

2. CONTRACT NUMBER	3. SOLICITATION NUMBER OPR09000754	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 07/10/2009	6. REQUISITION/PURCHASE NUMBER
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7. ISSUED BY CAO Procurement Management 327 Ford Bldg. Washington,DC 20515 TEL: (202) 225-2921 ext. FAX: (202) 226-2214 ext.	CODE	CPM	8. ADDRESS OFFER TO (If other than item 7)
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NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and 0 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in No Hand Carries - No Fax until 2:00 PM local time 08/11/2009
(Hour) (Date)

CAUTION - LATE submissions, Modifications, and Withdrawals: See Section L. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Jim Caskey - jim.caskey@mail.house.gr	B. TELEPHONE (NO COLLECT CALLS) AREA CODE: 202 NUMBER: 226-2108 EXT.:	C. E-MAIL ADDRESS jim.caskey@mail.house.gov
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PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
	A	SOLICITATION/CONTRACT FORM			I	CONTRACT CLAUSES	
	B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
	C	DESCRIPTION/SPECS./WORK STATEMENT			J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES OR PERFORMANCE					
	G	CONTRACT ADMINISTRATION DATA			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	H	SPECIAL CONTRACT REQUIREMENTS			M	EVALUATION FACTORS FOR AWARD	

OFFER (Must be fully completed by offeror)

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
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14. ACKNOWLEDGMENT OF AMENDMENTS <i>(the offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):</i>	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER <i>(Type or print)</i>
15B. TELEPHONE NUMBER		<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE
AREA CODE	NUMBER		

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. [BLANK] <input type="checkbox"/> [BLANK] <input type="checkbox"/> [BLANK]		23. SUBMIT INVOICES TO ADDRESS SHOWN IN <i>(4 copies unless otherwise specified)</i>	ITEM
24. ADMINISTERED BY (If other than Item 7)		25. PAYMENT WILL BE MADE BY	CODE
26. NAME OF CONTRACTING OFFICER (Type or print)		27. U.S. HOUSE OF REPRESENTATIVES <i>(Signature of Contracting Officer)</i>	28. AWARD DATE

IMPORTANT - Award will be made on this Form or by other authorized official written notice.

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SECTION B -- SUPPLIES OR SERVICES AND PRICES

B.1 HC.2.003 FIXED RATES FOR SERVICES - IDIQ

AUGUST 2002

The following fixed rates shall apply for payment purposes for the duration of the contract. Please note that the labor hours set forth below are estimates for the periods indicated and exact hours will be determined based upon individual task orders as the need for services become known. The labor classifications listed below are defined in Section J, Attachment A. Any labor classifications other than those listed below shall not be requested by the House nor shall the Contractor provide them under this contract.

The rates set forth above cover all direct labor expenses and indirect expenses (i.e., overhead, general and administrative expenses) and profit.

The Contractor shall invoice for only the time of the personnel whose services are applied directly to the work called for in individual task orders and accepted by the Contracting Officer Representative (COR). The House shall pay the Contractor for the life of a task order at rates in effect when the task order was issued, even if performance under the task order crosses into another period. The Contractor shall maintain time and labor distribution records for all employees who work under the contract. These records must document time worked and work performed by each individual on all task orders.

An individual will be billed at the labor rate designated by the labor category to which he or she is assigned according to the specific task order under which that individual is performing work. (For example, if a partner is assigned through a task order as an audit manager, the partner shall be billed at the audit manager rate.) In no event shall an individual be assigned or billed at a labor rate higher than that for which he or she has been contractually approved in the pre-award phase.

All other terms and conditions of the initial contract shall remain unchanged, except where expressly and formally modified by both parties.

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SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1 STATEMENT OF WORK -- SEE ATTACHMENT 1

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SECTION D -- PACKAGING AND MARKING

D.1 HC.4.002 PAYMENT OF POSTAGE AND FEES

MAY 2001

All postage and fees related to submitting information, including forms, reports, etc., to the House of Representatives shall be paid by the contractor.

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SECTION F -- DELIVERIES OR PERFORMANCE

F.1 TYPE OF CONTRACT

The House anticipates award of a firm-fixed-price type contract to include a limited number (TBD) of changes at the design stage. The House may consider supplemental optional proposals for maintenance or support on a fixed-price or time and materials basis.

F.2 HC.6.001 PERIOD OF PERFORMANCE MAY 2001

The House anticipates a one year period of performance and may consider option periods for maintenance and support as may be proposed.

F.3 HC.6.003 OPTION TO EXTEND THE TERM OF THE CONTRACT MAY 2001

- a. The House may extend the term of this contract subject to proposed options for maintenance and support.
- b. The total duration of this contract, including the exercise of any options under this clause shall not exceed TBD.

F.4 HC.6.005 NOTICE TO THE HOUSE OF DELAYS MAY 2001

In the event the contractor encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the contract, or whenever the contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the contractor shall immediately notify the customer and the COR by telephone and follow-up in writing to the COR, giving pertinent details; provided, however, that this data shall be informational only in character and that this provision shall not be construed as a waiver by the House of any delivery schedule or date, or any rights or remedies provided under this contract.

F.5 HC.6.007 SUSPENSION AND DEBARMENT MAY 2001

- a. Suspension of a contractor temporarily disqualifies that contractor from contracting with the House as a prime and/or House-approved subcontractor, in full or in part. The contracting officer initiates suspensions.
 - (1) When the contractor and any specifically named affiliates are suspended, the contracting officer shall advise the firm immediately by certified mail, return receipt requested:
 - (a) That the firm has been suspended and that the suspension is based on an indictment or other adequate evidence that the contractor has committed irregularities (i) of a serious nature in business dealings with the House or (ii) seriously reflecting on the propriety of further House dealings with the contractor. Any such irregularities shall be described in terms sufficient to place the contractor on notice without disclosing the House's evidence;
 - (b) That the suspension is for a temporary period pending the completion of an investigation and such legal proceedings as may ensue;
 - (c) Of the cause(s) relied upon for imposing suspension;
 - (d) Of the extent and effect of the suspension; and

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(e) That, within 30 days after receipt of the notice of suspension, the contractor or its representative may submit, in writing or in person, information and argument in opposition to the suspension, including any additional specific information that raises a genuine dispute over the material facts.

