

SOLICITATION, OFFER AND AWARD				1. Type of Solicitation: Informational (RFI) Request for Quote (RFQ) Negotiated (RFP)		Page 1	
2. Solicitation Number			3. Solicitation Title			4. Date Issued	
5a. Issued By			For Information, Contact:				
			5b. Name			5c. Phone	
			5d. Email				
SOLICITATION							
6. Offers must be received ON OR BEFORE _____ EASTERN TIME at:						7. Delivery Arrangement	
the office address in Block 5a with _____ copies _____ another location (see Section L)						FOB Destination FOB Origin	
8. Table of Contents							
Sec.	Description	Page(s)	Sec.	Description	Page(s)		
Part I – The Schedule			Part II – Contract Clauses				
A	Solicitation, Offer and Award Form		I	Contract Clauses			
B	Supplies or Services and Prices/Costs		Part III – List of Documents, Exhibits and Other Attachments				
C	Description/Specifications/Work Statement		J	List of Attachments			
D	Packaging and Marking		Part IV – Representations and Instructions (Removed at Award)				
E	Inspection and Acceptance		K	Representations, Certifications, and Other Statements of Offerors			
F	Deliveries and Performance						
G	Contract Administration Data		L	Instructions, Conditions, and Notices to Offerors			
H	Special Contract Requirements		M	Evaluation Factors for Award			
OFFER <i>(must be fully completed by offeror)</i>							
9. The undersigned agrees to perform in compliance with the terms and conditions in the following pages if this offer is accepted within 120 calendar days from the date for receipt of offers specified in Block 6.							
10. Acknowledgement 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			
		Amendment No.		Date			
		Amendment No.		Date			
		Amendment No.		Date			
11. Prompt Payment Discount <i>(Calendar Days)</i>		12. Authorized Signature				13. Date Signed	
No. of Days	%						
14. Name and Address of Offeror		15. Signer Information <i>(type or print)</i> :					
		a. Name			b. Phone		
		c. Title					
		d. Email					
AWARD <i>(to be completed by Government)</i>							
16. Contract No. <i>(Solicitation No. + Suffix if applicable)</i>			17a. Name of Contracting Officer				
The signature of the Contracting Officer in Block 17 constitutes acceptance of the Offeror's proposal dated _____ and consummates the contract, which consists of this Solicitation, Offer and Award Form and the referenced proposal.			17b. U.S. House of Representatives Signature			17c. Date Signed	

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 2
---------------------	-----------------------------------	---	-----------------

TABLE OF CONTENTS

SECTION B – Supplies or Services and Pricing

B.1 Pricing Schedule

SECTION C – Description of Supplies and Services

C.1 Description /Specifications/Scope of Services

SECTION D – Packaging and Marking

D.1 Payment of Postage and Fees

D.2 Packaging and Marking

SECTION E – Inspection and Acceptance

E.1 Inspection

E.2 Acceptance

E.3 Title / Transfer/ Risk of Loss

SECTION F – Deliveries or Performance

F.1 Period of Performance

F.2 Option to Extend the Term of the Contract

F.3 Place of Performance

F.4 Notice to the House of Delays

F.5 Suspension and Debarment

F.6 Payment for Non-Performance

SECTION G – Contract Administration

G.1 Authorized House Representatives

G.2 Authorized Contractor Representative

G.3 Delegation of Authority

G.4 Post Award Conference

G.5 Invoices

G.6 Remittance Address

G.7 Reports / Plans / Schedules

G.8 Contract Status and Review Meetings

G.9 Resolving Contract Performance Issues

G.10 Disputes

G.11 Modifications

G.12 Termination

G.13 Release of Claims

SECTION H – Standard Contract Clauses

H.1 Contract Type

H.2 Availability of Funds

H.3 System for Award Management

H.4 Insurance

H.5 Federal Tort Claims Act

H.6 Excusable Delays

H.7 Warranty

H.8 Substitutions

H.9 Buy American

H.10 Most Favored Customer Pricing – Reserved

H.11 House Rules and Regulations

H.12 Compliance with Laws

H.13 House Information

H.14 Information Security

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 3
--------------	----------------------------	--	----------

- H.15 Non-Disclosure Agreement
- H.16 Protection of Contractor Proprietary Data
- H.17 Examination and Audit
- H.18 Limitation of Liability and Indemnification
- H.19 Non-Exclusivity of Rights and Remedies
- H.20 Flowdown and Subcontractors
- H.21 E-Verify
- H.22 Background Checks
- H.23 Identification Badges
- H.24 Key Personnel
- H.25 Authorized Use by Other Legislative Entities
- H.26 Covenant Against Gratuities
- H.27 Conflicts of Interest
- H.28 Advertising / Promotional Materials
- H.29 Incidental Services, Travel and Other Expenses
- H.30 Severability
- H.31 Assignment
- H.32 Order of Precedence
- H.33 Safety Awareness
- H.34 Waiver of Rights
- H.35 Privacy and Confidentiality
- H.36 Workplace Rights & Responsibilities Policies and Training
- H.37 US Federal Government Holiday Schedule

SECTION I – Special Contract Clauses

- I.1 Rights in New Work Product
- I.2 Software Escrow
- I.3 Software License Warranty
- I.4 System / Solution Warranties
- I.5 Intellectual Property Indemnity
- I.6 Documentation for Software and Equipment
- I.7 Software Versions
- I.8 Use of Hardware or Software Monitoring
- I.9 Technology Enhancement
- I.10 Self-Hosting Option – Not Applicable
- I.11 Service Level Agreements
- I.12 Media Sanitization – Fax and Copy Machines
- I.13 Concession Terms and Contracts
- I.14 Quality Assurance Surveillance Plan
- I.15 Vendor Performance Evaluation
- I.16 Constitutional Protection Against Compelled Disclosure

SECTION J – List of Documents, Exhibits, and Other Attachments

- J.1 Requirements

SECTION K – Representations, Certifications and Other Statements of Offerors

- K.1 Financial Information
- K.2 Insurance Information
- K.3 Company Background and Identifying Information
- K.4 Quality Assurance Information
- K.5 Responsibility Certification
- K.6 Certification of Independent Price Determination
- K.7 Authorized Company Officials
- K.8 Organizational Conflicts of Interests

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 4
---------------------	-----------------------------------	---	-----------------

- K.9 Buy American Act Certification
- K.10 General Services Administration Schedule Contract or Government-Wide Acquisition Contract Certification
- K.11 System for Award Management
- K.12 Certification of Training
- K.13 Signature

SECTION L – Instructions, Conditions and Notices to Offerors

- L.1 Content of Proposals
- L.2 Submission of Proposals
- L.3 Late Submissions and Revision of Proposals
- L.4 Acknowledgement of Amendments to Solicitation
- L.5 Information Distribution and Contacts
- L.6 Restriction on Disclosure and Use of Data

SECTION M – Evaluation Factors for Award

- M.1 Evaluation Factors for Award
- M.2 Basis for Award
- M.3 Contract Award

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 5
---------------------	-----------------------------------	---	---------------

SECTION B – PRICING SCHEDULE

PLEASE COMPLETE ATTACHMENT J.2 PRICING SHEET

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 6
---------------------	-----------------------------------	---	-----------------

SECTION C – DESCRIPTION/SPECIFICATIONS/SCOPE OF SERVICES

C.1 Background

The Office of the Chief Administrative Officer (“CAO”) provides administrative, technical, and operational solutions for four hundred and forty-one (441) Member offices and over fifty (50) Committee, Leadership, and support offices. There are approximately twelve thousand (12,000) House staffers and approximately nine hundred and fifty (950) district offices across the United States and Territories.

The CAO is responsible for procuring and administering HR services, while the United States House of Representatives (USHR) is the primary beneficiary and recipient of those services. This distinction highlights the CAO's role in sourcing and overseeing support initiatives, ensuring that the needs of the USHR community are effectively met through tailored solutions.

Separate systems are configured for USHR Members of Congress and USHR Staff for the management of core Human Resource (HR) operations, benefits administration, position control, payroll, learning and development, performance management, time and attendance, and absence management. The USHR currently uses Infor Lawson on-premises HR and Financial suite for administering most HRIS activities which are scheduled for decommission in 2030. The CAO must identify a replacement platform to manage existing functions, provide modern functionality, and satisfy the USHR’s unique requirements.

C.2 Objectives

USHR’s technology modernization requires the procurement and implementation of Software as a Service (SaaS) solution that meets CAO’s business priorities while balancing the costs of planning, implementing, and delivering larger scale solutions. This software implementation is designed to streamline and enhance essential business processes, ensuring accuracy and timely execution within one unified platform. By leveraging an advanced technology solution, the CAO seeks to reduce operational costs and significantly optimize payroll and HR management activities.

The USHR requires an HR software solution that effectively fulfills the following criteria:

- **SaaS:** The solution must be hosted and maintained on a reputable cloud infrastructure where the service provider administers a subscription-based delivery model to grant user access.
- **Federal Risk and Authorization Management Program (FedRAMP) Approval:** A cloud service provider (CSP) must have, at a minimum, a moderate FedRAMP authorization indicating that the CSP has completed a thorough security assessment and has been approved to manage moderately sensitive federal data. The system security controls in place are deemed appropriate for data that could lead to significant operational disruption if compromised, though it may not pose extreme risks.
- **Unified HR Platform with Payroll Capabilities:** The application must centralize all employee data and provide essential HR functions, especially payroll, on a single platform, thus streamlining access to HR and payroll information, automating workflows, and enhancing reporting, ensuring accurate and timely employee compensation while eliminating the need for multiple systems.
- **Cloud Migration Experience:** The CSP must be experienced in transferring an organization's digital operations, data, and infrastructure from its physical servers located on-site ("on-premises") to a cloud

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 7
---------------------	-----------------------------------	---	-----------------

computing environment, where services and storage are accessed via the internet.

- Federal Market Share: The CSP must be committed to and recognized within the federal market as a reputable provider of cloud-based solutions.

Additionally, the solution should meet CAO’s requirements out-of-the-box or with minimal customization across each of the USHR’s business capability areas, described in the table below. Further details on USHR’s requirements can be found in the attached Requirements Matrix document.

