

1a. Amendment No. 001	1b. Effective Date 1/9/17	3. Issued By U.S. House of Representatives CAO Office of Acquisitions Management 5110 O'Neill Federal Building Washington, DC 20515 Office Phone: 202-225-2921	
2a. Solicitation Number RFP17012S	2b. Dated 12/14/16		
4. Name and Address of Offeror		For Information, Contact:	
		4b. Name: Ricky Buckler	4c. Phone: 202-225-3230
		4d. Email: Ricky.Buckler@mail.house.gov	

5. The solicitation in Block 2a above is amended as set forth in Block 6 below.

The time and date specified for receipt of Offers is not extended
 is extended through **January 23, 2017 2:00 PM EST**

Offers must acknowledge receipt of this Amendment in Block 10 of the Solicitation, Offer and Award Form to be submitted prior to the time and date as amended or specified in the solicitation.

6. Description of Amendment

The purpose of this amendment is to provide answers to vendor questions and to extend the proposal submission date.

7a. Name and Title of Authorized Signer <i>(type or print)</i>		8a. Name and Title of Contracting Officer <i>(type or print)</i> Lisa P. Grant, Chief Procurement Officer	
7b. Offeror <hr/> <i>(Authorized Signature)</i>	7c. Date Signed	8b. U.S. House of Representatives Lisa Pierce Grant <small>Digitally signed by Lisa Pierce Grant Date: 2017.01.09 15:11:32 -05'00'</small> <hr/> <i>(Signature of Contracting Officer)</i>	8c. Date Signed 1/9/2017

1. Please provide a copy of the current group fitness schedule.
The current fitness schedule is proprietary information and cannot be provided.
2. Please extend the deadline for proposal submission by a little. We lost several days during Christmas and New Year's holidays with many team workers being out of office last and this week.
The proposal submission date will be extended to January 23, 2017 2:00 PM EST.
3. There is no mention of Program Manager or other management supportive personnel being required nor their qualifications in the SOW, other than a minimum of one fitness specialist during all times of operation.
Any information regarding the management of the fitness center needs to be included in your proposal based on the statement of work which includes the information about the current center.
4. Since many of financial, data, management, and programming duties require skills above the fitness specialist level are we to assume Program Manager and/or other management levels are needed? If so, please provide minimum qualifications.
Any information regarding the management of the fitness center needs to be included in your proposal based on the statement of work which includes the information about the current center.
5. Will the House accept redlines (comments/edits/exceptions) to the terms and conditions stated in the RFP at this time?
No.
6. Section L5 asks for the information regarding a point of contact. Do you need this document completed prior to the Proposal submission?
Information requested in Section L.5 needs to be included in your proposal.
7. Do you require our submission to be both in hard copy and electronic form?
Please refer to Section L.2(c) for requirements for submission.
8. Please provide current contract details, including Contract Number, Contractor Name, Amount, and Period of Performance.
This information is not relevant to the current RFP. Please refer to the Statement of Work and Section L for information that needs to be included in your proposal.
9. Has the House prepared a Transition Plan in the event the Incumbent Contractor is not selected to continue? If so, please provide a copy.
As part of your proposal, you must include a transition phase-in, phase-out plan. The RFP has been amended to include this requirement.
10. Please provide the current fee structure for all Additional Fee-for-Services offered at the HSFC, including Personal Training, Biometric Measurements and Health Screenings.
Your proposal needs to include this information. Current information will not be provided.
11. What is the amount of the current monthly House Telecom Services bill charged by the House to the Contractor?
The average cost is \$20 per phone per month, but could vary depending on additional services, usage, etc.
12. Are key fobs deposit amounts currently held in Escrow by the House or current Contractor?
By the Contractor.

13. Does the house cover any deficit in the refundable deposits for existing members?
No.
14. Please provide the last Annual Life Cycle Replacement list, including remaining useful life of the equipment, replacement cost, and recommended date of replacement.
A list of the life cycle replacement is attached.
15. Is there a complete House-owned First Aid kit currently available or does it need to be replenished by the new Contractor selected?
No the First Aid kit is provided by the contractor and it is the vendor's responsibility to maintain it.
16. Does the HSFC own AED equipment?
The House provides the AED equipment.
17. Does the HSFC currently own any functional training equipment (light weights, mats, exercise bands, etc.)? If so, please provide a current inventory.
The list of all equipment provided is included in Section J, Attachment J.3
18. Does the House own a license to play music or is that a separate annual cost to be incurred by the Contractor?
No
19. What is the current daily rental rate for the lockers?
There are no daily rental lockers. There are monthly rented lockers available for \$7 a month. The rest of the lockers are on a first come first serve basis.
20. Who provides the current preventative maintenance contract for all exercise equipment and what is the cost?
You are required to propose a preventative maintenance contract for the exercise equipment.
21. Please provide the current weekly Class Schedule at HSFC when the House is in Session.
Weekly class schedules need to be part of your proposal for management of the fitness center for both in and out of session.
22. Please provide the weekly Class Schedule when the House is not in session. Are the same number of classes provided when the House is not in Session?
Weekly class schedules need to be part of your proposal for management of the fitness center for both in and out of session.
23. How many FTE's are currently on staff at HSFC?
This is not relevant to the RFP. As the expert, you need to propose the staff needed for the management of the center.
24. Is cash currently accepted for any dues or fee-for-services?
Yes.
25. Can the current staff teach classes, as long as there is coverage provided for HSFC?
Staff for proposed classes need to be part of your proposal for management of the fitness center.
26. Do the Fee-for-Services Revenues and Expense need to be reported to the House in the Contractor's monthly reporting?
Yes
27. The RFP calls for Basic Life Support (BLS) certification by staff. Is the equivalent CPR/AED Certification from AHA or Red Cross be acceptable?
Yes

28. Please provide a list of facility programs that are in use on the HSFC computers, besides the Access Computer program. **Two computers are provided to the center for its use with basic Windows format.**
29. The equipment list includes 2 Dell computers and a copier? Do these only serve for Access and does the Contractor need to provide additional computers, printers, fax machines, etc. **The Contractor is not limited to the equipment provided but will be responsible for any additional equipment.**
30. The Pricing Template includes a line item for overhead. Since all labor overhead and profit is included in the estimated labor, what does this item include? Is there a profit amount included in this item or should it be provided as a separate line item? **You are to provide the information as requested in the RFP. Your proposal should include any information to explain the overhead.**
31. Is staff parking currently provided by the House? If not, what is the current amount for parking at the closest parking structure on an hourly, daily, weekly, or monthly basis? **Yes, there is 1 shared space for staff.**
32. What is the basis for Price Evaluation in the House's selection of the Contractor? For example, is it based on Total Amount, membership fees, staffing & management fees, overhead, supplies, or are separate points assigned for each line item? **Please see Section M, evaluation factors.**