

# GUIDE TO OUTFITTING & MAINTAINING AN OFFICE



THE COMMITTEE ON HOUSE  
ADMINISTRATION

*Candice S. Miller*  
CHAIRMAN CANDICE S. MILLER



114TH CONGRESS

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FOR ADDITIONAL ASSISTANCE, PLEASE CONTACT THE COMMITTEE AT  
(202) 225-8281.

## I. INTRODUCTION

This Guide is issued by the Committee on House Administration and includes the regulations, policies, and procedures applicable to the acquisition, transfer, disposal, and maintenance of furnishings, equipment, software, and related services. This Guide and the regulations, policies and procedures contained herein are effective March 16, 2016.

Offices are reminded that the related regulations of the Committee on House Administration included in the Members' Congressional Handbook and the Committees' Congressional Handbook, Rules of the House of Representatives, ethics rules adopted by the Committee on Ethics, and/or Federal laws also apply. Offices should contact the Committee on House Administration at (202) 225-8281 with any questions regarding the regulations of the Committee.

## II. OFFICE SPACE

### A. DC Office

Member office suites in Washington, DC are assigned through a room lottery which takes place in November of each election year and are governed by the rules adopted by the House Office Building Commission. The lottery process is managed by the Superintendent of House Office Buildings. The Rules and Procedures Governing the Selection and Assignment of Suites in the House Office Buildings can be found with the Office of the Superintendent.

### B. District Office

A Member is authorized to lease office space in the District from which he/she has been elected as the location of his/her congressional District Office(s). Please refer to the Members' Congressional Handbook for policies related to District office leases.

## III. FURNISHINGS, EQUIPMENT, SOFTWARE

### A. Acquisition

Ordinary and necessary expenses related to the acquisition of items for use in offices are reimbursable from applicable office funds. Items may only be acquired as the result of a bona-fide arm's length marketplace transaction. All items acquired must be for official purposes only and are, and shall remain, the property of the House. Official items may only be used with other official items, except where stated otherwise.

Note: Interest charges on credit card purchase are not reimbursable.

Acquisitions may be procured from the vendor of choice on a one time purchase plan (the total purchase cost of an item is charged to the applicable office funds at the time of purchase); a two year purchase plan (the purchase cost is amortized in 24 equal monthly payments); or on a lease plan (the term of which may not extend beyond the Member or Chair's current term).

### 1. Furnishings

Furniture is not reimbursable for Washington, DC, congressional offices. In Washington, DC, the Office of the Chief Administrative Officer (CAO) provides furnishings to each Member and Committee office at no charge to them. Furnishings are selected from a catalogue of items approved by the Committee on House Administration, which is made available on HouseNet. In some circumstances, an office may incur expenses in support of the reconfiguration of the modular systems-style furnishing. Such expenses will be charged to the applicable office funds.

Each Member and Committee office is outfitted with standard carpet and drapes provided by the CAO at no charge to the applicable office funds. If the carpet and/or drapes in the selected Member suite have met the life-cycle requirements as approved by the Committee, they are eligible for replacement. Provided these requirements are met, Members may choose new carpet/drapes from the House's standard selections.

They will be installed at no charge to the applicable office funds.

Committee Hearing/Ante rooms may receive non-standard carpet/drapes and do not fall within this guideline.

In District offices, any requests for new purchases of furniture are to be submitted to the CAO. These purchases may be made on a one-time or two year payment plan with the exception of the Election Year Restriction noted below. If available, the General Services Administration (GSA) can provide excess furniture at no cost to the congressional office.

Prior to the purchase of any furnishing exceeding \$5,000 per item, written approval must be obtained from the Committee on House Administration. Contact the Committee on House Administration at x58281 for more information

#### a. Election Year Restrictions

Effective June 1st of an election year, a Member seeking re-election may ONLY acquire district office furnishings on the one-time payment or a lease plan.

- This restriction does not apply to Members who, after their primary election, are unopposed in the general election.
- After the general election, re-elected Members may resume acquisition on the two-year payment plan.