Table 1 - Capability Descriptions

Capability	Description
Technical Business Capabilities	
Access Control	Protects sensitive data and prohibits bad actors from accessing, viewing, and modifying data based on user role, segment, membership, tier, etc.
Agility	Provides the ability to quickly respond to evolving system requirements based on changes to existing policy, processes, laws, and regulations.
Application Compliance	Ensures compliance to labor and employment laws and regulations, including Federal, State, and Local laws, including industry-specific regulations.
Automated Updates	The CSP prescriptively manages and delivers updates to users seamlessly through the cloud, without requiring manual intervention from the user.
Automation	Leverages software applications and technology to reduce or eliminate human involvement in repetitive, high-volume, and time-consuming tasks.
Customer Support (U.S.-based)	Comprehensive assistance provided by the CSP to subscribers, helping them navigate and effectively utilize the application, including onboarding, troubleshooting technical issues, answering questions, providing training, and ensuring they get the most value from the software throughout their subscription period.
Cybersecurity	Proactive safeguards of user data and the application from cyber threats such as unauthorized access and data breaches through the implementation of strong authentication, encryption, access controls, and regular security monitoring, while adhering to FedRAMP-specific security standards.
Data Management	Establishes procedures for the collection, organization, and management of data to support HRMS processes and decision-making.
Reliability	Consistently performs functional and technical services without failure / downtime.
Self Service	Provides employees and managers with additional capabilities required to carry out various tasks such as reviewing candidate applications, entering performance appraisals, etc.
System Integration	Defines the connections and flows between systems and data within the Payroll and HR landscape.
Functional Capabilities	
Absence & Leave Administration	Establishes policies and programs for leave and work schedules to attract, retain, and meet the work-life needs of employees in accordance with laws, regulations, and policies established for the application to support accurate time and attendance.
Benefits Administration	Provides the ability to track and manage benefits, including health insurance, life insurance, dental and vision insurance, long-term care insurance, flexible spending

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 8
---------------------	-----------------------------------	---	-----------------

Capability	Description
	accounts, thrift savings plans, etc.
Custom Dashboards	Provides digital tools to create custom dashboards to display task-relevant information, analyze data to identify trends, patterns, correlations, and facilitate data-driven decision-making.
Learning & Development	Provides learning resources and a systematic process for career development plans, enhancement of employees' skills, knowledge, and competencies.
Onboarding & Offboarding	Supports onboarding and offboarding processes to integrate new employees into the organization and assist employees as they transition out of the organization, preventing legal and security risks.
Payroll Adjustments	Provides ability to adjust House employee pay temporarily or permanently, with increases or decreases, and as a one-time or long-term adjustment.
Payroll Compliance	Encompasses the business processes of payroll compliance and processing activities. Ensures compliance with Federal, State, and Local laws and regulations that govern how House employees are paid, rules on hiring, earnings reporting, fair treatment, and payroll tax handling.
Payroll Operations	Provides ability to connect HRMS systems to automate data exchange and synchronization while minimizing manual procedures resulting in fewer errors, improved accuracy, and compliance.
Payroll Processing	The process of compensating House employees for their work, calculating wages, withholding deductions, filing taxes, and distributing payment, to ensure employees are paid correctly and on time.
Performance Management	Supports CAO's performance management framework to effectively plan, establish performance expectations, define and achieve goals, provide ongoing feedback, and conduct formal reviews.
Real-time Reporting	Leverage business intelligence to enable real-time reporting and ability to make informed and responsive decisions utilizing up-to-the-minute data.
Talent & Acquisition Management	Ensure alignment of the workforce plan to business unit resource needs and establish the programs and procedures for attracting, recruiting, assessing, and selecting employees with the right skills and competencies.
Time & Attendance	Ensure employees' work time and paid time off are tracked and recorded to ensure accurate payroll calculations and compliance with labor laws.

C.3 Scope/Description of Work

The scope of this work is to modernize, replace, and improve existing HRMS applications 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 execute specific aspects of HR and payroll management accurately and efficiently. The vendor should bring innovative approaches to achieve and exceed the SOW objectives.

The successful implementation of the HRMS platform requires partnership with a qualified vendor who has the necessary experience to support all aspects of the implementation effort, including:

- Project Management Office (PMO)
- Software Implementation

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 9
---------------------	-----------------------------------	---	-----------------

- Change Management and Training

The House anticipates a two-year implementation period for the Human Resource Management System (HRMS), with system go-live occurring at the conclusion of that period. Offerors shall structure their implementation schedules, milestones, and deliverables to align with this timeline.

Following system go-live, the Contractor shall provide a twelve (12) week Hyper-Care support period, during which elevated support, rapid defect remediation, and knowledge transfer to House personnel shall be provided.

C.3.1 TASK 1: PROJECT MANAGEMENT OFFICE (PMO)

The vendor shall assist USHR with setting up a Program Management Office (PMO) with an effective balance of dedicated USHR representatives with strong project understanding alongside service implementors and project leaders with diverse expertise, ensuring clear communication and collaboration throughout the project lifecycle. The PMO will serve as the central hub providing governance and project management services to ensure the successful execution of the HRMS implementation project. The PMO will oversee the project from inception through completion, ensuring that the HRMS implementation is delivered on time, within scope, and on budget. The PMO will establish the USHR HRMS project governance framework, manage resources, monitor risks, and ensure the coordination of all involved teams to meet the organization’s HRMS objectives. The PMO will work closely with USHR stakeholders and other relevant parties to ensure effective project execution and alignment with business goals as outlined in this SOW.

The PMO will be responsible for the following activities:

- **Project Planning and Governance**
 - **Provide Kickoff Meeting:** The PMO will hold a kickoff meeting to review the project schedule, scope and timelines, discuss roles and responsibilities, initiate administrative activities such as systems and facilities access, and facilitate introductions between CAO stakeholders and the vendor team.
 - **Develop Project Charter:** The PMO will work with the project sponsor and key stakeholders to define the project’s goals, objectives, scope, and deliverables. The vendor shall formalize these operations into a project charter.
 - **Establish a Governance Framework:** The PMO will define the project’s governance structure, including roles, responsibilities, reporting lines, and decision-making processes and ensure clear ownership and accountability across the project team. This will also include recommendations for other entities that should be involved in the implementation.
 - **Define Project Methodology:** The PMO will choose and implement an appropriate project management methodology (e.g., Agile, Waterfall, or Hybrid), ensuring the method aligns with the USHR’s current development methods while balancing the complexity of the HRMS implementation.
- **Project Schedule and Budget Management**
 - **Project Schedule Creation:** The PMO shall develop and maintain a detailed project timeline with all critical milestones, tasks, and dependencies. This will serve as the roadmap for the entire project, tracking key phases, activities, and deadlines (e.g., system configuration, testing, go-live).

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 10
---------------------	-----------------------------------	---	------------------

- **Resource Allocation and Management:** The PMO will ensure that all resources (both human and technical) are appropriately allocated to meet project requirements and will coordinate with CAO's House Information Resources (HIR), Human Resources (HR), and Finance teams to ensure team members are available when needed.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 11
---------------------	-----------------------------------	---	------------------

- **Risk Management and Issue Resolution**

- **Risk Identification and Assessment:** The PMO will proactively identify and assess potential risks impacting the HRMS implementation and develop a risk management plan that includes mitigation strategies for each identified risk.
- **Issue Resolution and Escalation:** The PMO will establish a transparent process for identifying, documenting, and addressing issues that arise during the project. Additionally, the PMO will create a system for escalating critical issues to senior management for timely resolution.
- **Continuous Risk Monitoring:** The PMO will regularly review and update the project’s risk register, ensuring that new risks are captured, and previously identified risks are managed effectively.

- **Communication and Stakeholder Management**

- **Communication Plan Development:** The PMO will develop a comprehensive communication plan that ensures timely and transparent communication within the PMO and with stakeholders involved in implementation efforts. The plan will include key messages, frequency, and communication channels (e.g., emails, meetings, reports).
- **Stakeholder Engagement:** The PMO will facilitate engagement with critical stakeholders, including CAO leadership, CAO Payroll and Benefits, CAO HRIS, HR, and external vendors to ensure stakeholders are informed of project progress, crucial decisions, and issues.
- **Regular Status Reporting:** The PMO will provide consistent project status updates to stakeholders, including executive leadership, project sponsors, and project teams. Reports should cover milestones, accomplishments, challenges, risks, and next steps.
- **Meeting Facilitation:** The PMO will organize and lead regular project meetings (e.g., weekly status meetings, steering committee meetings, risk review meetings) to ensure project momentum and alignment.

- **Quality Assurance and Performance Monitoring**

- **Quality Management Plan:** The PMO will define and implement a quality management plan to ensure that all project deliverables meet the organization’s standards for quality. This will ensure that the HRMS is thoroughly tested, functional, and aligned with business requirements.
- **Performance Metrics and Key Performance Indicators (KPIs):** The PMO will establish performance metrics and KPIs to measure the project's success. This will include monitoring KPIs related to project schedule, budget, resource utilization, and stakeholder satisfaction.
- **Continuous Improvement:** The PMO will implement a continuous improvement process that identifies opportunities to enhance the project’s execution, increases efficiency, and addresses any operational challenges as they arise.

- **Change Management Oversight**

- **Change Control Process:** The PMO will provide oversight to ensure adherence to a formal

change control process to manage project scope, timeline, and budget changes.

- **Collaboration with Change Management Team:** The PMO will work closely with the Change Management Team to ensure project milestones and activities align with the organizational change strategy to facilitate timely deployment of communication and training plans and support for stakeholder engagement.
- **Documentation and Project Closure**
 - **Project Documentation:** The PMO will ensure that all key project documents, including project plans, schedules, risk registers, knowledge management, and status reports, are correctly documented, stored, and maintained for future reference.
 - **Post-Implementation Review:** The PMO will facilitate a post-implementation review to evaluate the project’s success and document lessons learned. This will help inform future HRMS projects or system upgrades within the organization.
 - **Project Closeout:** The PMO will oversee the formal project closure process, ensuring all deliverables are met, resources are released, and project documentation is archived. Ensure a final project report is delivered to senior management, including evaluating the project against the original goals.

The PMO will play a central role in ensuring the successful implementation of the HRMS. By providing leadership, oversight, and governance, the PMO will help the project stay on track, manage risks, and engage stakeholders effectively. Through disciplined project management practices, the PMO will ensure the HRMS project is completed on time, within budget, and meets the organization's business needs.

C.3.1.1 PMO DELIVERABLES

The table below provides a summary of required deliverables for Task 1: PMO and their suggested frequency and due dates. The vendor may propose alternative timeframes and/or frequencies for deliverables provided the rationale for the proposed alternative is clear in the vendors’ response.

Table 2 - PMO Deliverables

PMO Deliverable	*Due Dates	Frequency
Project Planning and Governance		
Kickoff Briefing	2 weeks	One-time submission
Project Charter	30 days	One-time submission with Quarterly reviews
Governance and Organizational Structure	30 days	One-time submission
Project Methodology	30 days	One-time submission
Project Schedule & Budget Management		
Project Schedule	45 days	One-time submission with updates as needed
Resource Plan	30 days	One-time submission with Quarterly review/update
Risk Management & Issue Resolution		
Risk Management Plan	45 days	One-time submission with Quarterly review/update

Issue Log	45 days	One-time submission with Monthly review/update
Risk Register	45 days	One-time submission with Monthly review/update
Communication & Stakeholder Management		
Communication and Stakeholder Engagement Plans	45 days	One-time submission with Quarterly review/update
Monthly Status Reports	10th business day of each month	Monthly
Quality Assurance & Performance Monitoring		
Quality Assurance and Testing Plan	9 months	One-time submission with Quarterly review/update
Testing Reports	13 months	One-time submission with Monthly review/update
Go-Live Checklist	16 months	One-time submission with updates as needed
Go-Live Support Plan	16 months	One-time submission
Change Management Oversight		
Change Control Process	30 days	One-time submission with Quarterly review/update
Documentation and Project Closure		
Post-Implementation Review Report	18 months	One-time submission
Final Project Report	24 months	One-time submission
Project Closeout Documentation	24 months	One-time submission

** Due Dates are Post Contract Award*

C.3.2 TASK 2: SOFTWARE IMPLEMENTATION

The vendor will be responsible for end-to-end implementation, customization, integration, testing, and go-live support of HRMS, ensuring it meets CAO's specific HR and payroll needs. Additionally, the vendor will be responsible for working with CAO to migrate its existing data from the current systems into the modern HRMS platform. The vendor will provide the following services:

