The purpose of this revision is to extend the due date until January 19th, 2024. All other terms and conditions remain the same.

Budget and Accounting Solution for the United States House of Representatives (House) - Revised 12/22/2023 Sources Sought:

This is NOT a solicitation for a proposal, proposal abstract, or quote. The purpose of this notice is to obtain information regarding qualified business sources. The responses to the information requested will assist the House in determining the appropriate acquisition method. In addition the **USHR does not follow the Federal Acquisitions Regulations (FAR)** or any of its supplements.

Background:

The Chief Administrative Officer (CAO) of the U.S. House of Representatives (the House) provides administrative and technical assistance to Members, Committees, Leadership, and other House Officers and offices. To conduct its mission, the 700+ employees across the CAO organization work within multiple departments, including Acquisitions, Customer Experience Center, Finance, Logistics, Human Resources, House Information Resources, Risk Management, and the Immediate Office. The total number of employees at the House of Representatives is approximately 10,000.

The House of Representatives, in conjunction with the CAO, is looking to modernize and improve upon its existing financial system platforms and business processes. As part of this modernization effort, the House is looking to deploy a single cloud-based solution that uses cutting-edge technology to easily, accurately, and efficiently execute all aspects of Budget Formulation, Budget Execution, Dashboard Analytics, Financial Consolidation and Close, and Financial Reporting. This modernization effort is guided by the following four primary objectives:

1. Implementing a common infrastructure between the Budget and Accounting functions of the House, in order to align Budget, Planning and Forecasting with Financial and Actuals reporting.
2. Developing the ability for the House to visualize and analyze financial and statistical data and trends using real time dashboards and interactive reporting, providing all stakeholders with timely information and insights into financial and operating results.
3. Ability to generate advanced audit trails and incorporate workflow approval and concurrence to mitigate audit risks.
4. Elevating the end user experience in a modern user-friendly tool and deploying up-to-date analytical concepts, scenario analysis, intuitive and agile planning, predictive analytics, and the automation of manual steps.

Some of the function that the House is looking obtain can be found below:

Accounting

- Prepare the Annual and Interim Financial Statements. Users want to automate manual processes in the preparation of the House's financial statements, develop business rules to support these processes, and seamlessly produce accurate financial statements for the House. Users want to reduce the time and effort it currently takes from entering/validating data changes in the ERP system to producing new versions of the financial statements

- Users want the ability to perform required monthly and ad hoc reporting such as performing monthly reporting to the Department of the Treasury on Statements of Transactions (FMS 224, 1220) and Statement of Accountability (FMS 1219)
- Users want the ability to automate reports that support the development of various House deliverables such as Statement of Disbursements, Statement of Accountability of Appropriations and Other Funds, the Semiannual Report etc.
- Automation of the monthly Office of the Attending Physician backup withholding information for 1099 reporting.
- Automation of monthly reconciliation, trial balance, variance and tie-point analysis. Users want to deploy best practice to accounting consolidation and close processes for the House

Budget, Planning and Analysis

- Produce the House Budget Justification (HBJ), the formal budget request document for the House. In addition to narratives, comparative data tables, and schedules, the document requires user generated input to complete various sections. Users prefer a seamless process for making updates to their sections of the document without downloading/uploading templates or working on the document outside of the system
- To facilitate the production of the HBJ, data changes need to be instantly reflected in the document without the constant need to refresh the database. Users want a seamless transition from data entry to document updates, and the ability to view changes instantly
- Ability to develop reports that support the validation and editing of the House's Subcommittee Print and also reports that can generate the required information to be entered into the OMB MAX A-11 database during budget formulation.
- Ability to produce other supporting documents and budget review presentations during the budget formulation process. For example, the Chief Administrative Officer uses Business Unit Reports and Project, Program and Activity (PPA) Reports in the justification of the budget. The report captures narrative text, contracts and purchase order information, displays data tables and graphs etc. Users want the ability to link the database to the report to automatically capture budget and actuals data, as well as changes in key variables (increase, decrease, flat etc.)
- Ability to copy Budget Formulation version as a baseline for new version. Users also want the ability to establish Maximum Allowable Ceiling Requests (MARC) when needed for budget versions or other specific dimensions as deemed appropriate
- Users want the ability to formulate different types of budgets, under different types of scenarios, for different purposes.
- Capability to develop multiple scenarios for both revenue (revolving funds) and expenses
- Formulate annual, multiyear, long-range budgets by the House's dimensions such as Fund, Organization, Program and/or Budget Object Class (BOC)

