

AMENDMENT OF SOLICITATION MODIFICATION OF CONTRACT

1a.	1b. Effective Date	3. Issued By U.S. House of Representatives CAO Office of Acquisitions Management 5110 O'Neill House Office Building Washington, DC 20515 Office Phone: 202-225-2921	
2a.	2b. Dated		
4.		For Information, Contact:	
		4b. Name:	4c. Phone:
		4d. Email:	
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7a. Name and Title of Authorized Signer <i>(type or print)</i>		8a. Name and Title of Contracting Officer <i>(type or print)</i>	
7b. <hr/> <i>(Authorized Signature)</i>	7c. Date Signed	8b. U.S. House of Representatives <hr/> <i>(Signature of Contracting Officer)</i>	8c. Date Signed

Answered Questions for OAM20047S

Question Number	Page, Document, Section Reference, if applicable	Question	USHR Response
1.	Page 2, Document OAM20047S Submitted Questions w/USHR responses	With respect to the prior 2020 RFP Q&A responses, Question 5 asks about historical metrics, e.g., number of help desk tickets, the types of tickets, # of tickets from District Offices vs Washington DC offices, # tickets from Committees, etc., Could the House please provide metrics data like this for offeror review?	This data is not available for distribution.
2.	Page 19, Document OAM20047S 0001, Document OAM20047S 0001, L.2.b. Submission of Proposal	Is it the Government’s intention that each Technical Service Area proposal, i.e., Section C.3.3. Service 1: Correspondence Management Systems Services, Section C.3.4. Service 2: Maintenance Services and Section C.3.5. Service 3: Systems Administration Services, be submitted as separate Proposal submissions with a 35 Page Limit for each?	No, only one 35-page proposal for all service areas.
3.	Page 80, Document OAM20047S 0001, Document OAM20047S 0001, L.2.b. Submission of Proposal	The RFP states that “The typeface used shall be no smaller than 12-point pitch in the document itself.” Please clarify if this should state “12-point font” and not “pitch”.	If you aren’t using a font that utilizes pitch, such as Times or Arial then font is appropriate. 12 should be the minimum value of typeface size.
4.	Page 7, Document OAM20047S 0001, C.2. DEFINITIONS	The RFP states under “C.3.2 General Requirements” definition “...subject to the restrictions and procedures set forth in Section 19.c of this Statement of Work.” What is the new SOW Section that correlates to Section 19.c?	Please refer to §C.13(c) <u>Constitutional Protection Against Compelled Disclosure</u> , formerly §19(c).
5.	Page 10, Document OAM20047S 0001, C.3.2 General Requirements	The RFP states under “Confidential Information” definition “Additional reviews for CMS Services Offerors are outlined in Section 6.0(c).” What is the new SOW Section that correlates to Section 6.0(c)?	Please refer to §C.3.3(c), formerly §6.0(c).
6.	Page 11, Document OAM20047S 0001, C.3.2.1.c Changes in Support Plans and Pricing	The RFP states under “Changes in Support Plans and Pricing” section “...in accordance with Section 18.0 of this Statement of Work.” What is the new SOW Section that correlates to Section 18.0?	Please refer to §C.12 <u>Significant Changes</u> , formerly §18.0.
7.	Page 12, Document OAM20047S 0001, C.3.2.2.f Submission of Client Work Orders,	The RFP states under “Submission of Client Work Orders, Addendums, and Change Orders” section “...specified in Section 2 of the Client Work Order.” What is the new SOW Section that correlates to Section 2?	Please refer to Section 2 of Attachment J.8, the Client Work Order.