- **Requirements Validation and System Design**
 - **Requirements Validation:** The vendor will use previously defined requirements to validate, update, and expand the functional and technical requirements with all relevant stakeholders (HR, Payroll, IT, Finance, and others as appropriate).
 - **System Design & Configuration:** The vendor will design the HRMS configuration to support the organization's HR and payroll processes based on gathered requirements. Design activities include reengineering workflows, forms, user security permissions, and integrations with third-party systems. The vendor will also ensure system configurations meet specific business needs, such as custom reporting, data fields, and HR and payroll processes. The vendor should suggest ways to use machine learning or predictive analytics to help with workforce management.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 14
---------------------	-----------------------------------	---	------------------

- **Configuration Reviews:** The vendor will conduct iterative configuration reviews with the project team to ensure the solution aligns with CAO's expectations and operational needs.
- **System Integration and Data Migration**
 - **Integration Design:** The vendor will design and implement integration between the HRMS and other existing systems (e.g., payroll, ERP, finance, IT, and benefit vendors) to ensure seamless data flow. The vendor should look to using API-based integration and data visualization tools.
 - **Integration Testing:** The integration team will conduct system integration testing (SIT) to ensure data flows correctly across integrated platforms.
 - **Data Mapping and Migration:** The vendor will oversee data migration from legacy HR systems to the new HRMS to ensure data accuracy, integrity, and consistency.
 - **Data Migration Testing:** The vendor will perform multiple data migration tests to verify CAO data accuracy before the final migration.
- **Software Configuration and Customization**
 - **System Setup:** The vendor will configure modules covered in the software services agreement, including core Human Capital Management (HCM), Payroll, Benefits, Compensation, Recruiting, Absence, Time and Attendance, Performance, and Learning and Development to align with the organization's HR processes.
 - **Custom Feature Development:** If required, the vendor will develop custom features, fields, or functionalities within the HRMS to meet the business's specific needs.
 - **User Interface (UI) Customization:** The vendor will customize the system's user interface to ensure ease of use and intuitive navigation for all staff and employees. UIs for the House, CAO, and other offices (e.g., Office of the Sargent at Arms and the Office of the Clerk) will be branded according to each entity's brand standards as applicable.
- **Testing and Quality Assurance**
 - **Test Planning and Execution:** The vendor will develop a comprehensive test plan covering unit testing, system integration testing (SIT), user acceptance testing (UAT), and stress/performance testing, if applicable.
 - **Defect Resolution:** The vendor will identify, document, and resolve defects discovered during testing.
- **Go-Live and Post-Go-Live Support**
 - **Go-Live Planning:** The vendor will develop and implement a detailed go-live plan, including data migration, cutover, system activation, and user access.
 - **Go-Live Support:** The vendor will provide on-site or remote support during the go-live phase to address any issues.
 - **Post-Go-Live Support:** The vendor will provide post-launch support, including bug fixes, troubleshooting, and system optimization for at least 12 weeks after going live.

- **Stabilization:** The vendor will monitor system performance closely during the post-go-live phase and resolve any issues that affect user adoption or system performance. The House will require at least two years of stabilization which could be a smaller team than the implementation team.

C.3.2.1 SOFTWARE IMPLEMENTATION DELIVERABLES

The table below provides a summary of required deliverables for Task 2: Software Implementation and their suggested frequency and due dates. The vendor may propose alternative timeframes and/or frequencies for deliverables provided the rationale for the proposed alternative is clear in the vendors' response.

Table 3 - Software Implementation Deliverables

Software Implementation Deliverable	*Due Date	Frequency
Requirements Gathering and System Design		
Requirements Documentation (functional and technical)	4 months	One-time submission
System Design and Configuration Plan	60 days	One-time submission
Customization and Integration Specifications	5 months	One-time submission
System Architecture and Integration Plan	5 months	One-time submission
Data Migration Strategy and Plan	5 months	One-time submission
System Integration and Data Migration		
Data Migration Plan and Completed Data Migration (including testing)	12 months	One-time submission, regular review/update
System Integration Configuration and Test Results	12 months	One-time submission, regular review/update
Software Configuration and Customization		
Configured and Customized (if required) HRMS	6 months	One-time submission
Testing and Quality Assurance		
Test Plans (Unit, SIT, UAT, Performance Testing)	9 months	One-time submission
Quality Assurance Reports and Defect Logs	9 months	One-time submission, regular review/update
Go-Live Checklist and Final System Activation	16 months	One-time submission
Go-Live and Post Go-Live Support		
Post-Go-Live Support Plan	16 months	One-time submission
Go-Live Support Logs (including issues tracked and resolutions)	16 months	One-time submission, regular review/update
System Performance Monitoring Reports, if applicable Post-Implementation Review and Optimization Plan	18 months	As applicable
Feedback Reports and Iterative Improvements	18 months	As applicable
Final System Evaluation Report	23 months	One-time submission

**Due dates are post contract award*

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 16
---------------------	-----------------------------------	---	------------------

C.3.3 TASK 3: CHANGE MANAGEMENT

The vendor will provide change management and training support to facilitate adoption of the HRMS system in collaboration with USHR stakeholders. The vendor will establish a strategy that will encourage stakeholders to embrace the HRMS solution, using creative adoption ideas, like interactive learning tools or digital assistants. The vendors shall provide training, communications and support so that the transition to the new HRMS is smooth and effective. The team will focus on managing the human aspect of the change, preparing, supporting, and guiding users through the implementation and beyond.

The vendor will be responsible for the following tasks:

- **Change Management Planning**
 - **Develop a Change Management Strategy:** The vendor will create a detailed change management strategy tailored to USHR’s culture, size, and structure. This plan will outline how the team will approach the organizational change, addressing potential resistance, engagement, and communication efforts.
 - **Stakeholder Mapping:** The vendor will identify and map vital organizational stakeholders (e.g., senior leadership, HR, IT, managers, and employees) to determine the level of engagement and support needed from each group throughout the implementation process.
 - **Define Success Metrics:** The vendor will establish KPIs that align with those codified by the PMO to measure the success of the change management initiatives (e.g., user adoption rates, training completion rates, feedback surveys, and other applicable metrics).
- **Communication and Engagement**
 - **Develop a Communication Plan:** The vendor will design a communication strategy to inform employees about the upcoming HRMS changes. This plan will include key messaging, channels, and a timeline for communication.
 - **Feedback Channels:** The vendor will establish formal channels (surveys, focus groups, email) for employees to provide feedback and voice concerns during the transition. The vendor will summarize feedback and share it with the project team for prompt resolution.
 - **Engagement Campaigns:** The vendor will run engagement campaigns to generate buy-in and enthusiasm for the new HRMS. This could include "sneak peek" demos, and information sessions.
- **Training and Support**
 - **Training Needs Analysis:** The vendor will conduct a thorough assessment to determine the different training needs of various groups (e.g., HR and payroll staff, managers, employees). The vendor will define the learning objectives and choose the most effective training methods (e.g., workshops, webinars, eLearning).
 - **Training Program Development:** The vendor will develop a customized training plan, programs and materials, such as user guides, video tutorials, and quick reference sheets, to meet the needs of all user groups.
 - **Conduct Training Sessions:** The vendor will deliver interactive training sessions, including general system usage (for employees) and more specialized sessions for HR and payroll administrators, IT staff, and managers.
 - **Post-Training Support:** The vendor will provide on-demand support and follow-up training

to address any questions, issues, or challenges users encounter after the training sessions.

- **Post-Implementation Support and Adoption Monitoring**

- **Monitor Adoption and Feedback:** The vendor will track the usage and adoption rates of the new HRMS system using KPIs and feedback surveys to understand how employees are adjusting. The vendor will provide feedback and recommendations for how to address any concerns or challenges early to prevent issues from escalating.
- **Continuous Improvement:** The vendor will work with the project and IT teams to implement system refinements and user interface adjustments based on user feedback post-implementation. The vendor should provide an innovation roadmap that outlines opportunities after go-live.

C.3.3.1 Change Management Deliverables

The table below provides a summary of required deliverables for Task 3: Change Management and their suggested frequency and due dates. The vendor may propose alternative timeframes and/or frequencies for deliverables provided the rationale for the proposed alternative is clear in the vendors’ response.

Table 4 - Change Management Deliverables

Change Management Deliverable	*Due Date	Frequency
Change Management Planning		
Change Management Strategy	60 days	One-time submission, Quarterly review/update
Stakeholder Map and Engagement Plan	60 days	One-time submission, Quarterly review/update
Communication and Engagement		
Communication Plan	30 days	One-time submission, Quarterly review/update
Communication Materials	Dates and frequency should be defined in the Communications Plan	
Training and Support		
Training Needs Assessment Report	12 months	One-time submission
Training Plan	13 months	One-time submission, update as needed
Training Sessions & Support	Dates and frequency should be defined in the Training Plan	
Post-Implementation and Adoption Monitoring		
Adoption Monitoring Report, including Continuous Improvement Recommendations	15th day of each month	Monthly, following implementation

**Due dates are post contract award*

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 18
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SECTION D – PACKAGING AND MARKING

D.1 PAYMENT OF POSTAGE AND FEES APRIL 2013

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

D.2 PACKAGING AND MARKING DECEMBER 2014

- a. **Packaging.** Preservation, packaging and packing for all items delivered hereunder shall be in accordance with commercial practice, unless otherwise stated in this Contract, to ensure acceptance by common carrier and safe arrival at destination. All boxes must: (i) include packing slips clearly referencing this Contract; (ii) be numbered sequentially; (iii) indicate the total number of boxes in the shipment (*i.e.*, 1 of 6, 2 of 6, etc.); and (iv) include a description of item, part or item number, customer name and customer location.
- b. **Marking.** Contractor packages sent by private shipping companies (*e.g.*, FEDEX, UPS, etc.) must have the following information recorded on or near the shipping label: “U.S. House of Representatives, Purchase Order/Contract Number: (insert number),” along with the recipient’s name, office, building, room number and telephone number, if known. For items sent by local shipping companies, all deliveries, unless otherwise stated in this Contract, shall be considered “Inside Deliveries” and the Contractor will ensure that necessary hand-trucks, tools and personnel are available upon delivery to transport goods to the final destination within the building.
- c. **Deliveries.** Except for the companies referenced in section b. no deliveries will be accepted unless the delivery vehicles have been processed and x-rayed at the U.S. Capitol Police Offsite Delivery Center (OSDC) located at 4700 Shepherd Parkway SW, Washington, D.C. 20032. The hours of the U.S. Capitol Police Offsite Delivery Center are 4:30 a.m. to 3:00 p.m., Monday through Friday (Eastern Time). Vehicles must arrive no later than 2:45 p.m. to allow time for processing. The facility is closed on all Federal holidays unless specifically noted.
 1. In order to gain access to the Capitol Complex, a letter must be emailed to OSDCAdmin@USCP.GOV on company letterhead accompanied by signature of the owner/manager listing the following information:
 - i. Company Name
 - ii. Name of the Drivers/Employees requiring access
 - iii. Social Security number for each driver/employee
 - iv. Date of birth for each driver/employee
 - v. Driver license number for each driver/employee
 - vi. Vehicle information – make, model, year, license plate number and state (Valid/Current registration is required for ALL vehicles including rentals.)
 - vii. Building(s) to be accessed
 - viii. Expected delivery date and time
 - ix. POC / Receiving Person’s name and phone number
 2. Please note that all delivery information requires the receiving point of contact (POC) to send notification to OSDCAdmin@uscg.gov verifying the delivery for processing.
 3. No deliveries will be accepted unless the vehicles have been processed and x-rayed at the Offsite Delivery Center (OSDC).
 4. All delivery personnel and employees will be required to provide a valid picture government issued identification and be processed through the National Crime Information Center (NCIC).
 5. After delivery vehicles have been inspected and processed at the Offsite Delivery Center (OSDC), vehicles will respond directly to the secondary checkpoints listed below:

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 19
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- i. The Capitol Building/CVC: Capitol loading dock at New Jersey and C Street NW
 - ii. Senate Office Buildings: Hart Tunnel in the 100 block of D Street, NE
 - iii. House Office Buildings:
 1. Ford HOB – 200 block of Virginia Avenue, SW
 2. O’Neill/Rayburn/Longworth/Cannon – Delaware and Washington Avenue, SW
 3. Library of Congress – Delaware and Washington Avenue, SW
6. Delivery trucks servicing the Ford House Office Building must not exceed ten (10) feet in height for inside delivery. Any questions can be directed to the Offsite Delivery Center during business hours (4:30 a.m. – 3:00 p.m.) at 202-224-0202.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 21
---------------------	-----------------------------------	---	------------------

- iv. delinquent Federal taxes in an amount that exceeds three thousand dollars (\$3,000);
- v. knowing failure by a principal, until three (3) years after final payment on any Government contract awarded to the Contractor, to timely disclose to the Contracting Officer, in connection with the award, performance or closeout of the contract or subcontract thereunder, credible evidence of a: (A) violation of Federal criminal law involving fraud, conflict of interest, bribery or gratuity violations found in Title 18 of the United States Code; (B) violation of the civil False Claims Act (31 U.S.C. 3729-3733); or (C) significant overpayment(s) on the Contract; or
- vi. commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects the present responsibility of the Government contractor or subcontractor.

