# Vendor Management Policy for Management of Contractor Access to House Resources

1. **Identification Badges**
   1. New Contractor employees shall obtain a House identification/access pass issued by the House Sergeant at Arms before the Contractor employee enters on duty if unescorted access is required outside of normal public building visiting hours. Public building visitor hours are Monday through Friday 7am to 7pm. House identification badges will not be issued to a Contractor employee unless the United States Capitol Police (USCP) forms for a background investigations (BI) are submitted in accordance with this policy.
2. The Contractor shall ensure that the Contractor employee surrenders the House identification/access card upon termination of employment or performance is no longer required under the Technology Services Contract by and between the Contractor and the CAO (the “Technology Services **Contract**” or “Contract”). House identification/access cards shall be surrendered to the Contracting Officer’s Representative (the “COR”) and reconciled within ten (10) business days following an employee termination or service release under the Contract. A penalty in the form of damages shall be levied for failure to return House identification/access cards in the amount of $100 per week for each House identification/access card that is not returned to the COR within ten (10) business days following an employee’s termination or employee service is no longer required under the Contract. The damage amount will be prorated in the month of termination or release from service to the date the House identification/access card was to be returned to the COR and reconciled.   
   1. Final payment will not be made under the Contract until all House identification/access cards that were issued under the Contract have been returned, and a release provided to the Contractor signed by the COR.
   2. Lost House Contractor identification/access cards must be reported to the Office of the Sergeant at Arms Identification Services located in 112 Cannon House Office Building or 116 Ford House Office Building immediately either by telephone (202-225-3820) or in person. There is a three (3) business day waiting period from the time the Contractor identification/access card is reported lost or stolen before a new identification/access card may be issued.
3. **Prospective Contractor Employees Background Investigation** 
   1. All Contractors must complete and pass a USCP BI prior to accessing the House network or data, accessing House building as a Contractor representative, or commencement of work. To initiate this process, the Contractor must submit the following forms to the Contracting Officer Representative (COR):
      1. Vendor ID Request Form;
      2. USCP Request for Check of Criminal History Records (CP-491);
      3. CAO Contractor Employment Eligibility Verification Form;
      4. Affirmation of Non-Disclosure;
      5. Principles of Behavior for Information System Users; and
      6. Fingerprint cards (if an employee is not within driving distance of Washington, DC; provided by COR).
   2. House ID badges should only be requested for those employees who will need regular access to House office buildings in support of House customers. Do not request a badge for remote employees or those who do not need access to House office buildings.
   3. The Contractor reports to CAO Human Resources (HR) between the hours of 8:30 a.m. and 11:30 a.m. and completes the U.S. Capitol Police form CP-491, Request for Check of Criminal History Records Form. The information is then added to the CAO HR database and the Contractor is instructed to report to the U.S. Capitol Police Headquarters, Identification Section, Fairchild Building, 499 South Capitol Street, between 8:30 a.m. and 11:30 a.m. to be fingerprinted. Once fingerprinted the USCP Officer will sign the authorization memo, the vendor should return the signed form to CAO Human Resources.

*Note:* If an employee is not within driving distance of Washington, DCfingerprint cards may also be completed by a remote authorized law enforcement agency and returned via overnight courier to the HIR Vendor Management Team at H2-643C Ford House Office Building, Washington DC, 20515. **Do not mail by US Postal Service**. Please contact the COR for more information and qualifying criteria.

* 1. Usually within three (3) business days CAO Human Resources will receive the criminal background report from the USCP. CAO Human Resources will review the results against an established set of criteria. Depending on the nature and severity of any criminal history that is discovered, the review of the background report may take additional time. Once a decision is made CAO Human Resources will notify the COR or POC of the approval or disapproval for a vendor ID. If approved, the COR or POC will be receive instructions for the Contractor to report to Office of the Sergeant at Arms, Identification Services located in 112 Cannon House Office Building or 116 Ford House Office Building to receive their House Vendor ID.

1. **Three-Year Background Investigation Requirements**
   1. All Contractor employees working on the Contract with access to House facilities or information are required to be cleared by the USCP, at a minimum of every three (3) years. However, further BIs may be conducted at any time as is warranted.
   2. All three-year and as-warranted BIs for employees must be submitted to within the month they are due. An employee’s failure to submit for a BI before the due date will result in:
      1. mandatory forfeiture of employee’s House ID badge;
      2. the employee will be made inactive with CAO Human Resources;
      3. mandatory disabling of all employee’s Active Directory (AD) accounts (AD accounts shall not be re-enabled until the BI is successfully passed);
      4. the employee being restricted from accessing the House network; and
      5. the employee being restricted from providing services to House customers.

It is incumbent upon the provider to maintain a list of due dates and ensuring that employees submit to BIs when required. Background investigations may be submitted to before the month due.

1. **Active Directory Accounts and SecurID Requests**
   1. A new Contractor employee must successfully pass a USCP BI before an AD account may be created for the employee, or a SecurID requested.
   2. SecurIDs should only be requested for those employees that require remote House network access to support House customers.
2. **Mandatory Security Training**
   1. In accordance with HISPOL 012.0 The United States House of Representatives Information Security Policy for Awareness and Training all Contractors with access to any part of the House network must complete Information Security & Privacy Awareness Training within 30-days of the start of employment, and Role-Based (System Administrator) Training within thirty (30) days of having a privileged AD account created.
   2. Contractor employees with access to any part of the House network are required to re-take training once every 365 days.
3. **Employee Termination**
   1. Upon termination of a Contractors employee, the contractor is required to:
      1. immediately notify the COR of any employee terminations or departures via email at [TechnologyServicesCOR@mail.house.gov](mailto:TechnologyServicesCOR@mail.house.gov), and include last employment date;
      2. delete the employee’s AD account(s). Accounts may be disabled for up to 30 days before deletion;
      3. return employee’s badge to the COR; and
      4. return SecurID keyfob(s) assigned to the employee by the CAO.