For additional information pertaining to furnishings, contact the CAO at 202-225-8000.

## 2. Equipment

All computer and computer-related equipment procured for use in Member or Committee offices must meet the House's Standards for New Purchases of Computer-related Equipment. For Video Teleconferencing equipment, the office must comply with the House's Standards for Video Teleconferencing (VTC) Purchases.

Equipment may be procured from the vendor of choice on a one-time purchase plan, a two-year purchase plan, or on a lease plan.

Equipment items with an original purchase cost of

\$500.00 or more must be approved through the CAO.

Equipment may be procured directly from a vendor or, upon request, through the CAO. If procured directly from a vendor, the expense must be processed through the voucher process and will be deducted from the applicable office funds at that point. If procured through the CAO, items will automatically be assigned to the Member or Chair's equipment inventory and the purchase cost (and any other corresponding costs, e.g., an extended warranty) will automatically be charged to the applicable office funds.

#### a. Election Year Restrictions

Effective June 1st of an election year, a Member seeking re-election may ONLY acquire equipment on the one-time payment or a lease plan.

- This restriction does not apply to Members who, after their primary election, are unopposed in the general election.
- After the general election, re-elected Members may resume acquisition on the two-year payment plan.

For information on telecommunications equipment please see III A. Telecommunications Services.

## 3. Software

All software installed on official computers must conform to House security and data standards as outlined in the House Information Security Policies and House Information Security Publications and policies approved by the Committee on House Administration.

House-procured site licenses for common software programs are available to offices at no charge. House-wide site licenses are restricted to House-owned equipment.

Consistent with Rule XXIV, a Member may use a mobile device purchased with personal or principal campaign committee funds for official business. House-wide site licensed software may be installed on these devices, so long as the device meets the Minimum Standards for Supported Equipment to be supported or connected to the House network.

The purchase cost of additional software necessary to support the official business of an office is

reimbursable from the applicable office account.

The CAO provides technical support, at no charge, for a variety of software programs commonly used by House offices. The CAO will not provide technical support for software that is not included on the Supported Software List or installed on other than House-owned computers.

Software acquired with official funds may be installed on a personally owned computer of a Member/Chair, as long as such installation does not violate applicable license agreements. Such software may only be used for official purposes.

For information on Correspondence Management Systems (CMS) please see section III. C. Correspondence Management Systems (CMS).

## **B. Joint Acquisition**

Members/Chairs may jointly acquire equipment items with other Members/Chairs, provided the offices have agreed in advance and in writing, to:

1. The allocation of the cost(s) of acquisition of the item, under whichever payment plan is chosen;
2. The allocation of any additional monthly fees;
3. The allocation of liability for damage or loss;
4. The conditions for termination of the agreement;
5. The location of the equipment.

## **C. Installation**

Installation charges included on a purchase order for an item are added to the cost of the item and will be charged to the applicable office funds in accordance with the payment plan chosen for the item. Installation charges should be negotiated in advance and may be charged on an hourly or a piecework rate.

If installation charges are incurred, other than at the time of acquisition, they may be paid by the office from its applicable office funds. Once an equipment item has been received and installed, the office is required to fill out the Equipment Installation/Acceptance Notice form to ensure that payment on the item can be authorized and the item can be added to the inventory by the CAO.

## **D. Return Policy**

Items may be returned in accordance with the return policy of the vendor. However, regardless of the vendor's policy, if after 60 days from the date of delivery (as indicated on the vendor's delivery ticket) an office has not signed the Equipment Installation/Acceptance Notice, the office will be liable, from the date of delivery, for 4.2% of the original price per month to be paid to the vendor as a rental fee. Vendors are authorized to send invoices for such rental fees directly to the CAO. Such fees will be automatically charged to the applicable office funds.

## **E. Trade-In Policy**

To reduce the cost of acquiring replacement equipment and district office furnishings, an office is authorized to take advantage of trade-in or exchange/sale programs offered by a vendor. The terms and conditions of the program offered to the office must be the same as those offered to the public at large and the value of the trade-in or exchange must be at the fair market value.