(2) Suspension shall be for a temporary period pending the completion of investigation and any ensuing legal proceedings, unless sooner terminated by the suspending official or as provided in this subsection.

(3) If the investigation is not concluded or legal proceedings are not initiated within 12 months after the date of the suspension notice, the suspension shall be terminated.

b. Debarment refers to action by the CAO to exclude a contractor from future House awards and House-approved subcontracting, in full or in part, for a reasonable, specified period.

(1) Upon conclusion of the investigation resulting from a suspension, if the contracting officer should determine that debarment is in order, he or she shall prepare a report on the investigation along with such recommendations regarding debarment, for submission to the CAO.

(2) A notice of proposed debarment shall be issued by the contracting officer advising the contractor and any specifically named affiliates, by certified mail, return receipt requested:

(a) That debarment is being considered;

(b) Of the reasons for the proposed debarment in terms sufficient to put the contractor on notice of the conduct or transaction(s) upon which it is based;

(c) Of the cause(s) relied upon for proposing debarment;

(d) Within 30 days after receipt of the notice, the contractor or its representative may submit to the CAO, in writing through the contracting officer or in person, information and argument in opposition to the proposed debarment, including any additional specific information that raises a genuine dispute over the material facts;

(e) Of the effect of the issuance of the notice of proposed debarment; and

(f) Of the potential effect of an actual debarment.

c. In the event that the CAO makes a determination to impose debarment, the contracting officer shall give the contractor and any affiliates involved prompt notice by certified mail, return receipt requested:

(a) Referring to the notice of proposed debarment;

(b) Specifying the reasons for debarment;

(c) Stating the period of debarment, including effective dates; and

(d) Advising that the debarment is effective throughout the House, unless the CAO determines that limited business dealings between the House and the contractor are justified.

d. The decision of the CAO on the merits of a debarment shall be final. A decision may be appealed by the contractor, in writing, within 10 days of receipt of notification of the decision, to the Committee on House Administration, only in the event that the CAO failed to follow the procedures established herein.

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F "Payment for Non-performance", accruing until the time the House may reasonably obtain delivery or performance of similar services.

The contractor shall not be charged with liquidated damages when the delay in delivery or performance arises out of causes beyond the control and without fault or negligence of the contractor.

F.7 HC.6.009 PAYMENT FOR NON-PERFORMANCE

SEPTEMBER 2001

In the event that the contractor fails to perform as stipulated in the statement of work, and such failure is not for a reason beyond the control of the contractor, the House may charge 1% of the total contract cost per day and may obtain performance from another source and charge and collect all costs plus a 15% administrative fee from the contractor.

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SECTION G -- CONTRACT ADMINISTRATION DATA

G.1 HC.7.002 MODIFICATIONS FEBRUARY 2005

Administrative changes, e.g. address corrections, are approved by the CO. All other changes which change the scope of this contract, including requirements, schedule, price, including additions or deletions, must be prepared in writing as formal modifications signed by both parties.

G.2 HC.7.003 INVOICES FEBRUARY 2005

a. The Debt Collection Improvement Act of 1996 requires that federal agencies pay recipients by electronic funds transfer (EFT). EFT is an improved, convenient, and secure method of payment. To enable the U.S. House of Representatives to send payments electronically to your financial institution, you must first complete an EFT enrollment form to provide your signature and certain information regarding your financial institution. Please visit the U.S. House of Representatives' Office of Finance and Procurement website at www.house.gov/finance for appropriate forms or call the EFT Help Line at 202-226-2277.

b. A proper invoice shall minimally include:

- Contractor Name, Address, and Phone Number
- Name of Contractor Point of Contact
- House Contract Number
- Task/Delivery Order Number (as appropriate)
- Invoice Number
- Invoice Date
- Invoice Page Number (each page of an Invoice shall minimally also contain the contractor Firm name, the invoice number, and the invoice date)

c. And, for each deliverable included on the invoice:

- Contract Line Item Number (CLIN)
- Period of Performance
- Brief Description of Item
- Quantity Delivered
- Unit Price
- Extended Price
- Total Price of all deliverables contained on Invoice
- Payment Terms, if appropriate (Example: 2% 10 - Net 30)

d. The House does not pay federal, state or local taxes unless mandated by law.

e. All follow-up invoices shall be marked "Duplicate of Original" on all pages. Contractor questions regarding payment information or check identification should be directed to the COR for follow-up with appropriate financial personnel.

G.3 HC.7.004 INVOICE FOLLOW-UPS MAY 2001

All follow-up invoices shall be marked "Duplicate of Original" on all pages. Contractor questions regarding payment information or check identification should be directed to the COR for follow-up with appropriate financial personnel.

G.4 HC.7.005 PERFORMANCE MEASUREMENTS FEBRUARY 2005

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a. The contractor shall provide performance summary reports acceptable in content and format to the contracting officer's representative (COR). The reports shall be submitted by the 15th of each month and pertain to services provided the previous month. Upon request, the contractor shall deliver supporting details of the summary information to the COR within ten calendar days. Failure to submit an acceptable performance report may subject the contractor to penalties for non-performance and/or jeopardize renewal of this contract. The status report shall include:

1. Reporting Period
2. Contractor's Program Manager's Name
3. Work Accomplished During the Period (i.e. new installations, relocations, etc), including at a minimum:
 - Itemized tasks with a description of the support/services utilized
 - Hours/dollars expended by task
 - Task status
4. Anticipated Activity for Next Reporting Period
5. Outstanding Issues

b. The contractor shall be assessed on a periodic basis through use of Vendor Performance Evaluations (VPEs). These VPEs shall be prepared by the COR at least once per year though they may be conducted more frequently at the discretion of the House. Any negative evaluations shall be provided to the contractor for comment and remediation.

G.5 HC.7.006 CONTRACT STATUS AND REVIEW MEETING FEBRUARY 2005

The COR, CA, and authorized contractor representative(s) shall meet at least quarterly or more frequently as determined by the COR. The purpose of the meeting is to review the status reports, performance results, current/outstanding issues, and provide to the contractor any House-related informational materials. The goal is to keep track of performance, head-off any potential problems, resolve issues, and maintain a smoothly operating contract.