- Formulate budgets at the detailed and summary level, for program-based requirements, as well as project-based requirements
- Ability to develop multiyear projections based on set criteria or user defined variables. Users want to use variables such as percentage increases, price escalation etc. as the baseline for estimation of future requirements
- Ability to budget by detailed list of purchase orders and contracts. Users want the ability to add new and planned procurement items in budget formulation to be consolidated with the budget for already existing procurement items.
- Formulate budgets if under a Continuing Resolution (CR), based on a percentage of prior year or other budget scenario. Users want the ability to distribute the top-line budget across dimensions, and compare to other budget scenarios
- Support the 'spread' of budgets across months or years using percentages, fixed spread, or user-defined spreads
- Support the automated roll up and consolidation of budget by dimensional hierarchy. Users should be able to see summary of their budgets by fund hierarchy, organizational hierarchy, program hierarchy and/or BOC hierarchy.
- Ability to apply universal changes (increase and decrease) to various organizations, programs, revenue and expense categories
- Ability to record comments, explanations and notes at the line-item level
- Ability to create what-if scenario budgets
- Ability to utilize historical data and support driver-based calculations of benefits categories used in the formulation of the House's Government Contributions account.
- Ability to drill from a data entry form into actuals, pre-encumbrances, and encumbrances to detailed and meaningful transactional level data. Users want the transactional level data to convey the necessary information to make decisions without multiple clicks, multiple screens, or going into another system
- During budget execution, have the ability to roll forward from one month to the next with version control to allow users to forecast for remaining months of the year. Users want to rely on historic information for past months, current obligations in the same data entry form, in order to make projections for future months. At the end of the monthly projections period, the most recent forecast month can be overlayed with new actuals as the accounting period closes.
- Users want to be able to deploy some form of predictive analytics to gain insight into spending patterns over the years in the determination of their future projections. While users still have the final say in the future projections and outcome, users believe that using some form of regression analysis and machine learning to gain initial insight is important
- Ability to perform detailed review of unliquidated obligations. Users want the ability to review their current outstanding obligations in a collaborative manner on a periodic and year-end basis. This includes the capabilities to enter feedback, add supporting documents, change the status of items with visual cues, and also compare to original plan

- Users want to capture any proposed budget changes requested during the year with review and approval trails, as well as utilize the system to check on funding availability in the specific funding strip at the point of request. Users want the ability to provide feedback on these requests to the requester.
- Produce a monthly projections summary report that captures the total fiscal year estimates for all House accounts and compares the enacted budget to actuals, obligations, and user generated forecast. Users like the ability to also estimate post fiscal year expenditures in order to determine the true remaining balance for a given Fund, Organization, Program and/or BOC. Must be able to define by fund the period being reported (fiscal year/legislative year/multiyear).
- Use forms within the solution to capture various user inputs that support the budget formulation or execution process. For example, to capture CR anomalies, users are requested to enter the anomaly amount, justifications and other information in a form. Users want the ability to consolidate this information and capture the entry for review and analysis
- Formulate personnel compensation expenses by person and by organization. Ability to incorporate detailed personnel information such as but not limited to employee name, position title, position ID, grade/step, and any other available information deemed necessary to perform detailed personnel modeling for the House.
- Use driver-based modeling to determine personnel step increases, COLA adjustments, etc. Users want the ability to use personnel calculations to automatically determine projected salaries for vacant positions based on the House's pay schedule, apply COLA percentages, automatically determine the step increases for positions based on user defined criteria
- Develop monthly personnel spend plans. Users want the ability to review and plan for personnel changes on a monthly or periodic basis. This includes incorporating approved personnel actions as they occur (E.g. bonus awarded) as well as the ability to perform partial year position planning and forecasting to account for new hires, termination dates etc.
- Ability to perform multiyear planning for positions and personnel compensation
- Use advanced analytics to determine any potential budget shortfall for payroll expenses on a funding strip or group of funding strips. Users currently use a manual process to validate that sufficient funding is available on all funding strips (combo) in advance of the payroll run. Users want the ability to use analytics to automate the process of validating this funding availability
- Develop real time executive-level dashboards to convey information related to budget formulation, budget execution, financial consolidation and close.
- Develop Budget vs. Actual reports and year-over-year comparison reports for all House accounts utilizing user defined prompts and variables. Users prefer the ability to view side by side comparisons of data across versions and scenarios. Need ability to view year over year comparisons for non-concurrent years, i.e. last three 1st sessions of Congress (FY19, FY21, and FY23)