## **F. Transfer**

### **1. Member Offices**

Equipment items transferred from a Member's Washington, DC office to his/her District office shall be assigned to the District office inventory for one year and shall not be eligible for disposal until such year has expired. The CAO will process the shipping request between DC and the District and will deduct the cost from the applicable office funds. Shipping requests between the District and DC or between District offices are to be handled by the congressional office and are also reimbursable from the applicable office funds.

Furniture may not be transferred between the Washington, DC and District offices (and vice-versa). However, furniture may be transferred between a Member's own District offices. Members may transfer equipment items to other Member and Committee offices, provided that the equipment has been on their

inventory for a minimum of one year.

#### **a. Election Year Restrictions**

Effective June 1st of an election year, or the date a Member is defeated in an election or announces or takes steps evidencing intent to retire, resign, or run for another public office, whichever comes first, a Member may transfer equipment items from his/her Washington, DC to his/her District offices, only if the condition and/or technical specifications of the items are below the House Standards for Congressional Transitions or the items are replaced in the Washington, DC office by equivalent or better. Whenever computer equipment is transferred to the District, it must be replaced by equipment that meets the Standards for New Purchases of Computer-related Equipment. Replacement items must be purchased on the one-time payment plan.

Transfers between a Member's own District offices are permitted. No other transfers are permitted.

## **2. Committee Offices**

Committee Chairs may transfer equipment items to other Member and other Committee offices, provided that the equipment has been on their inventory for a minimum of one year.

## **G. Disposal/Removal**

All equipment, furnishings, and items on the Member's inventory may only be disposed of through the CAO.

In Washington, DC, Members and Committees may request that unwanted furnishings or equipment items (with no remaining obligations) be removed. The request must be placed through the CAO as they will process the requests, update the office's inventory(s), and arrange for the physical removal of the items. Modular furniture items are not eligible for disposal except to accommodate for a reduction in the number of required workstations. Equipment items transferred from a Member's Washington, DC office to a District office shall be assigned to the district office inventory for one year shall not be eligible for disposal until such year has expired.

Inherited District office furnishings and equipment which have no remaining obligations may be disposed of at any time. Items with remaining obligations are eligible for disposal through June 30th of the first year of the Member's term, or 180 days after the start of the Member's term if elected in a special election, regardless of whether or not the remaining obligations have been fully satisfied.

#### **1. Election Year Restrictions**

Effective June 1st of an election year or the date a Member is defeated in an election or announces or takes steps evidencing intent to retire, resign, or run for another public office, whichever comes first, a Member may request the disposal of equipment or District office furnishings only if the items to be disposed of are below the House Standards for Congressional Transitions set by the Committee on House Administration. The request must be placed through the CAO as they will process the request, update the inventory, and arrange for the physical removal of the items.

## **H. Congressional Transitions**

### **1. Disposition of Member DC Office Furnishings and Equipment**

In Washington, DC, the succeeding Member will inherit the furnishings and the equipment of the previous occupant of his/her assigned office suite. Furnishings for the Washington, DC office are provided by the CAO at no charge to the office. Standard inventory furniture items may be disposed of at any time. Modular furniture items are not eligible for disposal except to accommodate for a reduction in the number of required workstations. Member offices must have a minimum of ten workstations that meet or exceed House Standards for Congressional Transitions as set by the Committee on House Administration. Should a Member inherit fewer than ten workstations, the CAO will purchase the appropriate number and charge it to the Member's applicable office funds.

#### **a. Items Eligible for Member Personal Purchase-DC Office**

Prior to the end of his or her term, a retiring Member may submit a request to purchase his/

her standard inventory desk and desk chair from the Washington, DC office. If the desk or chair is a special inventory item, it may or may not be available for purchase, subject to a determination to be made by the Chair of the Committee on House Administration. Contact the Committee for information regarding the purchase costs of these items. A request to purchase these items, if eligible for purchase, should be submitted in writing to the Committee, accompanied by a personal check or money order made payable to the US Treasury to cover the purchase cost of the items.