G.6 HC.7.007 AUTHORIZED HOUSE REPRESENTATIVES FEBRUARY 2005

a. Contracting Officer (CO):

1. Except as specified in paragraph (3) herein, no order, statement or conduct of House personnel who visit the contractor's facilities, or in any other manner communicate with contractor personnel during the performance of this contract, shall constitute a change (in scope, terms, conditions, requirements, pricing, and/or delivery schedules) under this contract.
2. The contractor shall not comply with any order, direction or request of House Personnel which would constitute a change under this contract, unless issued in writing and signed by the CO, or made pursuant to specific authority otherwise included in this contract.
3. The CO is the only person authorized to approve changes under this contract and, notwithstanding provisions contained elsewhere in the contract, said authority remains solely with the CO. In the event the contractor effects any change at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof. The CO may delegate certain responsibilities to authorized representatives.

b. Contracting Officer's Representative (COR):

Name:
Title:
Address:

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Phone:
Fax:
E - mail:

1. The COR, appointed by the contracting officer, is designated to assist in the discharge of the contracting officer's responsibilities. The responsibilities of the COR include, but are not limited to: determining the adequacy of performance and/or the timeliness of delivery by the Contractor in accordance with the terms and conditions of this contract; acting as the contracting officer in charge of work at the site; ensuring compliance with the contract requirements insofar as the work is concerned; advising the contracting officer and contract administrator of any factors which may cause delays in delivery and/or performance of the work; and conducting or witnessing the conduct of any inspections and/or tests that may be required by the contract. The COR does not have the authority to make any changes to the terms, conditions, requirements, pricing, and/or delivery schedules of the contract or direct the contractor to perform services outside of the scope of the contract.

2. Additional responsibilities of the COR are as follows:

- Monitor and evaluate contract performance, including preparing Vendor Performance Evaluations.
- Review, approve, and process contractor invoices.
- Submit periodic report(s) to the Contract Administrator (CA).
- Provide the CA with notification of intent to exercise options or renewals 90 days prior to expiration date.

c. Contract Administrator:

Name:
Title:
Address:

Phone:
Fax:
E - mail:

The contract administrator prepares all modifications to the contract, maintains the official contract file with all reports and other contractual documentation, and responds to contractual inquiries or concerns from the COR or contractor on behalf of the CO.

G.7 HC.7.008 AUTHORIZED CONTRACTOR REPRESENTATIVE FEBRUARY 2005

a. The contractor shall identify the authorized contractor representative (ACR), and provide the information listed below:

Name:
Title:
Address:

Phone:
Fax:
E-mail:

b. The ACR shall provide periodic status reports to the COR pursuant to clause G.10 (HC.7.005) of this contract. All status reports, schedules, and invoices must be approved by the COR in accordance with the terms and conditions of the contract.

c. The ACR shall furnish notice of any delay or potential situation that may cause delay in their capability to meet the delivery and/or performance schedule set forth in this contract. Such notice may be provided verbally to the COR and contracting officer, then followed-up in writing within two business days after the verbal notice. The notification shall fully describe the cause for delay, the expected date of delivery and/or performance, and any remedies the contractor proposes to mitigate the delay. This notification does not relieve the contractor of its obligation to meet the delivery and/or performance requirements of this contract nor should this notification be construed as a waiver by the House of any delivery schedule or date, performance requirements, or any rights or remedies provided under this contract.

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G.8 HC.7.009 KEY PERSONNEL

FEBRUARY 2005

- a. The contractor shall assign key personnel by name and title. The contractor represents that the following individual(s) are key personnel who will provide the services to the House in connection with this contract. At a minimum, the contractor shall designate a program manager as key personnel.
- b. For each person, provide the following information: individual's name, title, telephone number, and e-mail address.
- c. Except as provided herein, the contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment or requested by the CO. Contractor personnel assigned to this contract as key personnel are subject to approval of the CO. The contractor must notify the CO of changes to key personnel 30 calendar days prior to removal from the contract. Replacement personnel must be accepted in writing by the CO. The CO may require substitution of key personnel from contractor, and may require additional personnel to be added to the project. Proposed substitutes to key personnel must have qualifications equal to or better than those approved at the award stage. The CO will notify the contractor, after receipt of all required information (including resumes of substitutes), of the decision on substitutions within 10 business days.

G.9 HC.7.010 POST AWARD CONFERENCE

FEBRUARY 2005

A post award conference will be held with the contractor to review contract administration issues, unless the House and the contractor determine that such a conference is not necessary.

G.10 HC.7.011 PROGRESSIVE STEPS TO ENSURE SATISFACTORY CONTRACT PERFORMANCE

FEBRUARY 2005

- a. The Contractor shall bring all performance issues to the immediate attention of the COR. Likewise, the COR shall bring all real or apparent performance issues to the immediate attention of the Contractor. These issues will be documented and quickly resolved to the mutual satisfaction of both parties, provided such resolution is within the authority of the COR and in accordance with the terms and conditions of the contract.
- b. If an issue cannot be resolved between the Contractor and the COR, or resolution would require a modification to the contract, the COR will immediately notify the CA and the CO by e-mail. The CA in conjunction with the COR, Contractor, and as may be required other subject matter experts, will attempt to resolve performance issues to the mutual satisfaction of both parties. If a modification to the contract is required the CA will make a recommendation to the CO and if approved prepare the modification and obtain all necessary approvals and signatures.
- c. Issues that cannot be resolved by the CA will be brought to the attention of the CO who may pursue any of the remedies provided for under this contract up to and including termination.

G.11 HC.7.023 CONTRACT ADMINISTRATION PLAN (CAP)

FEBRUARY 2005

a. Section G contains the content required in a Contract Administration Plan (CAP) as prescribed in Section 11 of the Procurement Instructions for the U.S. House of Representatives. This CAP outlines the framework for monitoring performance and administering this contract, with the specific responsibilities of Authorized House Representatives listed below. Contract performance will be gauged against effectively meeting the requirements of the statement of work, monitoring customer satisfaction (e.g., vendor performance evaluations), and the performance measures contained in the Quality Assurance or Performance-Based Surveillance Plan, if applicable.

