

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

August 20, 2019

FROM

BOB DUTTON, Assessor-Recorder-County Clerk

SUBJECT

Standard Non-Financial Mutual Non-Disclosure Agreement Template

RECOMMENDATION(S)

1. Approve standard non-financial Mutual Non-Disclosure **Agreement Template** outlining expectations for safeguarding confidential and proprietary information during the discussion and evaluation period of vendor products or services.
2. Authorize the Assistant Assessor, Assistant Recorder, or Departmental IS Administrator of the Assessor-Recorder-County Clerk (ARC) to execute the standard non-financial Mutual Non-Disclosure Agreement template with vendors that ARC is in discussion with regarding potential procurement of products or services, on behalf of the County.

(Presenter: Bob Dutton, Assessor-Recorder-County Clerk, 386-8708)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost) as it is non-financial in nature.

BACKGROUND INFORMATION

Approval of this Mutual Non-Disclosure Agreement template will allow ARC to engage in discussions with vendors regarding potential procurement of information technology, computer hardware, and computer software products or information technology maintenance and support services that may include sharing of confidential and proprietary information related to ARC technology data, know-how, research, or product/service ideas/plans. This agreement template is intended to allow ARC the opportunity to discuss and evaluate a vendor's proposed products or services and assist ARC in the planning of future projects while safeguarding ARC's confidential and proprietary information. This agreement template would also prohibit ARC from disclosing the vendor's confidential and proprietary information other than to ARC personnel who have a need to know that information unless required by law.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

**Standard Non-Financial Mutual Non-Disclosure Agreement Template
August 20, 2019**

This item has been reviewed by County Counsel (Kristina M. Robb, Deputy County Counsel, 387-5455) on July 9, 2019; Risk Management (LeAnna Williams, Director of Risk Management, 386-8623) on July 23, 2019; Finance (Carl Lofton, Finance Analyst, 387-5404) on July 22, 2019; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-4342) on July 22, 2019.

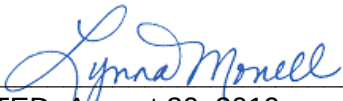
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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Josie Gonzales Seconded: Dawn Rowe
Ayes: Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales
Absent: Robert A. Lovingood

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: August 20, 2019



cc: File- Assessors/Recorder/County Clerk
la 08/23/2019