

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:	
5.			
6.			
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

1. Can you please confirm submission deadline is January 31, 2022? Will bids need to be mailed in hard copy or is email sufficient? I know the RFP mentioned hard copies may be requested.

Due date for proposals is Feb 11, 2022 no later than 2:00 pm EST . Please e-mail proposals to kevin.morris@mail.house.gov

2. **Bookings Software:** Does the HSFC currently have an integrated bookings and business management software system? If so, which technology? And will Contractor be required to use the same software? If not, should Contractor add a third party system will this be a reimbursable expense? We are showing this software cost separate from BOLD's staffing and management fee in our pricing proposal. Let us know if it should be included

Yes, the HSFC currently has an integrated booking software system. That system is owned by the current vendor and is proprietary. The Software cost can be included on the management fee.

3. **Rent:** Is there a monthly rent the Contractor must pay the House in exchange for being the managed service concessionaire?

No.

4. **Current Contract:** Is there a contract number associated with the current contract and was the SOW relatively similar to the current RFP?

The United States House of Representatives is not subject to the FAR and does not release the requested information. Yes, it is similar to the current RFP.

5. **Reception:** Does the HSFC have a designated reception / check in area that can be staffed?

Yes.

6. **Current Staffing:** Can you share any information on current staffing support at the facility today under the existing contract?

No.

7. **Hours of Operation:** Can you confirm the HSFC's current hours of operation for each day of the week? Is the facility open on Sundays?

Current Hours of operation are 6am – 9pm M – F 9am – 6pm Saturday. Closed on Sundays.

8. **Insurance:** Confirming Contractor will be required to carry insurance specified in the RFP to cover incidents and claims filed by members of the facility? **Yes.** The HSFC doesn't have additional insurance covering the facility?

No, the Government is self-insured.

9. **Membership:** What drove the noticeable decline in membership from November 2020 forward? Was it related to the House sessions predominately going remote? Is there a specific catalyst the House anticipates that'll drive a return to 1,300 active members (return to in person meetings, etc.)?

At the beginning of the pandemic the House moved to a maximum telework posture and the fitness facility was closed at the direction of the Office of the Attending Physician (OAP). The facility was closed in March 2020 and did not reopen until the beginning of 2021. During that period construction work on the garage began which limits access to the facility making inconvenient to get to. That work is scheduled to be completed by the summer of 2022.

10. **Fitness Classes:** Can you share a list of current fitness classes being offered at the HSFC? Are there virtual class offerings? And if so, how are these classes accessed by remote members and are all classes recorded for virtual consumption (whether they're technically in-person or not)?

Classes offered by the current vendor are proprietary, perspective bidders need to provide a list of their own classes they plan to offer.

11. **House Subsidy:** Is the House currently providing any subsidy for membership? It appears the current average monthly rate paid by the member is ~\$21/month. Is the HSFC currently profitable at this membership price @ 781 members, or is there a monthly financial deficit? If there is, can you provide any context on what that current monthly financial deficit is?

The House will subsidize losses to the vendor, the contract is for a management fee plus costs.

12. **E-Verify:** Do we need to be registered via E-Verify prior to submission of the bid?

Yes.

13. **Fitness Classes:** Is the House open to charging additional for enrollment in group fitness classes as a secondary source of revenue? I.e. \$10 per class, etc.? Or is there preference to have this included in the membership?

Bidders may offer options to charge for classes

14. **Completion of Bid Templates:**

- a. There are 6 attachments, but only 5 placeholders. J2, J3, J4, J5, J6, and J8. Should we just combine J2 and J3? Also, most of the attachments do not have specified dates. Best way to complete section 10 of the cover letter?

Section 10 is asking for the acknowledge the 3 amendments.

- b. Do you need us to complete the page numbers in the Solicitation section of the cover letter (they're currently blank)? Or do we only need to complete the "Offeror" section?

Complete the "Offeror" sections 9 – 15 of the cover letter.

15. Section K.10: We're a little confused by this section. BOLD is not affiliated with any GSA, MAS, or GWAC and neither are our proposed services. Can you confirm if this section would need to be completed by us? Should we simply fill in all sections in K.10 with "Not Applicable".

Not applicable

16. The House wants at least 20 classes per week, how is current attendance? (Or how many people attend current fitness classes on average?)-

Pre-COVID class participation varied from 2 to 16 people per class. Currently we are averaging 1 to 3 per class.

17. what are the current most popular classes?-

Yoga and HIIT

18. what was the last contract , procurement identification number ?

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19. in what event would we have to refund? over pay each month?

Please clarify? Question is unclear and cannot be answered in its current form

20. Can you please provide the information who is the incumbent vendor?

21. A request for creative marketing and engagement was mentioned on the pre bid conference call, is the vendor allowed to utilize social media for marketing and engagement purposes?

No. All marketing needs to be cleared by CAO Communications prior to being released.

22. On the pre-bid conference call, virtual classes were mentioned. Will the House be providing the following to support virtual formats?

No

23. Streaming platform (zoom, MS teams or similar)

No

24. Equipment (camera/laptop/mixer etc.)

No

25. Is Offeror required to submit one hard copy of all proposal documents within five days after close of the solicitation?

No. Email PDF format.

26. Are there any maximum page limitations in File I or File II to be submitted?

No. File size is limited to 10MB per email.

27. Please provide a copy of the current group fitness schedule.

No

28. Section C3: Telecommunication Services. The House will provide telecommunications services, upon request, at the Contractor's expense. Can you share average or approximate monthly cost of telecommunications billed to Contractor or monthly fixed cost? Are these expenses billed for fixed land lines and/or actual phone usage?

Approximately \$30 a month. Vendor pays the phone bill

29. Is there a change in operating hours during pandemic phase?

No

30. Section C4: Contractor Requirements. Providing all computers and peripherals necessary to conduct business except access control computers. Any equipment on the House network shall meet the House minimum technical requirements listed in Attachment J.5. All computer equipment is subject to review and approval by the House before installation.

Is Contractor responsible for providing its own computers, copier and/or fax machines?

The House will provide 1 computer. The contractor is responsible for all other equipment.

31. Since the contract start date of May 1, 2022 is several months away can contractor provide sample resumes or job descriptions for positions proposed with final selections made 30 days before the start if selected?

Key personnel needs to be identified in the form of the Program manager. Please only submit a resume' for the Program Manager