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b. It shall be the responsibility of the Contracting Officer's (CO's) authorized representative to periodically review this CAP for purposes of updating and/or recommending any necessary revisions. If a change to the CAP is required, the CO will execute the appropriate bilateral or unilateral modification.

G.12 HC.7.024 REPORTS/PLANS/SCHEDULES

FEBRUARY 2005

All reports, plans, schedules and other submittals provided by the Contractor are subject to approval by the CO or COR.

a. The Contractor is required to perform in accordance with the Government's existing plans and schedules or as directed by the CO or COR until the Contractor's "Deliverables" (submittals) are approved.

b. The Contractor is required to submit deliverables and reports to the CO or COR at specified times throughout the life of this contract which are considered critical to the successful completion of all contractual requirements. The following milestone chart lists deliverables and reports which must be provided by the Contractor at specified due date(s):

MILESTONE CHART FOR CONTRACTOR DELIVERABLES

Item	Due Date	Approval Authority	Reference
0001Report	Weekly/Close of Business Fridays	COR	
0002 Report	Monthly/NLT 15th	COR	
0003 Report	Quarterly	COR	
0004 Report	Annually	COR	

The schedule may be adjusted by mutual agreement of the contractor and COR

G.13 HC.7.025 RELEASE OF CLAIMS

FEBRUARY 2005

After completion of work, and prior to final payment, the contractor shall furnish to the CO, a release of claims against the United States arising out of the contract, other than claims specifically excepted from the operation of the release.

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SECTION H -- SPECIAL CONTRACT REQUIREMENTS

H.1 HC.8.001 INSURANCE

MAY 2001

The contractor shall carry and maintain, as applicable, during the entire period of performance under this contract, the following:

- a. Workers' compensation and employee's liability insurance: minimum \$100,000 per incident.
- b. Automobile (vehicle) general liability insurance: minimum \$200,000 per person; \$1 million per accident; property damage \$50,000.
- c. Comprehensive general liability: minimum of \$1 million bodily injury per occurrence.
- d. Other insurance as directed by the contracting officer.

H.2 HC.8.002 IDENTIFICATION BADGES

FEBRUARY 2006

New contractor employees shall obtain a House identification/access pass issued by the House Sergeant at Arms before the employee enters on duty, if unescorted access is required outside of normal public building visiting hours. Public building visitor hours are Monday to Friday 7am to 7pm, and Saturday 7am to 1pm. House identification badges will not be issued to a contractor employee unless the Capitol Police forms for a background check are submitted in accordance with Clause HC-003 of this contract.

The contractor shall ensure that the employee surrenders the House identification/access card upon termination of employment or performance is no longer required under this contract. House identification/access cards shall be surrendered to the COR and reconciled within two business days following an employee termination or service release under this contract. A penalty in the form of damages shall be levied for failure to return House identification/access cards in the amount of \$100 a month for each House identification/access card that is not returned to the COR within two business days following an employee's termination or employee service no longer required under this 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.

Final payment will not be made under this contract until all House identification/access cards that were issued under this contract have been returned, and a release provided to the contractor signed by the COR. If the contract is a concessionaire type contract, contractor equipment and supplies shall not be removed from House property until all House identification/access cards have been returned and a release provided to the contractor signed by the COR.

H.3 HC.8.003 PROSPECTIVE EMPLOYEE BACKGROUND CHECK

FEBRUARY 2006

- a. The U.S. Capitol Police will screen all contractor employees working on this contract who have access to House facilities or information in the performance of Contract work. The COR will provide the Contractor with Capitol Police forms (CP-491 or equal) to be filled out and returned for each employee the contractor will have working in any capacity on the contract. Forms for each employee working on this contract shall be submitted prior to the commencement of work.
- b. The employee shall be fingerprinted by the Capitol Police prior to working on the contract and a check made of criminal history records. If the Capitol Police, after having processed the forms, determine at any time that the employee is unsuitable or unfit for assigned duties, they will notify the CAO Human Resources, Director of Administration who will notify the COR and CO. The COR will then direct the contractor to immediately remove that employee from any work under this contract.

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c. All contractor employees working on this contract with access to House facilities or information are required to be cleared by the Capitol Police, at a minimum of every three years. However, further background checks may be conducted at any time as is warranted.

H.4 HC.8.005 BENEFITS TO MEMBERS OF CONGRESS MAY 2001

No Member, Delegate, Resident Commissioner, Officer of the House or Procurement Officer shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

H.5 HC.8.006 NEWS RELEASES MAY 2001

No news releases, press conferences or advertisements pertaining to this contract will be made without prior written approval of the CO.

H.6 HC.8.007 AFFIRMATION OF NON-DISCLOSURE AUGUST 2003

Due to the sensitive and confidential nature of information that the contractor may come in contact with during the performance of work at the House, the contractor and all personnel associated with this contract shall sign an "Affirmation of Non-Disclosure" (see Procurement Opportunities page on House public Web site) prior to commencing work. The Affirmation of Non-Disclosure states in part that the individual signing the form agrees and understands they will not disclose any private or privileged information received in the course of service to the House.

H.7 HC.8.010 DATA OWNERSHIP/TRANSFER/ACCESS JUNE 2001

The House and contractor agree that all data procured under this contract and data transferred by the House to the contractor shall remain the exclusive property of and in the exclusive control of the House. Parties further agree that access to or release of such information shall be governed by the laws applicable to the House. The contractor agrees to notify the House immediately if anyone requests any access to House information and further agrees not to provide access to or release any information without prior written approval by the House contracting officer. This includes Freedom of Information Act (FOIA) requests.

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SECTION I -- CONTRACT CLAUSES

I.1 HC.9.001 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER MAY 2001

- a. Except as specified in paragraph (b) herein, no order, statement or conduct of House personnel who visit the contractor's facilities, or in any other manner communicate with contractor personnel during the performance of this contract, shall constitute a change under this contract.
- b. The contractor shall not comply with any order, direction or request of House personnel, unless issued in writing and signed by the CO, subject to the policy direction and oversight of the Committee on House Administration, or made pursuant to specific authority otherwise included in this contract.
- c. The CO is the only person authorized to approve changes in any of the requirements of this contract and, notwithstanding provisions contained elsewhere in this contract, said authority remains solely with the CO. In the event the contractor effects any change(s) at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof.