- Allow drill-through on dashboards and reports to meaningful transactional level data. For example, currently, users maintain spreadsheet "cuff records" to track obligations and expenditures against their budget, at the transactional level. Users want the ability to drill to these transactional details accordingly within a new solution, and manage and report on execution within the tool.
- Ability for dashboards and reports to be configurable by the users of the solution without major IT support. Users want the capabilities to export reports to PDF, Microsoft Office applications, CSV, or Text files in an easy to read format for further analysis and for presentations
- Ability to utilitize 'reusable reporting'. This allows users to create and use report templates, creating the framework for specific standard reports to be used in developing other reports.
- Ability for users to run reports based on various selected criteria, defined dimensions, and to schedule reports to run automatically or send reports automatically to users when needed
- Users want the ability to view data in a multitude of ways, beyond the number itself. This means the requirement for advanced analytics and creation of interactive chart types with elements such as (but not limited to) line, pie, bar (horizontal or vertical), area, map, line and bar combo, radar, histogram, surface, bubble, waterfall, scatter plot, funnel, etc.
- Possess the ability to restrict user access to certain dashboards and reports based on user or user role
- Ability to develop a dashboard to manage the funds lifecycle for the House. Given the number of funds, expiration dates, and cancellation dates, users want to use a new solution to effectively manage the funds lifecycle with indicators, notifications, and workflow to support the process of surplusing remaining funds
- Ability to generate reports based on formal budget changes such as budget transfers, re-programming, and realignments, based on built-in approval thresholds, by change type.

Workflow and Email Notifications

- Interface with Microsoft Outlook for email notifications for business processes and as part of workflow configuration. Email notifications through Microsoft Outlook serve the best point of reference for our users to know that there is a action in a new solution for them to engage in or respond to
- Users prefer configurated/personalized email messages that explain both in the subject and body of the email what the notification is for (in the House's own words/terms) as opposed to generic system-generated emails
- For email notifications, the ability to configure the distribution hierarchy such as to individual users, user roles, or groups.
- Ability to establish various roles within the workflow process to capture multiple users and use cases. The action of submitting into workflow should restrict the current business process from being edited by the submitter. Users want the ability to send back, approve, reject as part of workflow configuration

- Develop a structured workflow framework for formal budget changes such as budget transfers, reprogramming's, realignments with built-in approval thresholds. This creates a repository of all requested and approved changes to the budget for tracking and reporting as needed.
- The solution should record a log of the user, date and other metadata information when any workflow is prompted thereby creating an audit trail of all activity.

General

- Best-in-class budget and accounting solution. Users want a modern user-friendly tool to automate manual steps and improve business processes. The House is different in many ways so users want a tool that can adapt to the complexities of governmental accounting, with the capabilities to support multiple financial dimensions, complex fund structures, and complex budget formulation and execution processes.
- Users work a lot in Microsoft Excel so would like a tool with spreadsheet (Excel) like functionality and formulas with the ability to import/export budget and general ledger data from Microsoft Excel, with full integration with Microsoft Office Suite through an add-in solution
- Users are looking for the ability to generate data in printable and exportable formats such as PDF's, Microsoft Excel, CSV, Text Files. The Accounting and Budget functions of the House require comprehensive documentation for internal control purposes, as well as procedures. Users want to be able to capture information from the new solution in multiple formats
- Ability to handle collaborative, multi-user processes across multiple and distinct organizations and Business Units
- Provide full pervasive audit trail through tracking of data and system changes made by date, time, and user, as well as version control requirements. Users want to have the ability to view an understandable, step-by-step record, captured sequentially that details the history and events related to specific system activity
- Provide unlimited and limitless budget versioning through multiple scenarios