Indictment for any of the causes listed above constitutes adequate evidence for suspension and/or debarment. The House may, upon adequate evidence, also suspend a contractor for any other cause so serious or compelling a nature that it affects the present responsibility of the Government contractor or subcontractor.

- c. Suspension. If suspended, the Contractor is temporarily disqualified from contracting with the House as a prime and/or House-approved subcontractor, in full or in part, pending the completion of an investigation and any ensuing legal proceeding(s).
 - i. .
 - ii. *Procedures*. The Contracting Officer initiates suspension and debarment proceedings. If the Contractor and any specifically named affiliates are suspended, the Contracting Officer shall advise the individual or company immediately by certified mail, return receipt requested:
 - 1. that the individual or company has been suspended and that the suspension is based on an indictment or other adequate evidence that the Contractor has committed irregularities: (A) of a serious nature in business dealings with the House; or (B) 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;
 - 2. that the suspension is for a temporary period pending the completion of an investigation and such legal proceedings as may ensue;
 - 3. of the cause(s) relied upon for imposing suspension;
 - 4. of the effect of the suspension; and
 - 5. that, within thirty (30) calendar days after receipt of the notice of suspension, the Contractor or its representative may submit to the Chief Administrative Officer, 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.
- d. GSA Notification. The House reserves the right to notify GSA if the Contractor is suspended, debarred or proposed for suspension or debarment by the House.
- e. GSA Suspension and Debarment. After being listed on the System for Award Management ("SAM"), the House shall not solicit offers from, award contracts to or consent to subcontracts with the listed contractor, unless the House's Chief Administrative Officer determines that there is a compelling reason for such action. Furthermore,

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 22
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contractors listed on SAM are excluded from conducting business with the House as agents or representatives of other contractors.

- f. Debarment. If debarred, the Contractor is excluded from contracting with the House as a prime and/or House-approved subcontractor, in full or in part, for a defined period of time, generally not to exceed three (3) years.
- i. *Procedures*. If the Contractor and any specifically named affiliates are proposed for debarment, the House shall advise the individual or company immediately by certified mail, return receipt requested:
1. that debarment is being considered;
 2. 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;
 3. of the cause(s) relied upon for proposing debarment;
 4. that, within thirty (30) calendar days after receipt of the notice, the Contractor or its representative may submit to the Chief Administrative Officer, in writing 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;
 5. of the effect of the issuance of the notice of proposed debarment;
 6. of the potential effect of an actual debarment; and
 7. of the House's procedures governing debarment decision-making.

The decision of the Chief Administrative Officer on the merits of a debarment shall be final. A decision may be appealed by the Contractor to the Committee on House Administration, in writing, within ten (10) calendar days of receipt of notification of the decision. However, the only basis for appeal is that the Chief Administrative Officer failed to follow the procedures established herein. No other basis for appeal will be considered by the Committee on House Administration.

- ii. *Notice*. In the event that the Chief Administrative Officer makes a determination to impose debarment, the House shall give the Contractor and any subcontractors affiliated with the project prompt notice by certified mail, return receipt requested:
1. referring to the notice of proposed debarment;
 2. specifying the reasons for debarment; and
 3. stating the period of debarment, including effective dates.

F.6

PAYMENT FOR NON-PERFORMANCE

APRIL 2013

- a. General. If the Contractor fails to comply with this Contract or any extension, the House may terminate this Contract under the termination clause of the Contract. The Contractor shall be liable for fixed, agreed damages as provided for in this clause, accruing until the time the House may reasonably obtain delivery or performance of similar services.
- b. Payment for Non-Performance. In the event that the Contractor fails to perform as stipulated in this Contract, and such failure is not for a reason beyond the control of the Contractor, the House may charge the Contractor

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 23
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twice the daily billed amount to the House for the applicable service(s) provided, or in the case of goods, the value of the goods/equipment, multiplied by the number of calendar days of late delivery. The House may also obtain payment equal to the costs incurred by the House to rectify, mitigate and repair the damages caused by the Contractor's failure to comply and/or perform. The House may obtain performance from another source and charge and collect all administrative costs incurred with entering in to a new contract plus the increase in costs to the House of the new plan, if higher than the billing rate of the non-performing and/or non-compliant Contractor.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 24
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SECTION G – CONTRACT ADMINISTRATION

G.1 AUTHORIZED HOUSE REPRESENTATIVES APRIL 2013

a. Contracting Officer.

- i. *Authority.* The Contracting Officer is the only person authorized to approve changes under this Contract and, notwithstanding provisions contained elsewhere in the Contract, said authority resides solely with the Contracting Officer.
- ii. *Unauthorized Changes.* Except as specified in paragraph (iv) herein, no order, statement or conduct of personnel of the House who visit the Contractor's facilities, or in any other manner communicate with personnel of the Contractor during the performance of this Contract, shall constitute a change (in scope, terms, conditions, requirements, pricing and/or delivery schedules) under this Contract. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, 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.
- iii. *Written Authority.* The Contractor shall not comply with any order, direction or request of personnel of the House which would constitute a change under this Contract, unless issued in writing and signed by the Contracting Officer, or made pursuant to specific authority otherwise included in this Contract.
- iv. *Delegation of Authority.* The Contracting Officer may delegate certain responsibilities to authorized representatives.

b. Contracting Officer's Representative.

- i. *Responsibilities.* The COR, appointed in writing 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: (1) determining the adequacy of performance and/or the timeliness of delivery by the Contractor in accordance with the terms and conditions of this Contract; (2) ensuring compliance with the contract requirements insofar as the work is concerned; (3) advising the Contracting Officer and Contracts Specialist of any factors which may cause delays in delivery and/or performance of the work; and (4) 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.
- ii. *Additional Responsibilities.* Additional responsibilities of the COR are as follows: (1) monitor and evaluate contract performance, including preparing Vendor Performance Evaluations; (2) review, approve and process contractor invoices; (3) submit periodic report(s) to the Contracts Specialist; and (4) provide the Contracts Specialist with notification of intent to exercise options or renewals ninety (90) calendar days prior to expiration date.

c. Contracts Specialist. The Contracts Specialist prepares all modifications to this Contract, maintains the official contract file with all reports and other contractual documentation, and responds to contractual inquiries or concerns from the COR or the Contractor on behalf of the Contracting Officer.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 25
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G.2 AUTHORIZED CONTRACTOR REPRESENTATIVE (ACR)

The ACR serves as the Contractor’s liaison between the Contractor and the COR. The ACR shall provide periodic status reports to the COR pursuant to the clause titled, “Reports / Plans / Schedules” 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. The Contractor shall provide the name of the ACR to the House upon submission of a proposal and notify the House of any subsequent changes.

G.3 DELEGATION OF AUTHORITY APRIL 2013

The parties to this Contract, in their discretion, may delegate to representatives within their respective organizations any of their administrative functions in connection with this Contract, but may not absolve themselves of accountability for performance of said functions. All delegations of authority by the Contractor to fulfill the obligations of this Contract will be made in writing to the Contracting Officer.

G.4 POST AWARD CONFERENCE APRIL 2013

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.5 INVOICES DECEMBER 2014

- a. Invoice Information. A proper invoice shall minimally include:
 - Contractor Name, Address and Phone Number
 - Name of Contractor Point of Contact
 - House Contract Number
 - Work/Delivery Order Number (as appropriate)
 - Invoice Number
 - Invoice Date
 - Invoice Page Number (each page of an invoice shall minimally also contain the Contractor name, invoice number and invoice date)
 - Payment Terms, if appropriate (example: 2% 10 - net 30)
- b. Deliverables. For each deliverable included on the invoice, the invoice shall include, as applicable:
 - Contract Line Item Number
 - Period of Performance
 - Brief Description of Item
 - Quantity Delivered
 - Unit Price
 - Extended Price
 - Total Price of all deliverables contained on Invoice
- c. Submissions. Invoices for goods, equipment and services shall be submitted by e-mail or facsimile to the point of contact specified in the Contract.
- d. Discounts. For services and goods (other than equipment), any cash discount period will be computed from the date the invoice is received. For equipment, any cash discount period will be computed from the date/time stamped on the EIN form.
- e. Follow-up Invoices. All follow-up invoices shall be marked “Duplicate of Original” on all pages. Any questions from the Contractor regarding payment information or check identification should be directed to the COR for follow-up with appropriate financial personnel.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 27
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- d. Timeframes. The Contractor's on-time submission of the required deliverables is critical to the overall successful performance of the Contract. The reports shall be submitted as requested by the COR

G.8 CONTRACT STATUS AND REVIEW MEETINGS APRIL 2013

As determined necessary by the COR, contract review/status meeting shall be scheduled. The purpose of the meetings is to review the performance summary reports, performance evaluations, current/outstanding issues and provide the Contractor with any House-related informational materials. The House will use these meetings as a tool to monitor the Contractor's performance and to address and resolve potential problems, which will increase the likelihood of successful Contract performance.

G.9 RESOLVING CONTRACT PERFORMANCE ISSUES APRIL 2013

- a. Notification. The Contractor shall immediately bring all performance issues to the attention of the COR. Likewise, the COR shall immediately bring all real or apparent performance issues to the 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 this Contract.
- b. Resolution. 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 Contracting Officer. The Contracting Officer, with input from the COR, Contracts Specialist and subject matter experts, if necessary, will attempt to resolve performance issues to the mutual satisfaction of both the House and the Contractor.
- c. Remedies. If performance issues cannot be resolved to the mutual satisfaction of both the House and the Contractor, the Contracting Officer may pursue any of the remedies provided for under this Contract, up to and including termination of all or part of this Contract.