I.2 HC.9.002 OBSERVANCE OF LAWS MAY 2001

- a. In connection with the performance of work under this contract, the contractor agrees not to discriminate on the basis of race, religion, color, sex, national origin or disability.
- b. The contractor shall comply with all applicable laws of the United States with respect to the conduct of its employees and operations.

I.3 HC.9.003 DISPUTES MAY 2001

Any dispute shall be decided by the CO, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the contractor. Within thirty (30) calendar days from the receipt of such copy, the contractor may appeal in writing by mail to the CAO. The CAO's decision shall be final. The contractor may appeal the CAO's decision to the Committee on House Administration only for violations by the CAO for failure in following procedural guidelines within 30 calendar days of the CAO final decision. If no such appeal is taken, the decision of the CO shall be final and conclusive. In connection with any proceeding under this clause, the contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute, the contractor shall proceed diligently with the performance of the contract and in accordance with the CO's decision.

I.4 HC.9.004 AVAILABILITY OF FUNDS MAY 2001

The House's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the House for any payment may arise until funds are made available to the contracting officer for this contract.

I.5 HC.9.006 RELEASE OF CLAIMS MAY 2001

After completion of work, and prior to final payment, the contractor shall furnish to the CO, a release of claims against the United States arising out of the contract, other than claims specifically excepted from the operation of the release.

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I.6 HC.9.007 ORDER OF PRECEDENCE

MARCH 2002

In the event of an inconsistency between provisions of this contract, the inconsistency shall be resolved by giving precedence in the following order: (a) contract statement of work; (b) other provisions of this contract, whether incorporated by reference or otherwise.

I.7 HC.9.015 HOUSE RULES

MAY 2002

This contract shall be governed in accordance with House Rules and regulations and all applicable statutes regarding performance and any dispute arising therefrom.

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SECTION J -- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

J.1 ATTACHMENTS AND REFERENCES

Attachment 1 Statement of Work

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SECTION K -- REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 HC.11.001 GENERAL REQUIREMENTS JULY 2001

Offerors shall be individuals, partnerships, or corporations regularly engaged in the business covered by the specifications and possessed of satisfactory financial resources and technical ability, and of equipment and organization to insure satisfactory completion of the contract, and who have established a satisfactory record in the past. Offerors shall, if requested by the CO, furnish promptly any information, which the CO may consider necessary to establish their competency for the work.

The offeror certifies by submission of this proposal and resultant contract that the offeror has not publicly or privately colluded with any other offeror to fix prices or conditions of this contract.

K.2 HC.11.003 INSURANCE INFORMATION JULY 2001

- a. Carriers
- b. Limits and excess coverage or employer liability and general liability
- c. Worker's Compensation insurance experience modification

K.3 HC.11.004 COMPANY BACKGROUND JULY 2001

All offerors will be required to submit proposals to include the following information concerning the company background:

- a. Legal name of the company.
- b. Organizational diagram and biographies for corporate officers.
- c. Detailed business history.
- d. Mission statement to include the scope of quality service, customer care and philosophy in dealing with the House as a potential client.
- e. Substance abuse policy and/or drug free work place policy and procedures, if applicable.
- f. Equal opportunity policy and compliance with House standards.
- g. Current staffing document.
- h. Disclose any lawsuits in which the Company is a named defendant within the last five (5) years and status of each such case.
- i. Key point of contact (POC) list and telephone number.

K.4 HC.11.005 HUMAN RESOURCE INFORMATION JULY 2001

Employee medical and dental benefit program

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- b. Additional employee benefits
- c. Employee holiday, vacation, & sick leave policy
- d. Training process - introductory and on-going
- e. Employee evaluation policies

K.5 HC.11.006 QUALITY INFORMATION JULY 2001

Quality Policy

- b. Total quality management process, if any
- c. Quality reporting to client
- d. Customer satisfaction guarantees and assurances

K.6 HC.11.007 ELIGIBILITY FOR AWARD JULY 2001

The offeror certifies that it is eligible for award of a contract resulting from this solicitation and that it has not been barred, suspended or otherwise rendered ineligible for award of a federal government contract, nor has the offeror within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, state or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and, is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in this provision.

K.7 HC.11.009 PERIOD FOR ACCEPTANCE OF PROPOSAL JULY 2001

In the event the offeror receives award of this contract, the award shall be based on the prices set forth in the offeror's proposal provided that the House makes the award of the contract within 90 calendar days after receipt of the offer.

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SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 PRE-PROPOSAL CONFERENCE AND QUESTIONS

The House will hold a pre-proposal conference at 1:30 PM on Wednesday July 29, 2009 in room 108 of the Ford House Office Building. Registration is required. Please email a request for attendance to the CA at jim.caskey@mail.house.gov with name of firm, names of attendees (limited to 2 due to space constraints), phone numbers and email addresses, and reference to the solicitation title and number. The House will endeavor to answer all questions received in advance of the meeting, i.e. by Wednesday July 22, 2009. Requests for attendance must include links to sites previously designed and references to search engine implementations requested in Section L.

Questions must be submitted in writing to the CA (with copy to eric.loach@mail.house.gov). Questions received by July 22 will be addressed at the pre-proposal conference. Questions received after July 22 may be answered at the conference or later. Questions submitted at the conference in writing will be answered at the conference time permitting. All answers will be compiled in an amendment to the solicitation.

L.2 HC.12.002 CONTENT OF PROPOSALS

OCTOBER 2001

Each proposal shall be sufficiently complete and organized to ensure that evaluation can be made on the basis of its content. It is important that the proposal be organized as specified since the score sheet used during the evaluation will parallel the order specified in the solicitation. Offerors are reminded to avoid excessively lengthy or overly extravagant proposals. Proposals that do not address all of the elements and requirements, in the order contained herein, shall be disqualified from further consideration.