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	Addendums, and Change Orders		
8.	Page 13, Document OAM20047S 0001, C.3.2.3.1.a Refunds	The RFP states under “Refunds” section “If a Client Work Order is terminated in accordance with Section 5.2(i) of this Statement of Work or Section G.2(a)....” What is the new SOW Section that correlates to Section 5.2?	Please refer to §C.3.2.2(i) <u>Termination by Client of Client Work Order</u> , formerly §5.2(i).
9.	Page 13, Document OAM20047S 0001, C.3.3 Service 1: Correspondence Management Systems Services	The RFP states under “Service 1: Correspondence Management Systems Services” section “...must provide support plans to a Client that meet or exceed the specifications in this Section 6.0.” What is the new SOW Section that correlates to Section 6.0?	Please refer to §C.3.3, formerly §6.0.
10.	Page 14, Document OAM20047S 0001, C.3.3.c Service 1: Correspondence Management Systems Services	The RFP states under “Service 1: Correspondence Management Systems Services” section “...required for externally or cloud hosted CMS products, as outlined in Section 6.5.2.” What is the new SOW Section that correlates to Section 6.5.2?	Please refer to §C.3.3.5.2 <u>Cloud Hosted CMS</u> , formerly §6.5.2.
11.	Page 16, Document OAM20047S 0001, C.3.3.3 Responsibilities	The RFP states under “Responsibilities” section “...managed by the CMS Contractor and covered under Section 6.0 of this Statement of Work...” What is the new SOW Section that correlates to Section 6.0?	Please refer to §C.3.3, formerly §6.0.
12.	Page 17, Document OAM20047S 0001, C.3.3.5.2.a Cloud Hosted CMS	The RFP states under “Cloud Hosted CMS” section “...U.S. territory and is compliant with all standards outlined in Section 17.0 of this SOW ...” What is the new SOW Section that correlates to Section 17.0?	Please refer to §C.11 <u>Standards</u> , formerly §17.0.
13.	Page 17, Document OAM20047S 0001, C.3.3.5.2.h Cloud Hosted CMS	The RFP states under “Cloud Hosted CMS” section “In addition to requirements outlined in Section 6.8 Close-Out Services...” What is the new SOW Section that correlates to Section 6.8?	Please refer to §C.3.3.8 <u>Close-Out Services</u> , formerly §6.8.
14.	Page 17, Document OAM20047S 0001, C.3.3.8.1. Congressional Transition Services	The RFP states under “Congressional Transition Services” section “In addition to the Congressional Transition services described in Section 7.5 and Section 9.0 of this Statement of Work ...” What is the new SOW Section that correlates to Section 7.5 and Section 9.0?	Please refer to §C.3.4.5 <u>Congressional Transition Services</u> , formerly §7.5. Please refer to §C.3.6 <u>Congressional Transition Services</u> , formerly §9.0.

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15.	Page 20, Document OAM20047S 0001, C.3.3.9.b Escrow Agent	The RFP states under “Escrow Agent” section “...Contractor maintain the escrow agreement identified in Section 6.9(a)” What is the new SOW Section that correlates to Section 6.9(a)?	Please refer to §C.3.3.9(a), formerly §6.9(a).
16.	Page 22, Document OAM20047S 0001, Section C.3.4; Page 24, Section C.3.4.5.2.i	The RFP under Section C.3.4 Service 2: Maintenance Services and C.3.4.5.2.i De-Installation states "... in this Section 7.0."” What is the new SOW Section that correlates to 7.0?	Please refer to §C.3.4 <u>Service 2: Maintenance Services</u> , formerly §7.0.
17.	Page 22, Document OAM20047S 0001, Section C.3.4.1	The RFP under Section C.3.4.1. Hardware Responsibilities states “...and covered under Section 6.5 of this Statement of Work...” What is the new SOW Section that correlates to Section 6.5?	Please refer to §C.3.3.5 <u>Hosting Options</u> , formerly §6.5.
18.	Page 22, Document OAM20047S 0001, Section C.3.4.3	The RFP under Section C.3.4.3. Security Compliance states “...set forth in Section 12.0 of this SOW...” What is the new SOW Section that correlates to Section 12.0?	Please refer to §C.6 <u>Cybersecurity Compliance</u> , formerly §12.0.
19.	Page 23, Document OAM20047S 0001, Section C.3.4.5.b	The RFP under Section C.3.4.5. Congressional Transition Services states “...as outlined in Section 7.5.4...”” What is the new SOW Section that correlates to Section 7.5.4?	Please refer to §C.3.4.5.4 <u>Leadership and Committee Moves</u> , formerly §7.5.4.
20.	Page 23, Document OAM20047S 0001, Section C.3.4.5.1	The RFP states under “Departing Member De-Installations” section “In addition to the Congressional Transition services described in Section 9.0 of this Statement of Work,....” What is the new SOW Section that correlates to Section 9.0?	Please refer to §C.3.6 <u>Congressional Transition Services</u> , formerly §9.0.
21.	Page 24, Document OAM20047S 0001, Section C.3.4.5.2.i.a De-Installation	The RFP states under “Departing Member De-Installations” section “...Client to determine the schedules for the de-installations based on the guidelines set forth in this Section 7.0....” What is the new SOW Section that correlates to Section 7.0?	Please refer to §3.4 <u>Service 2: Maintenance Services</u> , formerly §7.0.
22.	Page 27, Document OAM20047S 0001, Section C.3.5. Service 3: Systems Administration Services	The RFP states under “Service 3: Systems Administration Services” section “....support plans to a Client that meet or exceed the specifications in this Section 8.0....” What is the new SOW Section that correlates to Section 8.0?	Please refer to §C.3.5 <u>Service 3: Systems Administration Services</u> , formerly §8.0.