G.10 DISPUTES DECEMBER 2014

The parties shall deal in good faith and attempt to resolve potential disputes informally. If a dispute persists, the parties shall follow the administrative procedures set forth in the "Disputes" section in the *Procurement Instructions for the U.S. House of Representatives*, which shall be provided upon request and are described below:

- a. Submission of Claim. The Contractor may submit a written claim to the Contracting Officer seeking a final decision. The period for submission of written claims expires six (6) months from the date of completion of the Contract. The Contractor shall proceed diligently with the performance of the Contract and in accordance with the Contracting Officer's direction during the entirety of the dispute or appeal process. A claim by the Contractor shall be decided by the Contracting Officer, who shall reduce the decision to writing and mail or otherwise furnish a copy of the final decision to the Contractor. The Contracting Officer's decision on the dispute shall be final unless the Contractor appeals to the Chief Administrative Officer as set forth below.
- b. Appeal to Chief Administrative Officer. Within thirty (30) calendar days from the receipt of a Contracting Officer's final decision, the Contractor may appeal the decision in writing by mail to the Chief Administrative Officer. The Chief Administrative Officer shall review the parties' positions and issue a final decision on the appeal. The Chief Administrative Officer's decision on the appeal shall be final unless the Contractor appeals to the Committee on House Administration as set forth below. In connection with any appeal under this clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 29
---------------------	-----------------------------------	---	------------------

determining all costs claimed, agreed to or determined under this clause. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

- c. Termination for Default/Cause. The House may, with written notice of default to the Contractor, terminate this Contract in whole or in part for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any Contract term or condition, or fails to provide the House, upon request, with adequate assurances of future performance. In the event of termination for cause, the House shall not be liable to the Contractor for any amount for goods or services not accepted, and the Contractor shall be liable to the House for any and all rights and remedies provided by law. Generally, after the written notice and prior to terminating this Contract for default, the House will provide the Contractor five (5) calendar days to cure the defective performance; however, if the defective performance results in a breach of information security, substantial harm to the House, or a failure to meet the delivery schedule, the House reserves the right to immediately terminate this Contract for default, without providing the Contractor a cure period. The Contractor shall diligently continue to perform the work not terminated. If it is determined that the House improperly terminated this Contract for default/cause, such termination shall be deemed a termination for convenience. All disputes arising under or related to this Contract shall be resolved under the provisions of this Contract and the procedures set forth in the "Disputes" section in the *Procurement Instructions for the U.S. House of Representatives*, which shall be provided upon request.

G.13

RELEASE OF CLAIMS

APRIL 2013

After completion of work, and prior to final payment, the Contractor shall furnish to the Contracting Officer a release of claims against the United States arising out of this Contract, other than claims specifically excepted from the operation of the release.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 30
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SECTION H – STANDARD CONTRACT CLAUSES

H.1 CONTRACT TYPE FEBRUARY 2016

Firm-Fixed-Price (FFP) Contract.

Time and Materials/Labor Hours Contract

- a. This is a time and material/labor hours contract for services specified and effect for the period stated.
- b. Contractor will provide contractor support at specified fixed hourly rates that are fully burdened and include wages, overhead, profit and general and administrative expenses.

H.2 AVAILABILITY OF FUNDS DECEMBER 2014

The House’s obligation under this Contract is contingent upon the availability of appropriated funds from which payment can be made. No legal liability on the part of the House may arise until the funds are made available to the designated Contracting Officer through an Appropriations Act for operations of the House. Issuance of a contract to the Contractor bearing the signature of a Contracting Officer shall constitute evidence that such funds are available.

H.3 SYSTEM FOR AWARD MANAGEMENT OCTOBER 2014

The Contractor shall register or be registered in the System for Award Management (“SAM”) database (www.sam.gov) within ninety (90) calendar days from the date of award. The Contractor shall ensure that all information contained in its SAM registration is current, complete and accurate throughout the performance period of this award and until final payment is made by the House. To successfully register in the SAM database, the Contractor must provide its Taxpayer Identification Number, as validated by the Internal Revenue Service. Unless the Contractor’s SAM registration is marked “Active,” the registration requirement is not met. Not applicable to Independent Contractors. The Contracting Officer may waive this requirement in writing only. Upon successful registration in SAM, the Contractor will be provided its SAM Unique Entity Identifier (UEI).

H.4 INSURANCE APRIL 2013

The Contractor shall carry and maintain, during the entire period of performance under this Contract, the following levels of insurance coverage as required by law:

- a. Worker’s Compensation. Workers’ compensation and employee’s liability insurance: a minimum of one hundred thousand dollars (\$100,000) per incident;
- b. Comprehensive. Comprehensive general liability: a minimum of one million dollars (\$1,000,000) bodily injury per occurrence;
- c. Automobile. Automobile (vehicle) general liability insurance: a minimum of two hundred thousand dollars (\$200,000) per person; one million dollars (\$1,000,000) per accident; property damage fifty thousand dollars (\$50,000.00); and/or
- d. Other. Other insurance as required and specified in this Contract.

Upon request of the Contracting Officer, the Contractor shall promptly provide proof of insurance coverage.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 31
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H.5

FEDERAL TORT CLAIMS ACT

APRIL 2013

Consistent with the Federal Tort Claims Act (28 U.S.C. § 2671, et seq.), the House shall not be liable for any injury to the Contractor's personnel or damage to the Contractor's property unless such injury or damage is due to negligence or a wrongful act or omission on the part of the House.

H.6

EXCUSABLE DELAYS

DECEMBER 2014

The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without fault or negligence of the Contractor, such as acts of God or the public enemy, acts of the House, in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather and delays of common carriers. The Contractor shall (a) notify the Contracting Officer in writing as soon as it is reasonably possible after the commence of any excusable delay, setting forth the full particulars in connection therewith, (b) remedy the adverse impact of such occurrence with all reasonable dispatch, and (c) promptly give written notice to the Contracting Officer of the cessation of such occurrence.

H.7

WARRANTY

DECEMBER 2014

- a. Term. The term of the warranty shall begin on the date of acceptance. For equipment, the installation date and the warranty period will commence on the time stamp date which appears on the EIN form.
- b. Newly Manufactured Goods and Equipment. Unless this Contract specifies otherwise, the Contractor warrants that all goods and equipment provided are new. Used or reconditioned goods and equipment are prohibited, unless otherwise specified. If the Contractor believes that furnishing other than new material will be in the House's interest, the Contractor shall so notify the House in writing prior to delivery, specify the price reduction proposed and request authority to deliver such material.
- c. Goods, Equipment and Services. The Contractor warrants that the goods, equipment and services will be free from defects in materials and workmanship for a minimum of ninety (90) calendar days, as follows: (i) after completion of performance of services; (ii) after acceptance of goods, unless a longer warranty period is provided by the manufacturer or by law, in which case the longer warranty period will apply; and/or (iii) from the date that the EIN form is date-stamped by CAO Central Receiving for equipment, unless a longer warranty period is provided by the manufacturer or by law, in which case the longer warranty period will apply. Should the Contractor's goods, equipment or services prove to be defective within said applicable warranty period, the Contractor shall promptly replace or repair said goods or equipment or correct such services in accordance with the requirements of this Contract, upon receipt of written notice from the House and without cost to the House. If such goods, equipment or services cannot be brought into compliance with this Contract in a timely manner, as determined by the House, the House may require a refund, in whole or in part, from the Contractor.
- d. Software. For the delivery of commercial software (*i.e.*, software that has been sold, leased or licensed to the general public), the Contractor warrants that such software will perform in accordance with the software license and accompanying documentation (*e.g.*, nonproprietary manuals and other materials). The Contractor further warrants that the commercial or proprietary software delivered under this Contract will be free, at the time of delivery, of harmful code (*i.e.*, computer viruses, worms, trap doors, time bombs, disabling code or any similar malicious mechanism designed to interfere with the intended operation of, or cause damage to, computers, data or software).
- e. Intellectual Property. The Contractor warrants that the goods, equipment and services furnished under this Contract will not infringe or violate any U.S. intellectual property right, including, without limitation, rights in trade secrets, copyrights and U.S. patents.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 32
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- f. Excluded / Limited Warranties. If the Contractor wishes to exclude or limit these implied warranties, it shall be the Contractor’s responsibility to offer and agree with the House on an express warranty that includes terms (including the length of the warranty) equal to or better than those offered to comparable customers in customary commercial practice. The express warranty, if any, shall be included as an addendum to the Contract.

H.8 SUBSTITUTIONS DECEMBER 2014

The Contractor shall not tender substituted goods or equipment or use any specification in lieu of those applicable to this Contract without the prior written consent of the Contracting Officer.

H.9 BUY AMERICAN APRIL 2013

Unless otherwise specified in this Contract, goods and equipment acquired hereunder shall be of the growth and manufacture of the United States, provided such goods and equipment, as measured by cost of components, can be procured upon as good terms as to quality and price as are demanded for like items of foreign growth and manufacture.

- a. As used in this clause and the clause of this solicitation entitled “Buy American Act Certification,” the following definitions apply:
- i. “Component” means an article, material or supply incorporated directly into an end product.
 - ii. “Cost of components” means: (1) for components purchased by the Contractor, the acquisition cost, including transportation costs to the place of incorporation into the end product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or (2) for components manufactured by the Contractor, all costs associated with the manufacture of the component, including transportation costs as described item a(ii)(1) of this definition, plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the end product.
 - iii. “Domestic end product” means: (1) an unmanufactured end product mined or produced in the United States; or (2) an end product manufactured in the United States, if the cost of its components mined, produced or manufactured in the United States exceeds fifty percent (50%) of the cost of all its components. Components of foreign origin of the same class or kind as those that the agency determines are not mined, produced or manufactured in sufficient and reasonably available commercial quantities of a satisfactory quality are treated as domestic. Scrap generated, collected and prepared for processing in the United States is considered domestic.
 - iv. “End product” means those articles, materials and supplies to be acquired under the Contract for House use.
 - v. “Foreign end product” means an end product other than a domestic end product.
- b. The Contractor shall deliver only domestic end products except to the extent that it specified delivery of foreign end products in the provision of the solicitation entitled “Buy American Act Certification.”

H.10 MOST FAVORED CUSTOMER PRICING APRIL 2013

RESERVED

~~During the term of this Contract, prices for the goods, equipment and services required under this Contract must be~~

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 33
---------------------	-----------------------------------	---	------------------

~~equal to or lower than those offered the most favorable customer for similar quantities under comparable terms and conditions. When requested by the Contracting Officer, the Contractor must show that the prices offered the House match or are less than those offered to the Contractor's most favored customers for those quantities under those terms and conditions, and such pricing data must be available for review by the Contracting Officer throughout the term of the Contract. Any price reductions offered to other customers must be offered to the House if similar item quantities are involved.~~

H.11 HOUSE RULES AND REGULATIONS DECEMBER 2014

This Contract shall be governed by and shall be interpreted in accordance with all applicable statutes, House Rules (see house.gov/the-house-explained) and House Regulations.

H.12 COMPLIANCE WITH LAWS APRIL 2013

The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this Contract, including laws prohibiting discrimination on the basis of race, religion, color, sex, national origin, age or disability.

