: (1) security practices, operational information, business plans, customer data, customer lists, customer names, designs, documents, drawings, engineering information, hardware configuration information, processes, products, product plans, research, services, specifications, software, source code and trade secrets; and (2) any other information designated (orally or in writing) as “confidential,” “proprietary” or of such nature that a reasonable person would understand such information to be confidential to the CAO or the House.

The Company agrees that hereafter it shall (a) treat all Confidential Information confidentially, and (b) use the Confidential Information solely for the purpose of evaluating the possible procurement of web services (and, if such procurement is made, for the purpose of performing such web services). The Company further agrees to require each of its employees and agents to sign a form that would bind them in writing to protect the confidentiality of such Confidential Information. All documents containing Confidential Information and all copies thereof shall be promptly returned to the CAO upon the CAO’s request.

The Company understands that the CAO may seek any remedy available to it to ensure compliance with this Agreement, including, but not limited to, application for a court order prohibiting the disclosure of Confidential Information and/or disqualification from the solicitation and contracting process. The Company agrees that if the terms and conditions of this Agreement are violated, the Company and its employees and agents may be subject to administrative, civil or criminal action.

**THE OFFICE OF THE CHIEF
ADMINISTRATIVE OFFICER OF
THE U.S. HOUSE OF REPRESENTATIVES**

COMPANY

By: _____
Name:
Title:

By: _____
Name:
Title: