



**DEPARTMENT OF PLANNING AND DEVELOPMENT
REQUEST FOR PROPOSAL
CONFIDENTIALITY AGREEMENT**

I understand and agree that I will keep confidential the proposal and all other material, information or discussions related to the RFP. In order to protect the integrity of the RFP process, I agree not to distribute, reproduce, photocopy, share or discuss the proposal and any related documents with this RFP or anyone that has not signed a confidentiality agreement for the RFP and that, while in my possession, the submission documents and any related materials are to be maintained in such a way as to assure confidentiality. I further understand that it is a breach of ethical standards to knowingly use confidential information for actual or anticipated personal gain, or for the actual, or anticipated personal gain of another.

Notwithstanding the above stipulations, the bidder teams will be able to communicate any confidential information:

- to their administrators, social or other representatives and their employees, as well as to their board representatives, to the extent that it is necessary for these persons to have knowledge of this information for the preparation of the land and/or property arrangements (it being agreed that the said administrators, social or other representatives and their employees and board representatives should be informed of the confidential nature of the information and should ensure that these persons respect its confidentiality);
- to any bank or financial institution or investor with which the said party has financed its participation in the planned operation, as well as to the representatives of the boards for the preparation and the execution of the financing arrangement;
- if the disclosure of the information is required by a law or a regulation.

Signature: _____

Name: _____

Date: _____