U.S. House of Representatives
Office of the Clerk
H-154, The Capitol
Washington, D.C. 20515

Amendment of Solicitation LD Digital Signature Implementation	PAGE 1 OF 12 PAGES

1. AMENDMENT NO. 1	2. EFFECTIVE DATE April 22, 2004

3. NAME AND ADDRESS OF CONTRACTOR (Street, County. State and Zip Code):	4A. AMENDMENT OF SOLICITATION NO. CLK04000224
	4B. DATE April 1, 2004

5. THIS ITEM AMENDS THE SOLICITATION AS DESCRIBED BELOW: (Organized by UCF section headings, including solicitation contract subject matter where feasible.)

This Amendment is issued to provide House answers to questions submitted.

The House will not accept further questions pertaining to the RFP. If any detail of the solicitation remains unclear then consider the solicitation in its entirety, assume the most appropriate course of action, and propose accordingly. All assumptions made in this regard shall be listed and clearly explained in your proposal.

Except as provided herein, all terms and conditions of the document referenced in item 5A, as heretofore changed, remains unchanged and in full force and effect.

7. IMPORTANT: Contractor shall sign and return a copy of this amendment to the issuing office with their signed proposal.

8A. Name and Title of Signer (Type or Print)	9A. Name and Title of Signer (Type or Print) Jeff Trandahl Office of the Clerk
8A. Contractor/Offeror (Signature of person authorized to sign)	9B. Contracting Officer (Signature) *Jeff Trandahl*
8C. Date Issued:	9C. Date Issued: April 22, 2004

Question 1

What is the size of user base for form submission? How many concurrent users are expected?

Answer

There are approximately 5,000 registrants with 20,000 individual clients required to file LD-2 forms twice a year. The House could receive up to 20,000 LD-2 forms each filing period totaling 40,000 forms per year. In addition, approximately 1,000 LD-1 forms are filed annually. Realistically, we estimate the volume of forms filed electronically (LD-1 and LD-2) to range from 1,500 in the first year to 3,000 by the third year.

Question 2

Does pricing for tasks include COTS licenses? Should we include support and maintenance?

Answer

If your proposal includes any COTS products to complete the implementation, the appropriate COTS licenses needed for implementation should be included in your proposal pricing. Future support and maintenance fees should not be included.

Question 3

How many forms are to be automated – are there only two or are there more? Enabling Adobe forms for sign and submit capabilities can be on the basis of number of users, number of forms or enterprise-wide. Additional information would help us determine the best price.

Answer

There are only two (2) forms (LD-1 and LD-2). In addition, the Office of the Clerk has already purchased a reader extension license from Adobe Systems that allows the LD-1 and LD-2 forms to be modified to accept field values with validation, digital signatures, and allows the end users to save the forms. There will be no cost to you in this area.

Question 4

Can we get more details on the current CAM infra-structure (internal or through E-Authentication portal)? Are the interfaces clearly defined or will they emerge during the discovery phase?

Answer

Yes. CAM is free and open source software. All of the technical specifications and installation instructions are freely available. It can be downloaded from the following web site: http://cam.mitretek.org/cam/camsrc.phtml, or search for CAM in a search engine.

Question 5

What is the expected user base that would require training?

Answer

Ten (10) persons from Legislative Resource Center (LRC) will be trained on the use of the system. In addition, two or three technical staff from Legislative Computer Systems (LCS) will be involved in code reviews and other technical training issues.

Question 6

What are the hardware / software platforms for the existing system, specifically hardware, operating system, database server, web server, application server. If the web server and application server platforms are not currently used, are there any preferred platforms?

Answer

The existing application runs on an H/P Proliant DL580 server running Windows NT 4.0 service pack 6A and the clients are Compaq desktops with Pentium (R) 4 CPU 2.00 GHz processors, 504 MB of RAM, and 40 gigabytes of disk space. The user interface screens are written in Access 2000 and the back end database is MS SQL 2000 service pack 3A. The application, as currently written, does not use a web server.

Question 7

Is Public Key Infrastructure in place? If not, is deployment of PKI within scope of this project? Is issuance of private keys to end-users within scope of this project? If PKI is already in place, what are the specifications (who is the vendor, who is the operator, how are the keys issued today, do they issue keys on hardware tokens).