Administrative and Price Proposal. Part I shall be divided into the following distinct and marked parts:

- (1) "Section A of RFP." The offeror shall insert Section A of this solicitation with all required/applicable blocks completed.
- (2) "Section B Price Schedules." Offeror shall complete a Section B and provide a proposed price which will address all requirements as well as others the offeror may wish to offer
- (3) "Section G Contract Administration". Offeror shall complete the required sections of Section G.
- (4) Section K - Representations, Certifications, And Statements of Offerors." Offeror shall complete the required clauses of Section K.
- (5) Technical Proposal - product sample and specifications must comply with Section C.
 - a. Description of proposed searching solution vis-a-vis the requirements, mandatory and additional items.
 - b. Description of site technology proposed to accomplish menus, security, active content, etc. (Javascript, Perl, Asp, JSP, etc.)
 - c. Description of site appearance (aesthetics), including links to sites designed and the firm's contact information.
- (6) Provide pertinent experience and qualification in conducting similar services as stated in the solicitation, and specifically, corporate stability and sound organizational qualities. Demonstrated financial capability sufficient to provide resources to finance day-to-day operations for legislative branch customers.
- (7) Offeror shall provide references for five current or recent (within three years) customers preferably in the public sector. List the agency or firm name and address, name and title of the client contact, telephone number, clients served, description of contract deliverables, contract value, performance periods, and type of contract.

L.3 HC.12.003 SUBMISSIONS

MARCH 2004

Offerors shall submit one (1) original copy, and (via email) one electronic version in MS Word format of the proposal prepared in such format and detail as to enable the House to make a thorough evaluation thereof, and to arrive at a sound determination as to whether or not the offeror can meet the House's requirements. Proposal packages shall be sealed in a suitable container, and all containers shall clearly identify firm name and address and Solicitation Number. Proposals shall be submitted to the address shown on Section A. Facsimile proposals will NOT be accepted.

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L.4 HC.12.006 LATE SUBMISSIONS AND REVISION OF PROPOSALS JULY 2001

(1) Any proposal or revision to a proposal received by the CO after the exact time specified for receipt will not be considered, unless it is received before award is made, and it:

(a) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must be mailed by the 15th), or

(b) Was sent by mail and it is determined by the House that the late receipt was due solely to mishandling by the House, or

(c) Was sent by the U.S. Postal Service Express Mail Next Day Service - Post Office to addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. federal holidays, or

(2) A revision resulting from the CO's request for "best and final" offer received after the time and date specified in the request will not be considered, unless received before the award and late receipt is due solely to mishandling by the House.

(3) The only acceptable evidence to establish the date of mailing of a late proposal or revision sent by either the U.S. Postal Service Registered or Certified Mail is the U.S. postmark both on the envelope or wrapper and on the original receipt from the U.S. Postal Service.

(4) The only acceptable evidence to establish the time of receipt by the CAO is the time/date stamp on the proposal wrapper or other documentary evidence of receipt maintained by the CAO.

(5) The only acceptable evidence to establish the date of mailing of late offer, revision, or withdrawal sent by Express Mail Next Day Service - Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service - Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service.

(6) Proposals may be withdrawn by written notice or telegram (including mailgram) received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision entitled "Facsimile Proposals." Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

L.5 HC.12.007 ACKNOWLEDGEMENT OF AMENDMENTS TO SOLICITATIONS JULY 2001

Offerors shall acknowledge receipt of any amendments to this solicitation requiring bi-lateral signature;

(1) by signing and returning the amendment,

(2) by identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer; or

(3) by letter or telegram if authorized, The contracting officer must receive the acknowledgment by the time specified for receipt of offers.

L.6 HC.12.009 RESTRICTION ON DISCLOSURE AND USE OF DATA JULY 2001

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Offerors or quoters who include in their proposals or quotations data that they do not want disclosed to the public for any purpose or used by the House except for evaluation purposes, shall:

(1) Mark the title page with the following legend:

"This proposal or quotation includes data that shall not be disclosed outside the House and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this offeror or quoter as a result of--or in connection with--the submission of this data, the House shall have the right to duplicate, use, or disclose the data, including cost and pricing data, to the extent provided in the resulting contract. This restriction does not limit the House's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets numbered [insert number(s)]," and

(2) Mark each sheet of data to be restricted with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation."

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SECTION M -- EVALUATION FACTORS FOR AWARD

M.1 HC.13.001 EVALUATION FACTORS FOR AWARD

JULY 2001

The House intends to make an award to the offeror whose proposal meets the minimum requirements as stated in this RFP. Proposals will be evaluated based on the following evaluation factors that are listed in descending order of importance:

- (1) Technical approach, with emphasis on search engine, site functionality, and appearance
- (2) Corporate Capabilities and Experience, particularly with legislative documents and site design in the public sector.
- (3) Past performance, as demonstrated through references and other resources.
- (4) *Price

*The proposal is presumed to represent the offeror's best efforts to respond to the solicitation. Any inconsistency, whether real or apparent between promised performance and price, must be explained in the proposal. For example, if unique and new approaches are the basis for an abnormally low estimate, the nature of these approaches and their impact on price must be explained. Any significant inconsistency, if unexplained, raises a fundamental issue of the offeror's understanding of the nature and scope of the work required. It also may reflect on the offeror's ability to perform the contract within the financial restraints and may be cause for rejection of the proposal. The burden of proof as to price credibility rests with the offeror.

1. Risk Assessment. Price proposals will be evaluated to identify and assess potential risks, which may be inherent in the offeror's approach. The estimated costs to correct any deficiencies in the offeror's proposal will also be evaluated.
2. Price Realism. Proposed pricing will be evaluated not only to determine if the price is reasonable, realistic, and affordable, but also to determine the offeror's understanding of the requirements.
3. Price. Evaluation factors other than price, when combined, are significantly more important than price.

M.2 HC.13.002 CONTRACT AWARD

JULY 2001

a. The House intends to award one contract resulting from this solicitation to the responsible offerors whose offer conforms to this solicitation, taking into account the factors contained in M.1 "Evaluation Factors for Award".

b. The House may:

- (1) reject any or all offers, if such action is its interest,
- (2) waive informalities and minor irregularities in offers received.

c. The House intends to evaluate proposals and to award a contract without discussion. Therefore, each initial offer should contain the offeror's best terms. However, the CO reserves the right to conduct discussions if they are later determined to be necessary.