H.13 HOUSE INFORMATION OCTOBER 2014

- a. Ownership, Access and Release of House Information. The House and the Contractor agree that all “House Information” shall remain the exclusive property of the House. As used herein, and subject to the specific exclusions below, “House Information” means (i) all information related to this Contract, (ii) all information (including all work papers, products, drawings, products, code, House records, files, forms, data and other information and documents in electronic or hard-copy form) collected, stored, processed, developed or otherwise accessed by the Contractor and subcontractor in performing this Contract, and (iii) all other information that is of such nature that a reasonable person would understand such information to be House Information. House Information shall not include information (A) generally known to the public, (B) already known, through legal means, to the party receiving the information, or (C) required to be disclosed under applicable law, subject to the further requirements of Section I.16 where incorporated into this Contract. The Contractor shall not provide access to, make unauthorized copies of, and/or release any House Information without prior written approval by the Contracting Officer, and subject to the further requirements of Section I.16 where incorporated into this Contract.
- b. Return of House Information. Upon the request of the applicable House entity or the Contracting Officer, or in any event promptly upon the termination of this Contract, all House Information made available hereunder, including electronic copies and any applicable backup copies thereof, shall be returned or, if directed or permitted by the applicable House entity or the Contracting Officer, destroyed, and the Contractor shall certify that it does not retain such House Information. Similarly, the Contractor shall require its subcontractors to return or destroy House Information upon completion of work under this Contract. The Contractor shall require that its subcontractors certify that such information is not retained. Failure to comply with the provisions of this clause may result in penalties prescribed under House rules at the discretion of the Contracting Officer.

H.14 INFORMATION SECURITY OCTOBER 2014

- a. Compliance. All Contractor and subcontractor software, hardware and personnel that interface with House offices (including Leadership, Member, Committee, Officer and subordinate offices, such as House Information Resources (“HIR”)) are subject to and shall comply with the rules, regulations and sanctions outlined in the House Information Security Policies (“HISPOLS”), House Information Security Publications (“HISPUBS”) and HIR

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 35
---------------------	-----------------------------------	---	------------------

H.18

LIMITATION OF LIABILITY AND INDEMNIFICATION

DECEMBER 2014

- a. Damage or Loss to Property. The Contractor assumes all risk of loss of or damage to any property of the House (except for House Information, which is discussed in paragraph (b) below) entrusted to the Contractor while in the Contractor's possession or otherwise under the Contractor's control. In the event of loss or irreparable damage, the Contractor shall promptly reimburse the House for the value of the property. Any other damage shall be promptly repaired by the Contractor at the Contractor's expense.
- b. Damage to Information. The Contractor shall protect and be responsible for any loss, destruction or damage to House Information, work product or other information needed to perform its obligations under this Contract that results from or is caused by the Contractor's acts or omissions or from the failure on the part of the Contractor to reasonably maintain and administer such House Information, work product or information. The Contractor shall be liable to the House for any damages resulting from such loss, destruction or damage.
- c. Limitation of Liability. In no event will the House be liable for consequential, special, indirect, incidental, special or punitive damages, or any loss of revenue, profit, business, savings or goodwill, regardless of the form of action or theory of recovery, even if notification has been given as to the possibility of such damages.
- d. Indemnification. To the maximum extent permitted by law and except to the extent caused by negligence of the House, the Contractor shall, at its expense, indemnify, defend with counsel reasonably approved by the House and hold harmless the House, its Members, employees and agents, from and against any losses, liabilities, damages, fines, penalties, costs, obligations, fees, including without limitation reasonable attorneys' fees and settlements, and expenses from any third party claim, action, suit or judgment to the extent caused by or arising from: (i) the negligent acts or negligent omissions or willful misconduct of the Contractor, its officers, employees, agents or subcontractors for property damage, personal injury or death; (ii) the failure of goods, equipment and/or services delivered/performed under this Contract to meet the requirements of applicable laws or regulations; (iii) the infringement or violation of any U.S. or foreign intellectual property right, including without limitation rights in trade secrets, trademarks, copyrights and patents, by any good/equipment/service provided hereunder; and (iv) a breach or alleged breach of its obligations to maintain the confidentiality of House Information and information security requirements set forth in this Contract. The House shall promptly give the Contractor notice of such claim and shall cooperate in the defense of such claims at the Contractor's expense. The disclaimers of certain damages and damages limitations in paragraph (c) above shall not apply to damages, expenses, losses, fees, liabilities, costs or other amounts arising from the Contractor's indemnification obligations under this Contract.

H.19

NON-EXCLUSIVITY OF RIGHTS AND REMEDIES

APRIL 2013

In all cases, the rights and remedies of the House herein are cumulative and are in addition to any other rights or remedies that the House may have at law or in equity.

H.20

FLOWDOWN AND SUBCONTRACTORS

APRIL 2013

The Contractor shall be responsible for flowing down all appropriate terms and conditions of this Contract to its subcontractors and suppliers. The Contractor shall obtain prior written consent from the Contracting Officer prior to subcontracting any part of this Contract. Award of a contract resulting from an Offer proposing a specific subcontractor shall constitute approval for use of that subcontractor, but in all respects, the prime contractor shall remain responsible for performance under the contract.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 36
---------------------	-----------------------------------	---	------------------

H.21

E-VERIFY

APRIL 2013

a. Definitions. As used in this clause,

“Employee assigned to the contract” means an employee, of the Contractor, who was hired after December 6, 1986, who is directly performing work, in the United States. An employee is not considered to be directly performing work under a contract if the employee: (i) normally performs support work, such as indirect or overhead functions; and (ii) does not perform any substantial duties applicable to the contract.

“Subcontract” means any contract entered into by a subcontractor to furnish supplies or services for performance of a prime contractor a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

“Subcontractor” means any party that furnishes supplies or services to or for a prime Contractor or another subcontractor.

“United States,” as defined in 8 U.S.C. 1101(a)(38), means the fifty (50) States, the District of Columbia, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands and the U.S. Virgin Islands.

b. Enrollment and Verification Requirements.

i. If the Contractor is not enrolled as a Federal Contractor in E-Verify at time of the contract award, the Contractor shall: (1) enroll as a Federal Contractor in the E-Verify program within thirty (30) calendar days of contract award; and (2) verify all new employees within sixty (60) calendar days of enrollment in the E-Verify program, and (3) begin to use E-Verify to initiate verification of employment eligibility of all new hires of the Contractor, who are working in the United States, whether or not assigned to the Contract, within three (3) business days after the date of hire.

ii. If the Contractor is enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall use E-Verify to initiate verification of employment eligibility of all new employees: (1) if the Contractor has been enrolled sixty (60) calendar days or more, the Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire; or (2) if the Contractor has been enrolled less than sixty (60) calendar days, within sixty (60) calendar days after enrollment as a Federal Contractor in E-Verify, the Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the Contract, within three (3) business days after the date of hire.

iii. The Contractor shall comply, for the period of performance of this Contract, with the requirements of the E-Verify program as administered by the Department of Homeland Security.

c. Web Site. Information on registration for and use of the E-Verify program can be obtained via the Department of Homeland Security Web site at www.dhs.gov/e-verify.

d. Individuals Previously Verified. The Contractor is not required by this clause to perform additional employment verification using E-Verify for any employee who is a current employee or: (i) whose employment eligibility was previously verified by the Contractor through the E-Verify program; or (ii) who has been granted and holds an active U.S. Government security clearance for access to confidential, secret or top secret information in accordance with the National Industrial Security Program Operating Manual.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 37
---------------------	-----------------------------------	---	------------------

- e. Subcontracts. The Contractor shall include the requirements of this clause, including this paragraph (e) (appropriately modified for identification of the parties), in each subcontract that the Contractor enters into for the performance of this Contract.
- f. Report. Within thirty (30) days of the Contract award, the Contractor shall provide the Contracting Officer with written confirmation of (i) when the Department of Homeland Security granted E-Verify access to the Contractor, and (ii) when the Contractor first used the E-Verify verification system.

H.22 BACKGROUND CHECKS OCTOBER 2014

- a. Employee Eligibility. The Contractor must submit a report prior to the commencement of work to the COR, which lists all Contractor employees and subcontractor employees who will be working on this Contract and states that the U.S. Department of Justice, Immigration and Naturalization Service Employment Eligibility Verification Form I-9 was completed and verified for each person listed. This report must be signed and dated by a Contractor Human Resources Director or Manager. For Contractor employees and subcontractor employees placed on this contract after the initial report submission, the Contractor must complete the CAO Contractor/Contract Employee Registration Form (available on www.house.gov). This form must be signed and dated by a Contractor Human Resources Director/Manager or Executive in the Contractor’s corporate office, and presented to the COR prior to the COR initiating the background check.
- b. Background Checks. All Contractor employees and subcontractor employees working on this Contract will go through a background check conducted by the U.S. Capitol Police. The COR will provide the Contractor with Capitol Police forms (CP-491 or equal) to be filled out and returned for each Contractor employee and subcontractor employee working in any capacity on this Contract. Forms for each Contractor employee and subcontractor employee working on this Contract must be submitted prior to the commencement of work and early enough so adjudication of the results by the CAO can occur prior to the commencement of this Contract. If CAO Human Resources, after having processed the forms, determines at any time that the Contractor employee or subcontractor employee is unsuitable or unfit for assigned duties, CAO Human Resources will notify the COR and the Contracting Officer. The Contractor agrees to immediately remove, at the Contracting Officer’s request, any employee or subcontractor employee deemed unsuitable or unfit by the CAO from work under this Contract.
- c. Frequency. All Contractor employees and subcontractor employees working on this Contract are required to go through a background check by the U.S. Capitol Police and be cleared by the CAO every three (3) years. Additional background checks may be conducted on such Contractor and subcontractor employees at any time as warranted.
- d. Security Clearance. Contractor employees and subcontractors must be able to obtain and/or maintain a Federal government security clearance and/or pass additional background checks/investigations if access to “House Sensitive Information” (as described in HISPOL 002.0, which is available upon request) is required under the terms of this Contract. Individual House Offices or CAO Business Units may require an Office of Personnel Management Extended Background Investigation or other security clearance, as deemed necessary, at the cost to the Contractor.

H.23 IDENTIFICATION BADGES OCTOBER 2014

- a. Access. If unescorted access is required outside of normal public building visitor hours, and access to the House network or House Sensitive Information will occur, or as determined by the COR, all Contractor employees and subcontractor employees requiring access shall obtain a House identification badge issued by the House Sergeant at Arms before the Contractor employee or subcontractor employee begins work under this Contract or subcontract. Although subject to change, public building visitor hours are Monday to Friday 7:00 a.m. to 7:00

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 38
---------------------	-----------------------------------	---	------------------

p.m., and Saturday 7:00 a.m. to 1:00 p.m., excluding Federal holidays. House identification badges will not be issued to a Contractor employee or subcontractor employee unless the Capitol Police background check (CP-491 or equal) forms are submitted and approved.

- b. Return Policy. The Contractor shall ensure that each Contractor employee and subcontractor employee promptly surrenders his or her House identification/access badge to the COR upon termination of employment or when that employee’s performance is no longer required under this Contract. The Contractor agrees to pay a fee of one hundred dollars (\$100.00) per week per badge for failure of the Contractor, a Contractor employee or subcontractor employee to comply with this obligation.
- c. Final Payment. Final payment will reflect a reduction for the fee and will not be made under this Contract until all House identification badges that were issued under this Contract have been returned to the COR, who will give them to CAO Human Resources.
- d. Lost or Stolen Badges. If a badge is lost or stolen, the contractor must complete a police report and provide a copy of the report to the COR or POC. In such cases, the fee may be waived.