Answer

PKI is not in place within the Office of the Clerk's infrastructure. We intend to have the Lobbyist secure their own digital signatures from one of the three ACES vendors. The issuance of private keys is not within scope of this project. The digital signatures will be routed to the appropriate CA for verification through CAM software.

Question 8

How many users are expected to use the system? How many forms are currently submitted (per day, per month, per year)? What are the submission patterns (do most users submit them end of the quarter / end of the year)?

Answer

We anticipate no more than 1500 forms to be submitted electronically during the first year after implementation with the usage climbing to approximately 3000 by the third year. Lobbyists submit LD-2 forms semiannually. The semiannual LD-2 filings for the reporting period ending December 31 are due by February 14, and those for the reporting period ending June 30 are due by August 14. The major filing periods are February 14th and August 14th. However, for various reasons, reports are filed throughout the year.

Question 9

How do you authorize users? In other words, how do you determine if a person is allowed to submit a disclosure form?

Answer

We do not authorize anyone to submit forms. The law requires all clients to be registered with the Clerk of the House of Representatives. An LD-1 form is submitted to register all new clients. The law also requires a report be filed for each client on a semiannual basis. This is accomplished by submitting an LD-2 form for each client during the semiannual reporting periods.

Question 10

We need to understand the definition of "acceptance and verification of the authenticity of submitted form". Is the acceptance and verification electronic or does it require manual inspection?

Answer

LRC staff reviews the forms upon receipt and this inspection will continue. However, for the purpose of this effort "acceptance and verification of the authenticity of submitted form" means verification by an external CA after being routed through the CAM software. The digital signatures may be routed through a locally installed CAM or through a remote CAM (GSA-sponsored E-Authentication gateway).

Question 11

Can you please clarify the scope; is E-authentication Gateway part of the scope?

Answer
No. However, the digital signatures may be routed through the E-Authentication gateway for verification from the CA using the CAM software.

Question 12
We understand that paper form submission will still need to be supported. Do we need to plan on integrating the view of both types of forms?

Answer
No. The LRC staff will continue to manually scan any paper LD forms received. The existing method for public viewing of either form (manually or electronically received) is PDF and will not change.

Question 13
How does the Public access the form today? Is it Web based?

Answer
The public may access the image of the original forms only by visiting the LRC and using any of five public computer terminals. It is not a web based system. This public viewing process is not within scope of this project.

Question 14
Is there a designated CA already selected? How many CA's do need to show inter-operability with during Task 1?

Answer
The lobbyists will independently purchase a digital signature from one of the three (3) approved ACES vendors. The ACES vendors are AT&T, with VeriSign as a subcontractor; Digital Signature Trust (DST); and Operational Research Consultants (ORC). All three CAs interoperability are programmed into the CAM.

Question 15
Who built the existing Lobby Disclosure system?

Answer
Acton Burnell under contract to the House in 2002.

Question 16
What technology platform and programming languages where utilized to create the existing LD system?

Answer
Windows NT server 4.0, Visual Basic, Access 2000, and MS SQL 2000 server. The clients are Windows XP.

Question 17
Which database platform is currently employed to store PDF files?

Answer
Each LD form is stored as an individual file in a directory structure.

Question 18
Is there any plan to replace the existing LD system?

Answer
No

Question 19
Would a more robust replacement system be considered, should the existing system be lacking?

Answer
No

Question 20
How many users will need to be supported concurrently? In total?

Answer
As many as ten (10) concurrently in the most active filing periods.

Question 21
How many users will need to be trained?

Answer
See Question 5.

Question 22
What is the IT Systems acceptance process for the House of Representatives?

Answer
A thorough testing process will be performed by House personnel using test scripts and scenarios provided by the Contractor (refer to C.2.2 of the RFP). In accordance with clause H.9 of the RFP, the House requires a 90 day warranty period after final acceptance of all deliverables.

Question 23
How are searches currently performed on the SQL Database?

Answer
Users complete dialog boxes requesting information. A SQL query is performed and the requested information is retrieved from the database. The user has the option of retrieving PDF files associated with the displayed information.

Question 24
Is there a web application that connects to either database (PDF Database and/or SQL Database)?

Answer
No

Question 25
If so, which platform and programming languages where utilized to create the application?

Answer
N/A.

Question 26
If the current system is found to be lacking, would the House consider extending the period of performance?

Answer
We are on a firm deadline to implement Digital Signatures in time for the February 14, 2005 filing deadline.

