**Appendix G**

**2M Research Employee Nondisclosure Agreement**

***2M Research Employee Non-Disclosure Agreement Template***

**I. Non-Public Information**

I understand that in order to fulfill my responsibilities as an employee of 2M Research Services, LLC for USDA Contract # (insert contract # here)**,** I will have access to non-public information, including confidential and privileged information contained in government-owned information technology systems. For purposes of this agreement, confidential information means government information that is not or will not be generally available to the public. Privileged information means information [which](http://www.hyperdictionary.com/dictionary/which) [can](http://www.hyperdictionary.com/dictionary/can)[not](http://www.hyperdictionary.com/dictionary/not) [be](http://www.hyperdictionary.com/dictionary/be) [disclosed](http://www.hyperdictionary.com/dictionary/disclosed) [without](http://www.hyperdictionary.com/dictionary/without) [the](http://www.hyperdictionary.com/dictionary/the) prior written [consent](http://www.hyperdictionary.com/dictionary/consent) [of](http://www.hyperdictionary.com/dictionary/of) [the](http://www.hyperdictionary.com/dictionary/the) USDA and 2M Research.

I **[Name of Employee],** agree to use non-public information only in performance of my responsibilities to the USDA Contract # (insert contract # here). I agree further that I will not disclose, publish, divulge, release, or make known in any manner or to any extent, to any individual other than an authorized Government employee, any non-public information that I may obtain in connection with the performance of my responsibilities on USDA Contract # (insert contract # here).

**II. Procurement-Sensitive Information**

I further agree that unless I have prior written permission from the USDA and 2M, I will not disclose, publish, divulge, release, or make known in any manner or to any extent, to any individual other than an authorized Government employee, any procurement-sensitive information gained in connection with the performance of my responsibilities to the USDA and 2M Research. I specifically agree not to disclose any non-public, procurement-sensitive information to employees of my company or any other organization unless so authorized in writing by the USDA and 2M. For purposes of this agreement, procurement-sensitive information includes, but is not limited to, all information in Statements of Work (SOW), Requests for Contract (RFC), and Requests for Proposal (RFP); Responses to RFPs, including questions from potential offerors; non-public information regarding procurements; all documents, conversations, discussions, data, correspondence, electronic mail (e-mail), presentations, or any other written or verbal communications relating to, concerning, or affecting proposed or pending solicitations or awards; procurement data; contract information plans; strategies; source selection information and documentation; offerors’ identities; technical and cost data; the identity of government personal involved in the acquisition; the schedule of key technical and procurement events in the award determination process; and any other information that may provide an unfair competitive advantage to a contractor or potential contractor if improperly disclosed to them, or any of their employees.

Name of contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_