A retiring Member may purchase mobile devices assigned to his/her office. To exercise this option, the retiring Member must submit a request, in writing identifying the items to be purchased, to the CAO prior to the end of his/her term. The CAO will provide written notice to the retiring Member of the price of the eligible items. Payment for these items shall be made by the retiring Member via a personal check or money order made payable to the US Treasury. The retiring Member is also personally responsible for the shipping costs of purchased items, including applicable handling and storage charges. Shipping arrangements will be made by the CAO and the retiring Member will be sent an itemized statement of charges for these services.

## **2. Disposition of Member District Office Furnishings and Equipment**

In the District, the succeeding Member will inherit the District office furnishing items and equipment assigned to his/her predecessor's inventory. Any obligations associated with an inherited item will be charged to the Member's applicable office funds until such time as the obligation is satisfied or the item is disposed.

Inherited District office furnishings and equipment items which have no remaining obligations may be disposed of at any time in coordination with the CAO. Items with remaining obligations are eligible for disposal through June 30th of the first year of the Member's term (or within 180 days of the start of the Member's term if elected in a special election), regardless of whether or not the remaining obligations have been fully satisfied. Also see the section titled Disposal/Removal.

### **a. Items Eligible for Member Personal Purchase-District Office**

A retiring Member may purchase any District office furnishings and equipment items which his or her successor decides to dispose of. To exercise this option, the retiring Member must submit a request in writing, identifying the items that he/she is interested in purchasing, to the CAO prior to the end of his/her term. Pricing will be determined by the CAO. If there are outstanding obligations on an item, the obligations will be calculated into the price. Some software licenses may limit use of the software to offices, making them unavailable for purchase by retiring Members. The CAO will provide written notice to the retiring Member of the availability and price of the requested items.

A retiring Member may purchase mobile devices assigned to his/her office. To exercise this option, the retiring Member must submit a request, in writing, identifying the items to be purchased, to the CAO prior to the end of his/her term. The CAO will provide written notice to the retiring Member of the price of the eligible items. Payment for these items shall be made by the retiring Member via a personal check or money order made payable to the US Treasury.

The retiring Member is also personally responsible for the shipping costs of purchased items, including applicable handling and storage charges. Shipping arrangements will be made by the CAO, and the retiring Member will be sent an itemized statement of charges for these services.

## **3. Disposition of Committee Office Furnishings and Equipment**

The succeeding Chair will inherit all the items assigned to the previous Chair's inventory. Standard inventory furniture items may be disposed of at any time in coordination with the CAO. Modular and systems furniture items are not eligible for disposal, except to make accommodation for a reduction in the number of required workstations. Equipment items which have no remaining obligations may be disposed of at any time in coordination with the CAO.

## I. Inventory

Members and Chairs are personally responsible for all items on their office inventories and will be required to certify in writing that the results of each physical inventory are accurate. Items on the inventory must remain in the office with the exception of portable items (cell phones, laptops, tablets, etc.) which may be located outside the Member or Committee office, as required to support the conduct of official business.

### 1. DC Member and Committee Offices

The CAO shall maintain an inventory of all Member and Committee office equipment items having an original purchase price of \$500 or more. The CAO shall perform a physical inventory of these items:

- Whenever a Member or Committee office relocates; or
- Whenever there is a change in the office holder (Member or Chair); or
- At least once every six years.

The CAO shall maintain an inventory of all telecommunications equipment and service assigned to each office, regardless of purchase cost. They shall conduct this physical inventory annually. Additionally, offices are encouraged to maintain an in-office list of items with an original purchase cost of \$499.99 or less. Each item on the list should be documented with receipts showing the date and amount of the purchase. Should an office be subject to a natural disaster, electrical fire or similar infrastructure deficiency, act of terrorism, etc., the list may be required to document lost or damaged items.