Question 27
Was a feasibility study for this effort completed? If so, are the results available?

Answer
Yes. Logistics Management Institute (LMI) completed a feasibility study for the Office of the Clerk in 2003. This report will be made available to the Contractor awarded the contract.

Question 28
Which Certificate Authorities (CAs) are currently integrated with the GSA-sponsored CAM software?

Answer
See Question 14.

Question 29
Is the House required to select a CA which interoperates with the Federal Bridge CA?

Answer
No. However, we want to allow registrants to use their existing Digital Signatures if it was issued by any of the three (3) ACES vendors.

Question 30
Does the locally installed and maintained CAM verify digital signatures by accessing the CA? Does the locally installed CAM have all information required to validate a digital certificate, such as expired certificate and the certificate revocation lists (CRLs) obtained from the CA?

Answer
The CAM is middleware that routes the digital signature transactions to the appropriate CA for verification. Everything required for verification, such as CRLs, etc, are maintained by the appropriate CA.

Question 31
How often does certification revocation information need to be published?

Answer
This will be handled by the appropriate CA.

Question 32
Is there any planned expiration period for signatures?

Answer
Typically, a digital signature purchased through one of the ACES vendors is good for two (2) years. This is not within scope of this project. The administration associated with the digital signatures will be handled by the CAs.

Question 33

Will the GSA-sponsored CAM software support digital signature validation for the House indefinitely?

Answer

We have no way of knowing the future of the CAM at this time, but we feel the CAM will continue to evolve and improve as the E-Authentication program matures.

Question 34

What level of trust (or assurance) will the Lobby Disclosure system be required to provide?

Answer

With the implementation of digital signatures using ACES vendors and CAM, the system will be at assurance level 3 of the E-Authentication Guidelines for Federal Agencies.

Question 35

What data and qualifications are required for a subscriber to get a certificate?

Answer

This will be determined by the ACES vendors issuing a digital signature to the Lobbyists.

Question 36

What strength of cryptography is required (e.g. key lengths and algorithm)?

Answer

N/A

Question 37

Does the House have a strategy for protecting private signature keys in place?

Answer

N/A

Question 38

Will the House establish a Relying Party Agreement with the CA independent of this proposal?

Answer

Yes

Question 39

Is there any long or short term service maintenance required?

Answer

No

Question 40

Is there a current support contract for the maintenance of the LD system? If so, what vendor is under contract and what responsibilities will they have for the maintenance of the LD system during the term of this contract?

Answer

No

Question 41
Will the House allow for technical discussions of the existing LD system prior to proposal deadline?

Answer
No

Question 42
Will the House make any technical design or requirements documents of the current system available for review prior to submission of proposals?

Answer
No

Question 43
Section L.7 states that offerors shall provide information along with its GSA schedule. If a GSA schedule is provided, does the House also want the Representations and Certifications required in Section K?

Answer
Yes

Question 44
Section L.7.1 states that Tasks 1 and 2 shall be quoted as firm fixed price. Section L.7.1.1 requests labor categories and rates for each person assigned to each task. Since the House requests a firm fixed price offer, is it sufficient to provide the level of effort and labor category for each person in lieu of the rate per person?

Answer
No. Please provide the labor categories and rates as requested.

Question 45
Would the House provide for a guided review or demonstration of the current LD system in order to better educate potential bidders?

Answer
No.

Question 46
What repository is being used to archive the forms?

Answer
The PDF files are contained in a directory system.

Question 47
Are the forms being viewed as structured or unstructured data?

Answer
They are being viewed as PDF files.

Question 48
Are these forms considered records? (Is there a requirement for DoD 5015.2?)

Answer
These are considered official records of the House. There is no requirement for DOD 5015.2.

Question 49
Is there any type of routing associated with these forms?

Answer
N/A

Question 50
Are there other documents associated these forms?

Answer
N/A

Question 51
Is the Office of the Clerk willing to pursue other avenues for digital certificates outside of the ACES program?

Answer
No

Question 52
Is there a Records Management requirement as part of this Solicitation? Is there an existing solution for this?

Answer
No There is an existing solution for this in place.

Question 53
Does the lobbyist need to sign the forms provided by the LD system? Or is it an authorized agent?

Answer
The registrant, whether lobbying form or organization, is required to provide a signature for each filing.

Question 54
Will the Contractor address in either Tasks 1 or 2 the paper form submission process?