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23.	Page 27, Document OAM20047S 0001, Section C.3.5	Section C.3.5 Service 3: Systems Administration Services states "...in this Section 8.0..." What is the new SOW Section that correlates to Section 8.0?	Please refer to §C.3.5 <u>Service 3: Systems Administration Services</u> , formerly §8.0.
24.	Page 28, Document OAM20047S 0001, Section C.3.6 Congressional Transition Services	The RFP states under "Congressional Transition Services" section "The requirements listed in this Section 9.0 are subject..." What is the new SOW Section that correlates to Section 9.0?	Please refer to §C.3.5 <u>Congressional Transition Services</u> , formerly §9.0.
25.	Page 29, Document OAM20047S 0001, Section C.5 RESPONSE AND RESOLUTION TIMES	The RFP states under "Response and Resolution Times" section "...hours are "normal business hours as defined in Section 10.0 of this SOW ...", "resolution times set forth in this Section 11.0..." and "resolution time requirements listed in this Section 11.0" What is the new SOW Section that correlates to Section 10.0 and Section 11.0?	Please refer to §C.4 <u>Service Hours and Place of Performance</u> , formerly §10.0. Please refer to §C.5 <u>Response and Resolution Times</u> , formerly §11.0.
26.	Page 34, Document OAM20047S 0001, Section C.10.c Maintenance Services and Systems Administration Services Data	The RFP states under "Maintenance Services and Systems Administration Services Data" section "Client and House contacts specified in Section 4 of the appropriate Client Work Order" What is the new SOW Section that correlates to Section 4?	Please refer to Section 4 of Attachment J.8, the Client Work Order.
27.	Page 35, Document OAM20047S 0001, Section C.11.a.v General	The RFP states under "General" section "...performance standards set forth in Section 10.0 and the response and resolution times set forth in Section 11.0)" What is the new SOW Section that correlates to Section 10.0 and Section 11.0?	Please refer to §C.4 <u>Service Hours and Place of Performance</u> , formerly §10.0. Please refer to §C.5 <u>Response and Resolution Times</u> , formerly §11.0.
28.	Page 36, Document OAM20047S 0001, Section C.11.e Changes in Standards Issued by the House	The RFP states under "Standards" section "...standards that are issued by the House listed in this Section 17.0..." and "standards that are issued by the House listed in this Section 17.0 will." What is the new SOW Section that correlates to Section 17.0?	Please refer to §C.11 <u>Standards</u> , formerly §17.0.
29.	Page 38, Document OAM20047S 0001, Section C.14 Definitions	The RFP states under "Definitions" section "...as used in this Section 20.0 shall adhere to the descriptions listed..." What is the new SOW Section that correlates to Section 20.0?	Please refer to §C.14 <u>Media Control or Sanitization</u> , formerly §20.0.

