

DESIGNATION OF PROPRIETARY AND CONFIDENTIAL INFORMATION

Material submitted in response to Official Notice 58111 – Accounting Services includes proprietary and confidential information that qualifies as a trade secret, as provided in Section 19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, the Offeror asks that certain pages, as indicated below, of this proposal be treated as confidential material and not released without the Offeror’s written approval. Therefore, I am providing the following information with the express understanding that it is being submitted to HACM under a pledge of confidentiality. I would not have submitted this information had the Housing Authority not pledged to keep it confidential, and I request that the following pages not be released:

Section	Page	Topic and Reason for Confidentiality

OFFERORS ARE CAUTIONED THAT THE ENTIRE PROPOSAL MAY NOT FALL WITHIN THE CONFINES OF THE PLEDGE OF CONFIDENTIALITY. SUCH BLANKET CLAIMS WILL NOT BE HONORED.

FAILURE TO INCLUDE THIS DESIGNATION IN THE PROPOSAL RESPONSE MAY MEAN THAT ALL INFORMATION PROVIDED AS PART OF THE PROPOSAL RESPONSE WILL BE OPEN TO EXAMINATION AND COPYING.

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

Signature (Authorized Representative)	Telephone Number
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Name (print)	Company Name
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Title	Date
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HACM, as custodian of these public records, has the obligation, pursuant to the Public Records Law, to determine whether the above information can be kept confidential. HACM will notify any Offeror if a determination is made that the requested information cannot be kept confidential. Generally, proposals are available for public review after HACM has awarded a contract.

Proprietary information submitted in response to this Request for Proposals will be handled in accordance with applicable HACM procurement regulations. An Offeror responding to this proposal should not include any proprietary information as part of its proposal unless the Offeror: 1) designates the specific information that it maintains is proprietary/confidential and the reason(s) for such designation in a separate document (such as this form) to HACM; and 2) identifies the specific information where it occurs within the Offeror’s proposal. HACM’s preference is for the Offeror to segregate all information designated as confidential into one section of the proposal and/or a separate document for easier removal to maintain its confidential status. The Offeror should clearly indicate which portion of the information is confidential and where this information is located within the proposal, i.e. under separate cover, in confidential Section No. _____, etc. Data contained in the proposal and all documentation becomes the property of HACM.