### 2. District Offices

The CAO shall maintain an inventory of all District office equipment and furnishings that have an original purchase price of \$500 or more. GSA shall perform a physical inventory of all furnishing and office equipment items assigned to each district office:

- Whenever there is a change in the office holder; or
- At least once every six years; or
- Whenever a Member closes a district office

## J. Liability

Members and Chairs are personally responsible for missing, damaged, or stolen equipment on their office inventories. Should an item become missing, damaged, or stolen, the Member/Chair must promptly notify the CAO, in writing, of the circumstances surrounding the disappearance of or damage to the item and attach any supporting documentation, including a police report if the item was stolen. Upon receipt of the letter, the CAO will promptly send the Member/Chair a letter indicating the net book value of the item at the time it was discovered missing or stolen or, if damaged, the extent of the damage and the amount of the Member's/Chair's personal liability. The current value or repair cost shall be considered the amount of the Member's/Chair's personal liability.

The Member/Chair may request relief from personal liability by submitting an appeal, in writing, to the Committee on House Administration. Decisions regarding the personal liability of a Member/Chair will be based on the facts and circumstances of each case. If the Committee relieves a Member/Chair of personal liability, the CAO shall pay any remaining obligation on the item from the appropriate House account, and remove the item from the office's inventory. If the Member/Chair is found liable, he or she should reimburse the US Treasury for the current value of the item, and any remaining obligation on the item will be charged to the applicable office funds.

In a circumstance beyond a Member's/Chair's control (natural disasters, electrical fires or similar infrastructure deficiencies, terrorism, etc.), the above procedures are waived. In such a circumstance, the Member/Chair should provide a written explanation to the Committee regarding the circumstances and provide a list of missing, damaged, or stolen items. The Committee will evaluate each case and make a determination regarding liability based on the supporting facts. Upon written notification from the Committee on House Administration, the CAO will remove, without penalty to the Member, items that are not economical for the House to repair. Any outstanding obligations on such items will be charged to the applicable office funds. To the extent possible, the CAO will replace such items at no cost to the office.



## IV. SERVICES

### A. Telecommunications Services

Communications equipment and services acquired with official funds may be used with a computer personally owned by a Member only for official purposes.

#### 1. Data Services

All data services must conform to House security and data standards as outlined in the House Information Security Publications and House Information Security Policies as approved by the Committee on House Administration.

##### a. DC Offices

The CAO maintains the House data network and provides both network and public internet access to all Washington, DC offices at no charge.

##### b. District Offices

The CAO provides data service between Washington, DC and one district office per congressional district at no charge to the office. Offices may incur expenses for additional or alternative data services for their district offices. Charges for all House data services ordered through the CAO will appear on the office's monthly Telecommunications Statement of Charges and will be paid automatically from the applicable office funds.

#### 2. Voice Services

##### a. DC Offices

The CAO provides voice service to Washington, DC offices through a House-owned PBX (Private Branch Exchange). The PBX provides a variety of features and services to Washington, DC offices, including voice mail, call forwarding and music on hold. The CAO also provides a variety of display phones, speaker phones and headsets for use with the House PBX. The CAO charges a fee to install or move phones on the House PBX.

Long distance service, including calling cards, is provided to the House at specially discounted rates. Long distance and calling card charges will appear

on the monthly telecommunications statement of charges.

##### b. District Offices

Local voice service for the district office is arranged by contacting a local exchange carrier serving the area in which the district office is located. Offices are responsible for payment of expenses incurred. Offices may also use internet-based voice providers for their district office. Payment is made by submitting a completed voucher along with supporting documentation to the CAO. The CAO maintains maintenance agreements with telephone equipment service vendors. Contact the CAO to either use an existing maintenance agreement or to create a new maintenance agreement for your vendor.

A Member inherits the District office telephone equipment inventory of the Member's predecessor. As with other inherited inventory items, the Member will have until June 30th, to decide whether or not to dispose of any or all of these inherited items.