H.24

KEY PERSONNEL

APRIL 2013

- a. General. All Contractor personnel identified as key personnel in the proposal shall be considered “Key Personnel” in this Contract. Any changes to Key Personnel shall be documented in a modification to this Contract.
- b. Substitutions. The Contractor shall make no substitutions of Key Personnel unless the substitution is (i) necessitated by illness, death or termination of employment, (ii) requested by the COR, or (iii) requested by the Contractor and approved by the COR. The House reserves the right to request that a given resource be substituted for any reason. Approvals of Contractor requests to substitute Key Personnel for reasons other than illness, death or termination of employment shall be granted sparingly and in all instances predate the actual substitution by no fewer than fourteen (14) calendar days. In the event of a substitution, the Contractor is solely responsible for ensuring that there is a sufficient knowledge transfer to minimize delays in continuing the work being performed by the resource. Substitutions to Key Personnel shall have qualifications equal to or superior to those of the approved resource.
- c. Training and Orientation. If the House is paying the Contractor on a time-and-materials or labor-hour basis for Key Personnel, the following shall apply: for a period of time determined by the COR, but in no event more than ten (10) business days, the Contractor shall bear the cost of training and orientation of a replacement resource by the House so that the replacement resource can resume the services performed for the House at the same point and with the same efficiency as the resource being substituted (at which time the Contractor may commence billing the House for the services of the substituted resource).

H.25

AUTHORIZED USE BY OTHER LEGISLATIVE ENTITIES

APRIL 2013

Other Legislative agencies shall be allowed to utilize the Contract on a non-mandatory basis to satisfy requirements for goods and services within the scope of the Contract and under their own funding. Orders should be placed directly with the contractor. There is no implied maximum order limitation, and other agency orders shall not affect the House-estimated Contract value. In the event of conflict regarding warranty services or delivery, the order of precedence shall be to House orders (whether incorporated by reference or otherwise) and then to other legislative agency orders.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 39
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H.26

COVENANT AGAINST GRATUITIES

DECEMBER 2014

The Contractor warrants that no gratuities (including entertainment, gifts or otherwise) were offered or given by the Contractor, or any agent or representative of any Contractor, to any Member, Resident Commissioner, Delegate, House Officer or employee of the House with the intent of securing this Contract or securing favorable treatment with respect to any determinations concerning the performance of this Contract. This Contract may be immediately terminated for default if it is determined by the House that a gratuity was offered or given to any Member, Resident Commissioner, Delegate, House Officer or employee of the House with the intention of securing this Contract or securing favorable treatment under this Contract. No Member, Resident Commissioner, Delegate, House Officer or employee of the House shall share any personal benefit of this Contract.

H.27

CONFLICTS OF INTEREST

APRIL 2013

- a. Personal Conflicts of Interest. A personal conflict of interest exists when a Contractor employee has a financial interest, personal activity or relationship that could impair the employee's ability to act fairly and impartially when performing under this Contract. The Contractor shall have procedures in place to screen employees for potential personal conflicts of interest. The Contractor must:
- i. not assign or allow employees to perform any task under the contract for which the Contractor has identified a personal conflict of interest that cannot be satisfactorily prevented or mitigated in consultation with the Contracting Officer;
 - ii. inform applicable employees of their obligation (1) to disclose and prevent personal conflicts of interest; (2) not to use non-public information accessed through performance of the contract for personal gain; (3) to avoid even the appearance of personal conflicts of interest; and (4) to sign a Non-Disclosure Agreement;
 - iii. establish and maintain effective oversight mechanisms to verify compliance with personal conflict of interest safeguards;
 - iv. take appropriate disciplinary action in the case of employees who fail to comply with the personal conflict of interest policies established pursuant to this clause; and
 - v. report to the Contracting Officer any personal conflict of interest violation as soon as it is identified. This report shall include a description of the violation and the proposed actions to be taken by the Contractor in response to the violation. The Contractor must provide follow-up reports of corrective actions taken, as necessary. Personal conflict of interest violations include: (1) failure by an employee to disclose a personal conflict of interest; (2) use by an employee of non-public information accessed through performance of the contract for personal gain; and (3) failure of an employee to comply with the terms of a non-disclosure agreement.
- b. Organizational Conflicts of Interest. An organizational conflict of interest exists when the Contractor's activities or relationships with other persons, corporations and/or entities render the Contractor unable or potentially unable to provide impartial assistance or advice to the House, or the Contractor's objectivity in performing the contract work is or might be otherwise impaired, or the Contractor has an unfair competitive advantage. The Contractor must avoid strictly any conflict of interest or even the appearance of a conflict of interest in connection with this Contract. The Contractor shall not have organizational conflicts of interest that would diminish its capacity to provide impartial, technically sound, objective assistance, or would result in a biased work product, or might result in an unfair competitive advantage.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 40
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- i. Contracting with organizations owned in whole or in part by federal government employees. An organizational conflict of interest exists when the Contractor is owned in whole or in part by federal government employees, regardless of whether the personnel are employed by the federal governmental entity where the proposal, quotation, bid, or offer is being submitted. Whenever there could be a perceived conflict of interest resulting from direct ownership the contracting officer shall be notified immediately. Ownership through a 401(k) or other substantially similar investment or retirement vehicle where no direct involvement in the organization is or can be exercised shall not be deemed a conflict.

H.28 ADVERTISING/PROMOTIONAL MATERIALS OCTOBER 2014

The Contractor agrees to submit any proposed advertising and/or promotional copy connected in any manner with this Contract and/or the House or Capitol to the Contracting Officer for approval. No news releases, press conferences or advertisements to be issued by the Contractor pertaining to this Contract or mention of the House as a customer shall be made by the Contractor without prior written approval of the Contracting Officer. This restriction applies to all media, including corporate and social web sites. The Contractor shall not use the House seal under any circumstances in any of its materials.

H.29 INCIDENTAL SERVICES, TRAVEL AND OTHER APRIL 2013
EXPENSES

Unless separately priced and awarded, the cost of all services, travel and any other expenses incurred incident to performance of work shall be borne by the Contractor. If separately priced and awarded, travel costs shall be reimbursed in accordance with the Joint Federal Travel Regulations, including per diem rate limitations.

H.30 SEVERABILITY APRIL 2013

The Contractor and the House agree that if any provision of this Contract is found to be illegal or unenforceable, such term or provision shall be deemed stricken and the remainder of the Contract terms and conditions shall remain in full force and effect.

H.31 ASSIGNMENT OCTOBER 2014

This Contract and the rights, interests and obligations of the Contractor hereunder shall not be assigned by the Contractor without the Contracting Officer's prior written consent.

H.32 ORDER OF PRECEDENCE DECEMBER 2014

- a. Contract. In the event of an inconsistency between portions of this Contract, the inconsistency shall be resolved by giving precedence in the following order: (i) statement of work; (ii) other clauses of this Contract, whether incorporated by reference or otherwise; (iii) solicitation provisions; (iv) any clauses associated with purchase orders or task orders issued pursuant to the Contract and (v) the Contractor's proposal.
- b. Other. In the event that the provisions of this Contract conflict with the provisions of other Federal contracts, including orders incorporating terms of U.S. General Services Administration Federal Supply Schedule contracts, the provisions of this Contract shall govern solely to the extent of any such conflict.

H.33 SAFETY AWARENESS DECEMBER 2014

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 42
---------------------	-----------------------------------	---	------------------

- a. The Contractor shall certify that it has in place a written workplace rights and responsibilities policy and training covering harassment and discrimination prevention.
- b. The contractor shall certify that all contractors providing services to the House under this contract have completed such training prior to working under this contract.
- c. Prior to the exercise of an option, the contractor shall certify that all contractors working under this contract have completed annual workplace harassment and discrimination prevention and rights training.

H.37 US FEDERAL GOVERNMENT HOLIDAY SCHEDULE JULY 2021

The House only recognizes U.S. Federal government-mandated or designated holidays as eligible for Non-Standard labor classification. These holidays include, but are not limited to:

- a. New Year's Day
- b. Birthday of Martin Luther King, Jr.
- c. Washington's Birthday
- d. Memorial Day
- e. Juneteenth National Independence Day
- f. Independence Day
- g. Labor Day
- h. Columbus Day
- i. Veterans Day
- j. Thanksgiving Day
- k. Christmas Day

Contractor personnel assigned to this Purchase Order shall not be granted access to the United States Capitol Campus or conduct tele-work activities during the holidays listed above, except as follows: the Contractor shall provide sufficient contractor support to perform round-the-clock requirements of critical work already in process, as instructed by the Government Point of Contact, the Contracting Officer or authorized representative. No form of holiday or other premium compensation shall be reimbursed as either a direct or indirect cost. The Contractor shall place identical requirements, including this paragraph, in all subcontracts that require performance of work on-site or remote, unless otherwise instructed by the Government Point of Contact, the Contracting Officer or authorized representative.

The federal holiday schedule may be found on the following Web site --
<http://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays>

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 43
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SECTION I -- SPECIAL CONTRACT CLAUSES

I.1 RIGHTS IN NEW WORK PRODUCT APRIL 2013

- a. Ownership. The House and the Contractor agree that all data, inventions, discoveries, intellectual property, technical communications and records developed, originated or prepared by the Contractor pursuant to this Contract including papers, reports, charts, computer programs and other documentation or improvements thereto and including the Contractor's administrative communications and records relating to this Contract (collectively, the "Work Product"), shall be the House's exclusive property.
- b. Pre-Existing Materials. Software and other materials developed or otherwise obtained by or for the Contractor or its affiliates independently of this Contract ("Pre-Existing Materials") do not constitute Work Product. If the Contractor creates derivative works of Pre-Existing Materials, the elements of such derivative works created pursuant to this Contract constitute Work Product, but other elements do not. Nothing in this clause will be construed to interfere with the Contractor's or its affiliates' ownership of Pre-Existing Materials.
- c. Government Purpose Rights. The House shall have "Government Purpose Rights" to the Work Product. Such recipients of the Work Product may include, without limitation, executive agencies or legislative branch of the U.S. Government, state/local government entities, and other House or Senate contractors/vendors.
- d. Joint Development. The ideas, concepts, know-how, or techniques relating to data processing, developed during the course of this Contract by the Contractor or jointly by the Contractor and the House, may be used by either party without obligation of notice or accounting.
- e. Developing Other Materials. This Contract shall not preclude the Contractor from developing materials outside of this Contract that are competitive, irrespective of their similarity to materials which might be delivered to the House pursuant to this Contract.

I.2 SOFTWARE ESCROW APRIL 2013

The Contractor shall place the source code for all Work Product (for which the House has paid up to the date of default or termination) and the object code for all Pre-Existing Materials (as defined in the Clause entitled, "Rights in New Work Product"), consistent with the Contractor's license rights in such materials, into escrow to protect the House's ability to operate the system/solution in the event of a Contractor default or insolvency. The terms and conditions of the Escrow Agreement shall be substantially in the form provided by the Contractor and approved by the Contracting Officer.

I.3 SOFTWARE LICENSE WARRANTY APRIL 2013

The Contractor warrants that it has full power and authority to grant the rights contained in this Contract with respect to the software without the consent of any other person. Neither the performance of the services by the Contractor nor the license to and use by the House of the software and documentation (including copying) will in any way constitute an infringement or other violation of any copyright, trade secret, trademark, patent, invention, proprietary information, nondisclosure, or other rights of any third party.