Answer
No

Question 55
How long will these electronic records be kept? Does the Contractor need to supply a Record Retention strategy?

Answer
By law, the records are maintained for six (6) years. The historical record keeping needs have already been accounted for in the sizing of the existing system.

Question 56
Explain what level of non-repudiation the House is requesting to be tied to these signatures?

Answer

The digital signature will take care of this automatically. We required non-repudiation down to the individual submitting the forms for each lobbyist.

Question 57

Will the House provide on-site workspace or will the work be required to be performed off site?

Answer

Per Section F, Clause F.6 "Place of Performance", Equipment or office space will not be provided.

Question 58

Will the contractor be responsible for any changes to software that is used for inquiry and/or reporting from the LD database? Likewise, will the contractor be responsible for any changes to software that is used to manage the database other than the capture process?

Answer

During Task two (2), the Contractor must ensure the proper data capturing and electronic updating of the MS SQL tables takes place. The capturing of additional data and the related addition of that data to the database will most likely be accomplished with the addition of another MS SQL table. No changes to inquiries or processes to produce reports from the database are included in this effort.

Question 59

What version of PDF is currently used in the LD system?

Answer

We use PDF version 1.4.

Question 60

What is the envisioned delivery mechanism for the PDF files to the public and back to the LD system?

Answer

There will be no change here. The mechanism in place for the public to access the forms will remain in place as is.

Question 61

Should the LD PDF forms contain the digital signature after the forms have been signed or not? If so, how should the signature be stored (should it be attached, detached, etc.)?

Answer

The digital signature should remain on the forms throughout the entire process.

Question 62

What version of CAM does the House wish to use (i.e. version 3.6b, version 4.0)

Answer

We will be implementing version 4.0.

Question 63

Does the House have a CAM infrastructure in place? If not, does the House intend to host a CAM server or to utilize an external service such as the Federal Bridge Certification Authority? Can the House provide additional detail as to the scope of services that will be expected of the contractor in conjunction with setup or connection to a CAM server?

Answer

The House intends to host the CAM locally.

Question 64

How many certificate authorities (CA) will be accepted by the House for the LD process? Which CA's will they be?

Answer

The House will accept digital signatures from the three (3) ACES vendors; AT&T, with VeriSign as a subcontractor; Digital Signature Trust (DST); and Operational Research Consultants (ORC).

Question 65

Will the House be separately responsible for all contractual arrangements and fees required from a CA or service provider?

Answer

Yes

Question 66

Will the House require functionality for revalidation of signatures for submissions that have previously been accepted and incorporated into the database?

Answer

No.

Question 67

Are there any companies that are precluded from submitting a response (due to work on previous related tasks or for any other reasons)?

Answer

No

Question 68

Will there be any contractor personnel that will support the proposal evaluation?

Answer

No.

Question 69

Evincible Secure Forms Solution, a software solution offered by Evincible Software meets all of the requirements specified in the solicitation. This solution can easily be integrated with the current Lobby Disclosure system. As a software, can Evincible Software propose use of its software solutions to satisfy the requirements of this solicitation? What is the process for submitting such a bid?

Answer

The House will continue to use the existing electronic forms (LD-1 and LD-2). These forms were created using Adobe Systems Acrobat (with reader extensions). If the software solution offered by Evincible Software can be integrated with the existing Adobe Systems forms and meet all other requirements of the solicitation it can be proposed as a solution. Follow the normal process in responding to this RFP.

Question 70

Will the HoR consider a T&M contract? We believe a T&M contract for this project would offer the government less risk and less cost.

Answer
The House feels that a FP contract is the correct vehicle given the limited time frame and the defined tasks. An alternative contract type will not be considered.

Question 71
Paragraph L.7.2 of the RFP requests a proposed staffing approach in sections B of the proposal, and paragraph L.7.3 of the RFP requests a proposed staffing table in section C of the proposal. Is it possible to locate all staffing information in only one section of the proposal?

Answer
You may combine all of the staffing information and duplicate it in both Sections B and C. Section B contains the pricing information and will be reviewed separately from the remainder of the proposal.

Question 72
Paragraph L.7.3 Section C of the RFP requires the contractor to demonstrate experience in acquisition support documentation which is not a requirement in the SOW. Is it possible to delete the acquisition documentation requirement from this section of the RFP?

Answer
It is up to the vendor to determine whether this is applicable to their proposal submission.