

## Non-Disclosure Agreement

The Office of Personnel Management (OPM) is providing the individual listed below (a representative of PRTNRS, LLC dba Coforma, its employees, agents or assigns) with information related to our effort under contract # 24322620C0015. These documents are provided so that your company can assist OPM in its evaluation of the key areas. They may be used for no other purpose. All persons who will have access to these documents must assure that they will protect any information contained in these documents from release to any other party. This duty to safeguard the documents/information is a continuing personal obligation that is not terminated or otherwise modified by change of jobs or employer. The following controls apply:

1. Treat all documents provided as the confidential and proprietary property of OPM. Nothing that is contained in these documents may be disclosed to any other party other than those covered by this agreement.
2. Access to these materials, or notes derived from them, will be restricted to personnel directly involved in the evaluation of the responses.
3. Avoid disclosure of the fact that you have access to the materials to anyone outside of your organization.
4. When they are not in use, these documents will be kept in a locked drawer or other restricted access environment where they cannot be accessed by unauthorized personnel.
5. Within a reasonable time following the conclusion of the work, PRTNRS, LLC dba Coforma will return all copies of furnished information to OPM. If it is deemed necessary to document portions of the work papers with copies of original documents and or contracts, PRTNRS, LLC dba Coforma will notify OPM of those documents or contracts.
6. Provide a signed copy of this form to OPM for each individual who will have access to these documents.

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I understand that making a false, fictitious, or fraudulent certification may subject me to prosecution under Title 18, United States Code, Section 1001.

Signature: Kelsey L May

Printed Name: Kelsey May

Date: 10/06/2020

Organization: PRTNRS, LLC dba Coforma

Address: 1200 18th Street NW, Suite 700, Washington, DC 20036