Technical

- The software must support robust Web APIs, please provide a list of API Endpoints and documentation.
- Provide a description of API capabilities and limitations with managing security, users, and access control.
- Provide a description of API capabilities and limitations with creating, reading, updating, and deleting data to include the ability to call procedures.
- Provide a description of API capabilities and limitations with running and scheduling jobs.
- Provide a description of the systems capabilities for scheduling, monitoring, and auditing jobs.

- Provide a description of the system's abilities to integrate customizations with RESTful APIs and if supported, Graph QL queries.
- Provide instructions on how to configure SSO with ADFS, or propose alternate SAML solution.
- Provide a description of how the system manage manages roles, permissions, and row-level security.
- Provide a description of where the software is hosted and what methodologies can be used to provide a secure tunnel granting access to House traffic monitoring tools.
- Provide a description of how the application provides mobile access.
- Outline any relevant compatibility issues browsers, operating systems, and third party software such as MS Word, Excel or Adobe Acrobat.
- Provide a description of the capabilities to integrate with Office 365 to include methods for sending emails.
- Provide a description of the Secure Sockets Layer / Transport Layer Security (SSL/TLS) as the encryption mechanism of choice in user interface, API, batch import/export, and other secure connections.

Submission:

Due to the nature of this Sources Sought, questions will be due by Dec 15, 2023 at 2 PM EST. However, vendors are encouraged to submit questions early. Answers will be returned to all interested parties by amendment to this RFI when practicable. For questions submitted after the deadline, the USHR will try its best to answer but answers may not be guaranteed.

If interested, please submit a capability statement demonstrating your capacity to complete the requirement outlined above to Ryan.Moran@mail.house.gov and Carolyn.Sims@mail.house.gov and no later than (NLT) January 19, 2024, at 2 PM EST.

Please note that participating in the RFI process does not exclude you from participating in the RFQ process should one be issued for this requirement.

The Capability Statement shall meet the following criteria:

On page one (1) of the Capability Statement, begin by providing your company information as follows: Company name, address, phone number, CAGE code, DUNS number, GSA Contract Number (if applicable) and point of contact (name, phone and e-mail). Capability Statement must be in Microsoft Word, Microsoft Excel or Adobe PDF format, single spaced, 11-point font (excluding charts and graphics) and the entire document shall not exceed 10 pages in length to include all attachments, charts, etc. Capability Statements must include but is not limited to (a) company's core capabilities (b) corporate experience and management capability; and examples of prior completed Government contracts (if any), references, and other related information; and (c) Rough Order of Magnitude and preferred contracting method. (Pricing that is provided is not legally binding, will be used only for budgeting and potential solicitation purposes.)

Disclaimer and Important Notes:

This Sources Sought does not obligate the House to award a contract or otherwise pay for the information provided in response. The House reserves the right to use information provided by respondents for any purpose deemed necessary and legally appropriate. As part of additional Market Research, as a result of this RFI, vendors may be asked to present their solution in order for the House to further understand industry best practices and potential solutions. Any organization responding to this notice should ensure that its response is complete and sufficiently detailed to allow the House to determine the organization’s qualifications to perform the work. Respondents are advised that the House is under no obligation to acknowledge receipt of the information received or provide feedback to respondents with respect to any information submitted. However, responses to this notice will not be considered adequate responses to a solicitation. Please note that the United States House of Representatives is not subject to Federal Acquisitions Regulations (FAR) or any of its supplements. All aspects of the vendors solution must be in accordance with the Buy American Act, all data must be stored within the United States and all vendor employee must be eligible to work within the United States.

Confidentiality:

No proprietary, classified, confidential, or sensitive information should be included in your response. The House reserves the right to use any non-proprietary technical information in any resultant solicitation(s).