

Request for Protection of Trade Secrets or Proprietary Information

This form is provided as a courtesy to assist vendors desiring to protect trade secrets and proprietary information from disclosure under the Virginia Freedom of Information Act. In order to receive protection, you must (a) invoke the protection prior to or upon submission of the data or other materials, (b) identify the data or other materials to be protected, and (c) state the reason(s) why protection is necessary. Each of these requirements must be met with respect to the particular information for which protection is sought.

1. Submission of this form shall satisfy the invocation requirement with respect to data or other materials clearly identified herein.
2. Identification of the specific data or other material for which protection is sought. Suggested forms of designation include: listing the submittal section, tab, or page numbers; attaching to this form a copy of the table of contents from your submittal with the relevant trade secret or proprietary contents highlighted; or identifying herein a document stamp used within the submittal to designate the relevant materials (e.g. "all portions of the submittal marked "Proprietary" or "Trade Secret""). NOTE: The classification of an entire document, line-item prices, and/or total prices as proprietary or trade secrets is not acceptable and may result in disallowing the protection sought.
3. For each distinct section of data or other information identified in response to paragraph b), above, state the reason(s) why protection is necessary. NOTE: Your explanation must do more than simply stating the materials are "proprietary," or "trade secrets," or "not publicly available." You may attach additional sheets to this form as needed.

Use of this form does not guarantee protection. It is incumbent upon each vendor to meet the prerequisites for protection of their trade secrets or proprietary information. Provision of this form does not constitute legal advice; you are encouraged to consult with your legal counsel prior to designation of materials for protection.

DATA/MATERIAL TO BE PROTECTED	SECTION NO., & PAGE NO.	REASON WHY PROTECTION IS NECESSARY