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30.	Page 38, Document OAM20047S 0001, Section C.15 REMEDIES	The RFP states under “REMEDIES” section “...with any of (i) to (iii) in this Section 21.0(a)...” What is the new SOW Section that correlates to Section 21.0(a)?	Please refer to §C.15(a), formerly §21.0(a).
31.	Page 39, Document OAM20047S 0001, Section C.15.b Additional Remedies	The RFP states under “Additional Remedies” section “...has not complied with any of (a)(i)-(iv) in Section 21.0(a) of the Statement of Work...” What is the new SOW Section that correlates to Section 21.0(a)?	Please refer to §C.15(a), formerly §21.0(a).
32.	Page 39, Document OAM20047S 0001, Section C.17.h ADDITIONAL SECURITY REQUIREMENTS	The RFP states under “Additional Security Requirements” section “...Notwithstanding Section C.13(b) of this Statement of Work...” and “limitations set forth in Section C.13(c) of this Statement of Work...” What is the new SOW Section that correlates to Section C.13(c)?	Please refer to §C.7 <i>Management of Contractor Personnel and Devices</i> , formerly §13.0.
33.	Page 79, Document OAM20047S 0001, L.1 Tab 3(i) CMS Services	The RFP states under “CMS Services” section “See additional requirements in Section 6.0 in the Statement of Work...” What is the new SOW Section that correlates to Section 6.0?	Please refer to §C.3.3, formerly §6.0.
34.	Page 80, Document OAM20047S 0001, L.1 Tab 4(4) Management Proposal	The RFP states under “CMS Services” section “outsourcing plan as described in Section 23.0(a) of the Statement of Work, including assessment and authorization.” We understand that according to the prior Government response to questions that this is Section C.17 security. Could the Government clarify the location of the detailed requirements for the “outsourcing plan”?	This information is not available. The Contractor will be required to submit their CMS product for authorization in accordance with NIST SP 800-37. Note: this requirement is currently limited to CMS providers, only.
35.	Page 1, Document OAM20047S 0001, Amendment to Solicitation/Modification of Contract Form	Will the Government be issuing an update to the Amendment to Solicitation/Modification of Contract Form with the correct dates for Blocks 1b, 2b, 5 and complete the Block 6 description?	When these answers are posted a new amendment will be posted.
36.	Page 79, Document OAM20047S 0001, Section L.1 Tab 1 – ii. Content of Proposals	Section L.1 Tab 1 – ii states that the “Offeror shall complete the required sections of Section G.” It appears that Section G is comprised of statements. Would the Government accept a statement of compliance with Section G as an acceptable response for submission? If	Yes

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		not, please clarify what Section(s) should be completed or how the Offeror should respond.	
37.	Document OAM20047S_Attachment_J-1_Pricing-Matrix.xlsx Page 45, Document OAM20047S 0001, Section F.1 Period of Performance	The RFP states that the base period is January 2021 through January 2023. Given that we are in 2022, will the base period change?	No, the current RFP runs through January 2023. A new submission will need to be entered for the next contract.
38.	Document OAM20047S_Attachment_J-1_Pricing-Matrix.xlsx Page 45, Document OAM20047S 0001, Section F.2. Option to Extend the Term of the Contract	Attachment J-1 includes pricing for one option period from 2023-2025. However, F.2. states that “The House may extend the term of this Contract up to three times for a period of 24 months each.” Will separate pricing be requested post IDIQ award if the second and third extensions are exercised?	There are two remaining performance periods, the 119 th and 120 th Congress. The presence of option pricing does not guarantee option exercise. A vendor submitting a proposal in Legislative year 2022 (Jan 3, 2022 – Jan 2, 2023) should provide base pricing for the 119 th Congress and option pricing for the 120 th Congress.
39.	Page 83. Document OAM20047S 0001, Section M.2. Best Value	Could the House please clarify if there is any weighting of the Evaluation Factors noted in Section M.1.(a) and if so, could the House please share those weightings?	The factors are not weighted, no numerical score is compiled.
40.	Page 83. Document OAM20047S 0001, Section M.1. (a). (i).	Could the House please clarify if there are any sub-criteria for the Technical Approach Evaluation Criteria, and if so, could the House please share those sub-criteria?	There are no specific sub-criteria.
41.	Page 83. Document OAM20047S 0001, Section M.1. (a). (iv).	Could the House please clarify if there are any sub-criteria for the Past Performance Evaluation Criteria and if so, could the House please share those sub-criteria?	There are no specific sub-criteria.
42.	OAM20047S_Attachment_J-1_Pricing Matrix Page 45. Section F.1 and F.2	Attachment J-1 shows one Option Period. Can the House please clarify that it is requiring proposal pricing only for the Base Year and the first Option Year Period, and not for potential subsequent Option Year Periods?	There are no specific sub-criteria.
43.	OAM20047S_Attachment_J-1_Pricing Matrix	Given that in attachment J-1 there is no requirement for submitting Committee, Leadership, Support Office Maintenance pricing as part of this proposal, will the	Yes. However, they should be submitted to the CAO/ACOR for final approval from the CAO office of Acquisitions Management.