#### 3. Mobile Devices and Mobile Services

The purchase of mobile devices and mobile device voice and data plans for official business are reimbursable. Only certain devices and device configurations can be connected to the House data network. All mobile devices must conform to House Information Security Publications and House Information Security Policies. Offices are strongly encouraged to consult with the CAO before acquiring a mobile device.

### B. Maintenance Services

The CAO authorizes vendors to provide maintenance services required to support the operation of office equipment assigned to House offices. The CAO shall authorize maintenance vendors based on standards approved by the Committee on House Administration. A Member or Chair may enter into a contract with a CAO authorized vendor by submitting an approved Client Work Order (CWO).

Maintenance services available under these contracts

may include, but are not limited to (a) hardware break/fix, (b) installation and configuration, (c) training, (d) maintenance, and (d) repair.

In most instances, an office may terminate its participation in a plan by giving 30 days notice with a CWO to the CAO; the 30-day notice period begins on the date the vendor receives notification of the termination from the CAO.

### **C. Correspondence Management Systems (CMS)**

Offices may only order CMS systems from a list of vendors authorized by the CAO. Offices must use an authorized CWO to order CMS services. The CAO shall authorize CMS vendors based on standards approved by the Committee on House Administration.

### **D. Web Services**

The CAO provides web services to Members at no charge to the Member. Offices may only order web services hosted within a House controlled domain (such as House.gov) from a list of authorized web vendors. Offices ordering web services must use an authorized CWO. The CAO shall authorize web vendors based on standards approved by the Committee on House Administration. A Member or Chair may enter into a contract with a CAO-authorized vendor by submitting an approved CWO. There are additional requirements in the Members' Congressional Handbook regarding official websites.

For reimbursement rules pertaining to internet communications, please see the communications section of the Members' Congressional Handbook.

## **V. MISCELLANEOUS**

### **A. Vendor Disputes**

The CAO tracks and provides assistance to offices in resolving disputes between an office and a vendor. To request assistance, contact the CAO.

### **B. Warranties**

Offices may utilize original manufacturer warranties supplied or available for purchase either at time of acquisition or at a later date. There is no limit on the term of a warranty. Offices are responsible for placing service calls to the warranty service provider, unless warranty coordination arrangements have been made with their CMS or other maintenance vendors. Offices should be aware that some manufacturers require original receipts in order to honor warranties.

## **VI. GLOSSARY**

### **APPLICABLE OFFICE FUNDS**

Applicable Member and Committee office funds are the respective allowances of each office. In the case of a Member, the Members' Representational Allowance; in the case of a Committee, the Committee's authorization, pursuant to the applicable committee funding resolution.

### **APPLICABLE ACCOUNTS (OF THE HOUSE OF REPRESENTATIVES)**

Applicable accounts are the accounts for salaries and expenses of committees (other than the Committee on Appropriations), the computer support organization of the House of Representatives, and allowances and expenses of Members of the House of Representatives, officers of the House of Representatives, and administrative and support offices of the House of Representatives.

### **ARMS-LENGTH MARKETPLACE TRANSACTION**

An arms-length marketplace transaction is an arrangement in which goods and/or services, including quality of and access to such goods and/or services, are acquired under the same terms and conditions as are available to the public.

### **CHIEF ADMINISTRATIVE OFFICER (CAO)**

The CAO is the elected officer of the House responsible for administrative, operational and financial functions of the House, as assigned by the Committee on House Administration.

**CORRESPONDENCE MANAGEMENT SYSTEM (CMS)**

A CMS is a software program designed to process constituent mail and store constituent information.

**CLIENT WORK ORDER (CWO)**

A client work order is an agreement signed by the Member and a vendor to order services. Those services are also covered by a master services agreement between the CAO and the vendor. Typically, the vendor cannot provide any services to the Member until the client work order is signed.

**DISPOSAL/REMOVAL**

Members have assets, such as furniture and equipment on their official inventory. After the Member no longer requires use of the asset, the Member can dispose of that asset by contacting the CAO. The CAO may make disposed assets available to another House office, or remove the asset from the broader House inventory and dispose to the General Services Administration.

