

**MONTANA DEPARTMENT OF COMMERCE
CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

THIS CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT ("Agreement") is made as of the (day) day of (month), (year), by and between (Name of Company) ("Company") and its affiliates and the Montana Department of Commerce ("MDOC") and its affiliates.

WHEREAS, MDOC has requested and/or may request verbal and written information from Company and its affiliates regarding Company and certain of its affiliates and Project, including without limitation the proposed (Project Description) to be located in (City, Town, or County), Montana, incident to discussions concerning one or more possible contracts for the benefit of Company. MDOC will accept a copy of the documents identified in the attached affidavit submitted by Company.

NOW, THEREFORE, in consideration of the premises and the disclosure of such information, each Party hereby, intending to be legally bound, agrees to the following provisions:

1. Company understands and agrees that, pursuant to the Montana Supreme Court's decision in *Great Falls Tribune v. Public Service Commission*, 319 Mont. 38, 82 P.3d 876 (2003), all documents filed with MDOC by Company are presumptively available for access by the public under the "right to know" provision of Article 2, Section 9 of the Montana Constitution. Under the decision, however, the presumption that all documents filed by Company with MDOC are public may be overcome by the proper showing, consistent with the court's decision.
2. If Company submits documents or information to MDOC that it considers confidential and wishes the documents or information to be withheld from public disclosure, it will identify and label which part of the documents or information it considers confidential at the time the documents or information are submitted. Company will identify the confidential items through an affidavit that clearly states the facts upon which it believes the documents or information should be withheld from public disclosure. The stated facts must be specific enough so that reviewing authorities can clearly understand the nature and basis of Company's claims to the right of confidentiality. A statement that all documents or information submitted by Company are confidential, or other conclusory statements, will be ineffective to prevent public disclosure. Company understands and agrees that this Agreement and the affidavit it submits are subject to public disclosure.
3. If individual documents or information are not identified and labeled as confidential or the affidavit is factually insufficient to support confidentiality, MDOC will deem the documents or information submitted as subject to public disclosure.
4. MDOC will take reasonable steps to protect documents or information designated as confidential and for which Company submitted an affidavit clearly stating the factual

basis for the claim of confidentiality. Upon receiving a written request from a third-party to review any confidential documents or information, MDOC will notify Company of the request in writing. The written notice provided by MDOC will include a copy of the third-party request. The written notice and third-party request will be sent by mail to the following addresses:

To (Name of Company): (Company Address)
Attention: (Name of Company Contact)
Email: (Email Address)

with a copy to: (Address)
(If required) Attention: (Name of Contact)
Email: (Email Address)

5. It is the responsibility of Company upon receipt of the written notice from MDOC to take such action as is necessary to protect the documents or information from disclosure, including obtaining a court order protecting the documents or information from disclosure if necessary. If MDOC does not receive an order from a court of competent jurisdiction ordering MDOC to maintain confidentiality of the requested information or MDOC is not notified of other arrangements made between Company and the requesting party within 10 business days from the date of the written notice by MDOC to Company of the third-party request, the information will be disclosed to the requesting party, notwithstanding the affidavit. MDOC will not assert the right of confidentiality for Company in any court, whether sitting at law or in equity.

6. Company agrees that in the event MDOC discloses documents or information in accordance with the provisions of this Agreement, Company will not assert any claim, liability, demand, or cause of action against MDOC for a violation of any confidentiality interest in any documents or information that it has submitted to MDOC.

7. Company agrees it will defend, indemnify, and save harmless MDOC against and from any and all claims, liabilities, demands, causes of action, judgments, damages, and losses, including costs and attorneys' fees associated with any action for release of documents or information submitted to MDOC by Company, whether such action is brought in the name of Company or a third-party.

8. MDOC is a state agency and is subject to audit and monitoring reviews by federal and state officials. MDOC is required by federal and state regulations and laws to provide access to state and federal audit and monitoring officials in order to document compliance with applicable state and federal regulations and laws. In the event and to the extent access to information provided to MDOC by Company and otherwise subject to this Agreement is requested by federal or state auditors, Company agrees that MDOC may disclose such information to such auditors, provided that (a) such information is used only by such auditors for the purposes set forth in the previous sentence, and for no other purposes whatsoever; and (b) such information in the possession of or

otherwise disclosed to such auditors shall remain subject to the provisions of this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their respective duly authorized representatives as of the date first above written.

(Name of Company)

By: _____
Name: (Name)
Title: (Title)

Montana Department of Commerce

By: _____
Name: Pam Haxby-Cote
Title: Director

APPROVED BY:

Attorney for the Department

AFFIDAVIT (EXAMPLE Company needs to edit as necessary)

State of Montana)

: ss.

County of _____)

COMES NOW, (Company Official), being first duly sworn upon his oath, deposes and states as follows:

That he/she is the (Title) of (Company) and offers the following in support of (Company's) claim of confidentiality for information submitted in support of its response to a Request for Information from the Montana Department of Commerce:

1. I am the (Title) of (Company) and offer the following in support of (Company's) claim of confidentiality for information submitted to the Montana Department of Commerce.
2. (Company) claims that the document titled _____ is confidential and should be withheld from public disclosure as it contains information developed by (Company) concerning its business forecasts and assessments. This information is consistently maintained by (Company) as confidential business information and if disclosed could prejudice (Company's) competitive position and could result in financial losses to (Company).
3. (Company) claims that the documents titled (Financial Statements), including (List Here), are confidential and should be withheld from public disclosure as they contain information developed by (Company) concerning its financial condition, including product revenues and cost of production information and other confidential pricing information. This information is consistently maintained by (Company) as confidential business information and if disclosed could prejudice (Company's) competitive position and could result in financial losses to (Company).

(Company Official)

This instrument was acknowledged before me on the ___ day of (Month), 20_ by (Company Official).

Printed Name: _____

(Seal)