U.S. House of Representatives

Law Revision Counsel

Web Site Upgrade

STATEMENT OF WORK

Background information:

The intent of the proposed contract is to upgrade the uscode.house.gov WWW site. The appearance of the site is antiquated, and the search engine used for searching the United States Code database is no longer supported. The Office requires a website that includes a new search engine to search the Code database with improved search, browse, and display functionality and a more user-friendly website to better serve the public. The revised site must:

1. Provide a searchable version of the United States Code that can be used by the Office of the Law Revision Counsel (“the Office”) to maintain and publish the Code.
2. Provide the public with access to the same tools which the Office uses for searching the United States Code.
3. Support the expedited release of the classifications of statutes to the United States Code for the benefit of the Office and the public.
4. Provide information to the public about codification legislation drafted by the Office.
5. Support the public download of Code materials in multiple formats.
6. Provide information to the public on the nature and purpose of the Office.
7. Provide tools for the collection of public feedback on the work of the Office.

Requirements:

1. Functionality
 - a. United States Code searching features:
 - i. Mandatory
 1. Case sensitivity – Case sensitivity must be “off” by default, but there must be some method for specifying case in the search for some or all of the terms.
 2. Proximity – Support for proximity searching including “ ‘word’ within ‘n’ words of ‘word’ ”, “ ‘word’ within the same sentence as ‘word’ ”, and “ ‘word’ within the same paragraph as ‘word’ ”.
 3. Phrase searches – Support for searching an exact phrase contained in quotation marks.
 4. Fielded queries - The ability to limit a search to certain selected fields within the data OR to specifically NOT search certain fields OR to search all fields. The search engine should be able to support a minimum of 50 fields.
 5. Boolean logic – The ability to search using Boolean logic, with use of “and”, “or”, “not” fully implemented.
 6. Nesting – Support for nested queries and nested structures within queries.
 7. Stemming – Support for stemming which can be toggled on or off.
 8. Plurals – The ability to search words in singular form, plural form, or both singular and plural forms, including irregular plurals. The user must be able to set criteria for this feature.
 9. Unsearchable words – The ability to search for certain common words that may normally be considered “unsearchable” because of the frequency of their occurrence. Such searches should be possible when the common words are included in a quoted phrase or when designated by some other means.
 10. The search capability must support multiple simultaneous usages of all features that are not mutually exclusive. For example, a search should be able to combine proximity searching, fielded searching, nesting, and Boolean logic. With respect to mutual exclusivity, for example, a search can use either Boolean logic or natural language, but not both.
 - ii. Additional
 1. XML – The search engine must support the searching of XML data using XML tags as field delimiters. The ability to also use other XML stored information as search criteria is desired.

2. Natural language – Support for natural language searching which can be toggled on or off.
 3. Fuzzy logic – Support for fuzzy logic searching which can be toggled on or off.
- b. Performance and Efficiency of the search engine should be equal to or better than that of the current search engine. Currently, searches typically take less than three seconds to return a result set listing. Document retrieval from that list is typically less than 1 second. These performance numbers are based on EST daylight hour usage from within the House WAN.
- c. United States Code searching interface to include the following components:
- i. Search page – A search page that allows the user to enter any and all criteria to be used in the search either by manually typing a query in a text box or, if the user prefers, by building the query via a GUI interface.
 - ii. Hit list – A hit list that presents the user with a list of documents that meet the requirements of the search criteria. By default, the hit list should contain the United States Code (U.S.C.) cite, section catchline, source credit, and the text of paragraphs that contain the search terms. The user must be able to specify any combination of such elements for inclusion in the user’s hit list. The user must be able to specify that the hits be sorted by relevance or in sequential United States Code order. The user must be able to print and save the hit list.
 - iii. Retrieved document – Easy navigation within a retrieved document and between retrieved documents. When the user selects a document from the hit list, all hits in the retrieved document should be highlighted. For multiple word terms, the entire term must be treated as a single hit. The user must be able to print and save the retrieved document. The user must be able to select the fields of the document to display. The document must display information about its currency (i.e., an indication that the data is current through a certain date and/or a certain Code supplement or main edition publication). The resulting document display should include both mouse and keyboard navigation aids such that:
 1. The user may move to the next or prior document in the database.
 2. The user may move to the next or prior document in the hit list.
 3. The user may move to the next or prior “hit” in the document.
 4. The user may move to a specific field in the document.
 5. The user is kept informed as to what hit the user is on and where in the document that hit is located.
 6. When printing a document, hits should be highlighted by default, and the user must be able to toggle hit-highlighting on or off. If hypertext links are contained in a document, the URLs for the links should not be

included by default, but the user must be able to toggle URL displays on or off.

- d. United States Code search database – The material for searching will be provided and maintained by the Office, and the contractor will not have any responsibility for preparing or formatting the material that is to be included in the database.
 - e. Downloading – The site must provide the capability to download entire hierarchical units of the Code from the title level down to the section level, thus including chapters, subchapters, parts, subparts, etc. In addition, the site must provide the capability to download Code table entries that are identified in search results. The downloads must be made available in the multiple formats supported by the current WWW site, including ASCII, PDF, GPO locator code, and ISO images, and the download capability must also include support for downloads in XML format when data in that format becomes available. These downloads should feature “static” data and not require server side packaging.
 - f. User preference saving – In general, for all parts of the WWW site, the site user should be able to save preferences and histories. This should be accomplished by either having the explicit consent of the user or by non-intrusive methods that OPM has deemed acceptable for the Executive Branch of the Government.
 - g. Linking – Reasonably concise human readable links to all searches and portions of the site should be available.
 - h. Persistent URLs – The site must have the ability to provide persistent URLs to a particular Code section regardless of the syntax of the search engine. For example, the Library of Congress has implemented handles to support persistent URLs for congressional bills and resolutions (see <http://thomas.loc.gov/home/handles/help.html>).
2. Public input features – The site must provide a methodology for posting surveys and collecting the resulting data. The site must provide a methodology that allows the public to comment on specific works of the office and allows other members of the public to view those comments. There must be a mechanism that allows the Office to monitor the site to ensure that profanity and other types of inappropriate content do not appear on the site. It is essential that this feature be secure.
 3. Appearance – It is the desire of the Office that the site be professional and subtle with an emphasis on the content being very “easy on the eyes”. Flash, moving graphics and other features that detract from the ability of the eye to focus on the text content of the site are not desired and should not be used. A reasonably-sized graphic “photo collage” type header that is consistent throughout the site is required. Side bar, top bar or bottom menus are acceptable as long as they leave as much room as possible for the text content of the site. The site should include “table of contents” and “drill down” tools for accessing the Code database. Such tools must enable users to drill down the hierarchy of the Code to the section level, and also must enable users to drill down a Code table to an individual table entry. Most users of the site will be