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		Offeror be able to, post-award, submit pricing for those services and/or clients?	
44.	OAM20047S_Attachment_J-1_Pricing Matrix	The RFP and Attachment J-1 Pricing Matrix require pricing for Tasks 2 and 3 separately. Would the House accept as compliant a combined ('bundled') Service Level Plan and Pricing for Tasks 2 and 3 combined?	Yes, combined (bundled) Task 2 & 3 services are permitted. Note: you may not bundle or provide discounts with services offered outside of the Technology Services Contract.
45.	OAM20047S_Attachment_J-1_Pricing Matrix	If the answer is "Yes" to Question above and the Offeror submits a bundled/combined Task 2 and 3 Service Level Plan and Price, will the House accept as compliant not submitting a Service Level Plan and Pricing for Task 2 and Task 3 individually/separately?	Yes.
46.	Page 79. Section L.1, Tab 2, Executive Summary (i)	With respect to this requirement statement: "The Executive Summary shall include for each Service/Task offered, a draft of marketing information, including all prices, to be posted to HouseNet (upon award) for Member, Committee, Leadership and other office review and consideration." Is it acceptable for the required draft marketing information for the proposal submission include text describing technical services offerings and associated pricing, with the idea that after award the offeror has an opportunity to include that information in marketing/advertising/promotional collateral format, e.g., to include graphics, 'slick-sheet', brochure, etc.?	It is expected that the vendor include a final draft of the marketing material (flyer) with their proposal.
47.	OAM20047S_Attachment_J-1_Pricing Matrix	Will an IDIQ awardee have the ability to add additional Service Level Pricing Plans after contract award?	Pricing and plan changes may be permitted. However, they should be submitted to the CAO/ACOR for final approval from the CAO office of Acquisitions Management.
48.	Page 23. Document OAM20047S 0001, Section C.3.4.4 (a)	The RFP states "The Maintenance Contractor shall include site-licensed software (including Windows operating system, anti-virus and Microsoft Office 365) as part of a standard build for workstation installations." Is it the expectation that Contractors maintain their own system images for House equipment? Does the House have standard hardware and maintain their own images?	The House provides a standard image for House equipment. It is expected that the Standard image is used on House Equipment.

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49.	Page 23. Document OAM20047S 0001, Section C.3.4.5.1	<p>The RFP states “If applicable, the Maintenance Contractor shall wipe the hard drives of all inheritable workstations...”</p> <p>Is it the expectation that inheritable equipment will remain in Contractor’s possession, or will this equipment be returned to the House?</p>	<p>No. The equipment does not remain in the Contractor’s possession.</p> <p>The CAO Office of Logistics and Support will remove the equipment from the departing Member office and place it in storage until it is ready for stand-up in the DC freshman office. An imaging center is typically stood up between both phases allowing vendors to address machines to wipe and reimage.</p>
50.	Page 24. Document OAM20047S 0001, Section C.3.4.5.2.i AND Page 26 Section C.3.4.5.4.i	<p>The RFP states “If necessary, the Maintenance Contractor will make edits to computer-related items...”</p> <p>Are TVs and other Audio/Visual equipment included within the scope of “computer-related items”?</p>	No
51.	Page 25. Document OAM20047S 0001, Section C.3.4.5.2.ii AND Page 26 Section C.3.4.5.4.ii	Is TV mounting within scope of a Seated Member Move?	No
52.	Page 27. Document OAM20047S 0001, Section C.3.5.2	<p>The RFP states “(a) maintaining an inventory of computer hardware and software”</p> <p>Does the House have centralized asset management that Contractor will be responsible for the maintenance of information? If yes, should the Contractor maintain a separate repository?</p>	<p>Yes. The CAO Office of Asset Management (under Logistics and Support) maintains a centralized inventory database for all equipment purchased by an office. The Contractor should still maintain and keep an inventory of all equipment under coverage by the support plan and assist the office with keeping their CAO inventory current and up to date.</p>
53.	Page 27. Document OAM20047S 0001, Section C.3.5.2.1	The RFP states “(d) performing quarterly verification of the integrity of the backup media (i.e., correct data is copied and restorable, and tape rotation is correctly executed)”	This is applicable only to servers physically located in a DC or district office, or in a House data center. This

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		Does the House provide the backup equipment and media?	backup media/equipment shall be provided by the House office.
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