

Dear Potential Bidder-

Enclosed please find a copy of the nondisclosure and confidentiality agreement that must be signed and returned to the Judiciary before you are permitted to start work on the current project. After returning the agreement, you will be permitted to receive and /or otherwise access the confidential information and records that are relevant to the services you are providing to the Judiciary on the current project. More specifically, after returning the signed agreement you may be permitted access to the *New Jersey Courthouse Facility Guidelines*.

Please note that, should you intend to retain and utilize sub-contractors for purposes of completing your work on this project, the sub-contractors must also fill out and return a confidentiality agreement similar to the one enclosed. Sub-contractors' completed confidentiality agreements must be received before they are permitted to receive or otherwise access confidential Judiciary information and records. Sub-contractors that you utilize must only be provided with the confidential Judiciary information and records that are relevant and required in order for them to complete their assigned work on the project. However, please note that you remain responsible for ensuring that your sub-contractors abide by the terms of their confidentiality agreements, including those prohibitions against the unauthorized disclosure or inappropriate use of confidential Judiciary information and records. Finally, please note that you are ultimately responsible for ensuring that all confidential Judiciary information and records provided to sub-contractors are returned or destroyed at the conclusion of the project, or at the conclusion of your contractual relationship with the sub-contractor(s), whichever occurs first.

Please return the signed nondisclosure and confidentiality agreement and any completed agreements made with sub-contractors send to: aocrfq.mbx@njcourts.

Thank you for your attention to this matter. Should you have any questions, please contact: aocrfq.mbx@njcourts.gov