**GENERAL SERVICES ADMINISTRATION (GSA)**

The GSA provides services related to district office space, relocation, furniture procurement, shipping, and storage.

**HOUSE INFORMATION SECURITY POLICIES (HISPOLs)**

HISPOLs are used to identify all general policies as developed to address information security items.

**HOUSE INFORMATION SECURITY PUBLICATIONS (HISPUBs)**

HISPUBs are the documents that describe the standards, procedures and/or processes that support their parent HISPOLs.

**HOUSE STANDARDS FOR CONGRESSIONAL TRANSITIONS**

Standards for electronic information systems that are to be inherited by freshman Members.

**ITEM**

An item is a furnishing, piece of equipment, or software program.

**LEASE PLAN**

A lease plan is a system by which a Member office may

acquire items for a specified term and for a specified rent. When the acquisition is made by a Member or Chair, the term of the lease may not exceed the current Congress, unless the lease allows for cancellation without penalty, when the Member/Chair leaves office.

**MAINTENANCE CONTRACT**

A maintenance contract is an agreement between a vendor and the CAO on behalf of the House to provide maintenance support and service for items.

**MAINTENANCE VENDOR**

A maintenance vendor is an individual or organization that has entered into a contract with the CAO to provide maintenance support and services for items. Such vendors include but are not limited to systems integrators, original manufacturers operating under warranty, and any other vendor operating under a contract with the CAO.

**MINIMUM STANDARDS FOR SUPPORTED EQUIPMENT**

The Minimum Standards for Supported Equipment is a set of criteria established by the CAO and approved by the Committee on House Administration to identify obsolete items. Maintenance vendors are not required to provide support for items that do not meet this standard. The details of this standard are available from the CAO and on HouseNet.

**OFFICE**

An office is a room or area assigned to a Member, Committee, or other office of the House as a location where official work is regularly performed.

**ONE-TIME PLAN**

A one-time plan is the system by which a Member and Committee office pays for the total purchase cost of an item at the time of the purchase or the balance due in one installment for an item acquired on the two-year plan.

**PAYMENT PLANS**

Payments plans are the authorized systems by which an office may pay for an item. The authorized plans are the one-time plan, two-year plan, and lease plan. Any item may be acquired on the one-time or lease plan. Only items costing over \$500 may be acquired on the two-year plan.

**SITE LICENSE**

A site license is a license acquired by an organization from a software manufacturer which allows the organization to install software governed by the license on multiple servers/computers at the organization's business site(s) as well as to make copies of the software for use by its offices.

**STANDARDS FOR NEW PURCHASES OF COMPUTER-RELATED EQUIPMENT**

The Standards for New Purchases of Computer-Related Equipment is a set of criteria established by the Committee on House Administration to ensure technical excellence and quality performance and to eliminate premature obsolescence. The details of this standard are available from HIR or HouseNet.

**STANDARDS FOR VIDEO****TELECONFERENCING (VTC) PURCHASES**

These standards are a set of criteria established by the Committee on House Administration to ensure technical excellence, quality performance and to eliminate premature obsolescence. Please use the standards when consulting with your VTC vendor to ensure optimal operation for your office video equipment.

**SUPPORTED SOFTWARE LIST**

This list is based upon House licensed software, compatibility with other House systems and services, and the manufacturers end of support date.

**Modifications**

The Chairman of the Committee on House Administration is authorized to make technical and conforming modifications to the Guide to Outfitting and Maintaining an Office of the U.S. House of Representatives, and to make other modifications with the concurrence of the Ranking Minority Member of the Committee and notification to all members of the Committee. In the event changes are made pursuant to this clause, the Chairman shall notify all congressional offices by suitable means.



**THE COMMITTEE ON HOUSE  
ADMINISTRATION**

**CHAIRMAN CANDICE S. MILLER**

FOR ADDITIONAL ASSISTANCE, PLEASE CONTACT THE COMMITTEE AT (202) 225-8281.