highly focused on reading the content of the site, so as much space as possible should be allocated on the visual page to the readable content of the Code database.

4. Currency/update information – The site must have the ability to provide information with respect to each Code section that includes an indication of the currency of the section and links to the classification table entries for public laws not yet executed to the Code that update the section. For an example of the implementation of this feature, see the United States Code data hosted on Cornell University Law School’s Legal Information Institute website (<http://www.law.cornell.edu/uscode>).
5. Accessibility
 - a. Policy – The site must include a page that sets out the Office’s accessibility policy and provides links to any plug-ins needed to view documents (see, for example, <http://pingree.house.gov/accessibility.shtml>).
 - b. Standards – To facilitate access to the site by persons with disabilities, the site must meet the following standards:
 - Regulations issued pursuant to § 508 of the Rehabilitation Act 1973 (particularly 36 C.F.R. § 1194.22)
 - Web Content Accessibility Guidelines (WCAG), version 2.0, level AA, (issued by the World Wide Web Consortium (W3C)
 - Extensible Hypertext Mark-up Language (XHTML) Specification, version 1.0, (issued by W3C)

All web pages must validate without error in the World Wide Web Consortium’s Mark-up Validation Service. Presentation should be controlled by Cascading Style Sheets. Deprecated (X)HTML elements and attributes should not be used.

To the extent practical, the following WCAG 2.0 level AAA standards should be implemented on the site:

- 1.4.6 (Contrast – enhanced)
 - 1.4.8 (Visual presentation)
 - 2.1.3 (Keyboard – no exception)
 - 2.3.2 (Three flashes)
 - 2.4.10 (Section headings)
 - 3.1.3 (Unusual words)
 - 3.1.4 (Abbreviations)
6. Additional pages – The site must include and support the following additional pages:
 - Sitemap
 - Help pages providing tutorials and FAQs on how to use the search engine. The help pages must include a copy of any existing user guides or manuals for the search engine. In addition, the help pages must include information on how the search engine

functions, including an explanation of the default order that is used when more than one connector is used without clear instructions for nesting included in a search query.

7. Hardware and operating system – The Office will purchase and support all hardware required for the site. The site will be hosted on a 4-member Microsoft Windows 2003 server NLB array (IIS6). Any additional hardware or operational requirements should be clearly stated in the proposal.
8. Promotions – The site must not contain promotions of any particular product, business, or other items used on the site, and persons involved with the creation of the site will not be credited on the site. This applies to both “visible” and “invisible” promotions and credits.
9. Maintenance – The Office must be provided with the means to maintain the site without incurring any additional fees. All relevant source code and other items produced in performing this contract are the sole property of the United States House of Representatives. The contractor shall not have any right, title, or interest in such items, and the contractor must transfer all such items to the Office upon the termination of the contract.
10. Licensing fees – All license fees for future years must be clearly stated in the initial proposal. If there are annual fees associated with any part of the material used for the proposal, those fees should be clearly stated. Failure to state such fees in the proposal will result in the proposal being disqualified from consideration. Any search engine licensing fees should include costing for updated help files and documentation.
12. Other standards – The site must be compliant with the following additional standards:
 - [Cascading Style Sheets \(CSS\), version 2.1 \(issued by W3C\)](#)
 - [hCard Microformat Standard](#)
 - [Platform for Internet Content Selection \(PICS\) standard \(issued by W3C; and implemented by SafeSurf and the Internet Content Rating Association\)](#)
 - [Platform for Privacy Preferences \(P3P\) standard, version 1.0 \(issued by W3C\)](#)
 - [Dublin Core Metadata Standard](#)
13. Cross-browser compatibility – All of the features of the site must be functional in the following browsers:
 - [Internet Explorer 6 and higher](#)
 - [Firefox 1.2 and higher](#)
 - [Safari 2 and higher](#)
 - [Google Chrome](#)
 - [Blackberry](#)
 - [iPhone](#)

14. House Information Security standards– The site must comply with all applicable House Information Security Policy documents (HISPOLs) as listed on the Procurement Opportunities page of the U.S. House of Representatives website (<http://www.house.gov/cao-opp/currentsol.shtml>).

Addendums:

Addendum 1

United States Code data samples

<http://uscode.house.gov/test/usc05.htm>

<http://uscode.house.gov/test/usc02.htm>

and so forth for all titles of the United States Code

The basic style sheet is at

<http://uscode.house.gov/test/usc.ccs>

Addendum 2

Links to Existing Legislative Websites with Desirable Features:

1. External links in retrieved document to update information

The Cornell LII website for the US Code provides links – via information byproduct from the LRC’s classification table – to update information on the Library of Congress (THOMAS) and GPO websites. See this example for 10 U.S.C. 505:

http://www.law.cornell.edu/uscode/html/uscode10/usc_sec_10_0000505----000-.html

2. Links in retrieved document to credits and notes and separate viewing of credits and notes

The Cornell LII website also links to a separate page that contains the credits and notes related to the retrieved document. See the example for 10 U.S.C. 505 cited above.

3. View of retrieved document associated with related table of contents

The Revised Code of Washington (State) provides a frames view in which the hierarchy of the entire dataset and every document within it can be accessed in one frame by clicking on the desired folder, and the retrieved document can be accessed in another frame:

<http://srch.mrsc.org:8080/rcwwac/template.htm?view=main>