




STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

February 12, 2018

TO: NCDOT Division Engineers, NCDOT Unit Heads

FROM: T. M. Little, P. E. 
Chief Engineer

SUBJECT: Third Party Confidentiality Agreement

As the Department continues to employ Consultants to assist with program delivery, Consultants may be “embedded” in the Division/Unit Offices and have access to secure/confidential information, typically reserved for NCDOT employees. The attached Confidentiality Agreement is for embedded Consultants. This agreement should be signed by the individual firm employee and a manager from the firm prior to beginning work and should be kept in the Division/Unit where the Consultant is working.

The use of embedded consultants should be limited as much as possible and assigned to specific tasks that are charged directly to projects. Embedded consultants should not be in a role of supervising Department personnel.

Attachment

cc: R. W. Lewis, P.E.
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