I.4 SYSTEM/SOLUTION WARRANTIES APRIL 2013

In addition to any warranties set forth elsewhere in this Contract, the Contractor represents and warrants the following with regard to the system/solution:

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 44
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- a. the Contractor’s performance and the system/solution shall comply with all applicable laws, regulations, codes, standards and ordinances;
- b. the Contractor shall not introduce unauthorized code into the system/solution and has tested for such unauthorized code using industry standard tests and has not found any such unauthorized code. The Contractor further warrants that the Contractor shall not introduce, via modem or otherwise, any code or mechanism that electronically notifies the Contractor of any fact or event, or any key, node, lock, time-out, or other function, implemented by any type of means or under any circumstances, that may restrict the House’s use of or access to the system/solution, in whole or in part, based on any type of limiting criteria;
- c. the system/solution and all data-related output or results produced thereby: (i) shall not have a life expectancy limited by date or time format; (ii) shall correctly record, store, process, and present calendar dates; (iii) shall lose no functionality, data integrity, or performance with respect to any date; and (iv) shall be interoperable with other software used by the House that may deliver date records from the system/solution or interact with date records of the system/solution;
- d. each copy of the Work Product provided by the Contractor, as applicable, is and will be free from physical defects in the media that tangibly embodies the copy. The Contractor shall replace, at the Contractor’s expense including shipping and handling costs, any Work Product provided by the Contractor that does not comply with this warranty; and
- e. if the software for the system/solution, in whole or in part, is replaced; upgraded; or modified by the Contractor with replacement or upgraded software components, or if the Contractor provides custom software or enhancements, the software as upgraded, replaced or modified shall operate with the rest of the software, equipment and data in the system/solution without loss of any functionality.

I.5

INTELLECTUAL PROPERTY INDEMNITY

APRIL 2013

- a. With respect to claims arising from computer hardware or software manufactured by a third-party and sold by the Contractor as a reseller, the Contractor will pass through to the House such indemnity rights as it receives from such third party (“Third-Party Obligation”) and will cooperate in enforcing them; provided that if the third-party manufacturer fails to honor the Third-Party Obligation, the Contractor will provide the House with indemnity protection equal to that called for by the Third-Party Obligation, but in no event greater than that called for in the first sentence of this subparagraph. The provisions of this subparagraph apply only to third-party computer hardware and software sold as a distinct unit and accepted by the House.
- b. Unless an applicable Third-Party Obligation provides otherwise, the defense and payment obligations set forth in this clause will be conditional upon the following:
 - i. the House will notify the Contractor of any such claim in writing and tender the defense thereof within a reasonable time; and
 - ii. the Contractor will have sole control of the defense of any action on such claim and all negotiations for its settlement or compromise; provided that (1) when substantial principles of government or public law are involved, when litigation might create precedent affecting future House operations or liability, or when involvement of the House is otherwise mandated by law, the House may participate in such action at its own expense with respect to attorneys’ fees and costs (but not liability); (2) the House will have the right to approve or disapprove any settlement or compromise, which approval will not unreasonably be withheld or delayed; and (3) the House will reasonably cooperate in the defense and in any related settlement negotiations.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 45
---------------------	-----------------------------------	---	------------------

- c. Should the deliverables or software, or the operation thereof become, or in the Contractor’s opinion are likely to become, the subject of a claim of infringement or violation of a United States intellectual property right, the House shall permit the Contractor at its option and expense either to procure for the House the right to continue using the deliverables or software, or to replace or modify the same so that they become non-infringing. If none of these options can reasonably be taken, or if the use of such deliverable or software by the House shall be prevented by injunction, the Contractor agrees to take back such deliverables or software and make every reasonable effort to assist the House in procuring substitute deliverables or software. If, in the sole opinion of the House, the return of such infringing deliverables or software makes the retention of other deliverables or software acquired from the Contractor under this Contract impractical, the House shall then have the option of terminating such contracts, or applicable portions thereof, without penalty or termination charge. The Contractor agrees to take back such deliverables or software and refund any sums the House has paid the Contractor less any reasonable amount for use or damage.
- d. The Contractor warrants that it has appropriate systems and controls in place to ensure that House funds will not be used in the performance of this Contract for the acquisition, operation, or maintenance of computer software in violation of any intellectual property right, law, rule or regulation, including those addressing copyright.

I.6 DOCUMENTATION FOR SOFTWARE AND APRIL 2013
EQUIPMENT

The Contractor shall provide two (2) sets of Documentation to the House in a customary commercial format. “Documentation” means (a) all documents to be delivered under the Contract, (b) work product prepared by the Contractor to explain the use of the system/solution, and (c) all commercially available operations, technical and other manuals used in conjunction with the system/solution, including without limitation manuals provided by licensors of third-party software and by equipment manufacturers. Upgrades and revisions to this Documentation shall be provided for the term of the Contract. There shall be no additional charge for the Documentation or updates thereto, in whatever form provided. If the Contractor maintains its technical, maintenance and installation Documentation on a web site, the Contractor may fulfill the obligations set forth in this clause by providing the House access to its web-based Documentation information. The Contractor grants a nonexclusive, perpetual right to use, make derivative works based upon, modify, and reproduce the Documentation furnished in accordance with the definition of “Government Purpose Rights” in the Clause entitled, “Rights in New Work Product.”

I.7 SOFTWARE VERSIONS APRIL 2013

Unless otherwise mutually agreed to in writing, the Contractor shall, during the term of the Contract, maintain any and all third-party software products at their most current version or, at the House’s option, no more than one (1) version back from the most current version at no additional charge for such Services. However, the Contractor shall not maintain any third-party software versions, including one (1) version back, if any such version would prevent the House from using any software functions, in whole or in part, in accordance with applicable specifications for the then-current version of the system/solution or would cause deficiencies in the system/solution. Any additional costs that are charged by a third-party software manufacturer for an upgrade to a third-party software product that is not covered by such product’s maintenance agreement shall be charged to and paid for by the Contractor.

I.8 USE OF HARDWARE OR SOFTWARE APRIL 2013
MONITORING

- a. The Contractor must permit inclusion or attachment of monitoring devices as the House may choose to employ for the purpose of examining or measuring the activity within a computer system/solution delivered, installed, and/or maintained by the Contractor under this Contract. These devices include hardware monitors physically

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 47
---------------------	-----------------------------------	---	------------------

- c. If the system/solution fails to meet SLAs, the Contractor shall modify, reconfigure, upgrade or replace the system/solution, equipment, network and/or software, at no cost to the House, in order to ensure that the system/solution and hosting services if any, comply with such SLAs.

I.12 MEDIA SANITIZATION – FAX AND COPY FEBRUARY 2015
MACHINES

- a. Definitions. The definitions of “destroying” and “purging” as used herein shall adhere to the descriptions listed in the most recent version of the *National Institute of Standards and Technology’s Guidelines for Media Sanitization*. “Purging” shall include degaussing, when applicable.
- b. Temporary Removal of Equipment/Media. For any equipment that is removed temporarily from the House for any purpose (including deinstall/reinstall, repair or parts replacement, troubleshooting or staging), the Contractor shall secure equipment data at all times for any equipment containing hard drives (internal or external), server hard drives, USB sticks (flash drives with and without hard drives), memory sticks, CD and DVD data discs, and any other media containing data. The Contractor agrees to secure equipment data at all times, for purposes of temporary removal from the House, by ensuring that: (i) all documents and media, including removable magnetic media, relating to the equipment remain in the Contractor’s possession and control at all times; (ii) any distribution of such equipment and media by the Contractor to third parties for maintenance is limited to vendors (A) authorized by the Contractor in a contractual arrangement that provides for the confidentiality of any Confidential Information, and (B) with a clearly defined need to access the information; and (iii) printed documents and media are not to be visible by anyone who is not authorized to view the data.
- c. Permanent Removal or Disposal of Equipment/Media. For any equipment that is permanently removed and/or disposed from the House or a District Office for any purpose, the Contractor shall secure equipment data at all times for any equipment containing hard drives (internal or external), server hard drives, USB sticks (flash drives with and without hard drives), memory sticks, CD and DVD data discs, and any other media containing data. The Contractor agrees to secure equipment data at all times, for purposes of permanent removal and/or disposal from the House, by ensuring that: (i) all documents and media, including removable magnetic media, relating to the equipment remains in the Contractor’s possession and control at all times; (ii) any distribution of such equipment and media by the Contractor to third parties for maintenance is limited to vendors (A) authorized by the Contractor in a contractual arrangement that provides for the confidentiality of any Confidential Information, and (B) with a clearly defined need to access the information; (iii) printed documents and media are not to be visible by anyone who is not authorized to view the data; (iv) for internal and external hard drives, server hard drives and USB sticks (flash drives with hard drives), all electronic data is purged/degaussed; and (v) for USB sticks (flash drives without hard drives), memory sticks, and CD and DVD data discs, all such items are physically destroyed.

I.13 CONCESSION TERMS AND CONTRACTS APRIL 2013

RESERVED

I.14 QUALITY ASSURANCE SURVEILLANCE PLAN APRIL 2013

- a. General. The House will prepare a Quality Assurance Surveillance Plan (“QASP”) for this Contract. The QASP defines the continuing relationship between the Contractor and the House during the life of this Contract, addresses the preparation and submission of reports, and provides that ground rules for meetings between the parties. The QASP also memorializes the framework the House will use to monitor the Contractor’s performance and administering this Contract. The Contractor’s performance will be gauged against effectively meeting the

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 49
---------------------	-----------------------------------	---	------------------

SECTION J – ATTACHMENTS

- J.1 HRMS Requirements**
- J.2 Pricing Sheet_OAM26007S**
- J.3 Solicitation Questions Format**

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 50
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SECTION K -- REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 FINANCIAL INFORMATION APRIL 2013

When requested by the Contracting Officer, the Offeror shall furnish company financial data for the three (3) years preceding the submission of the Offer. To comply with this requirement, the Offeror shall furnish copies of financial statements or annual reports. When so requested by the Contracting Officer, publicly-held companies must also provide copies of filed Securities and Exchange Commission 10-K Reports and Proxy Statements.

K.2 INSURANCE INFORMATION APRIL 2013

The Offeror agrees that upon award of a contract it shall maintain general liability, workers' compensation and any other insurance requirements set for in the clause titled "Insurance," unless otherwise waived in writing by the Contracting Officer.

K.3 COMPANY BACKGROUND AND IDENTIFYING INFORMATION APRIL 2013

The Offeror shall provide or submit the following information with its offer:

- a. legal name of the Offeror: _____;
- b. Tax Identification Number (TIN): _____;
- c. type of organization: Sole proprietorship; Partnership; C Corporation S Corporation Limited Liability Company Not-for-Profit _____ [please insert relevant Section of Internal Revenue Code [e.g., 501(c)(3)]]; Government entity (Federal, state, local); Foreign government; Other (if "other," please provide additional information);
- d. System for Award Management (SAM) Unique Entity ID (UEI): _____;
- e. Address. The Contractor shall identify the address to which payments shall be made, if different from that of place of business. Payments are to be mailed to:

K.4 QUALITY ASSURANCE INFORMATION APRIL 2013

The Offeror certifies that, unless the solicitation specifies in-process inspection, upon award of a contract, any product or service tendered for acceptance will be in compliance with the Offeror's existing quality assurance system.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 51
---------------------	-----------------------------------	---	------------------

K.5

RESPONSIBILITY CERTIFICATION

APRIL 2013

- a. The Offeror certifies that it is an ongoing business concern regularly engaged in the type of business covered by the specifications set forth in this solicitation. To the best of its knowledge and belief, the Offeror and/or any of its principals certify they:
- i. are, are not presently debarred, suspended, proposed for debarment or suspension, or declared ineligible for the award of a Federal government contract;
 - ii. have, have not, within a three (3) year period preceding this offer, been convicted of or had a civil judgment rendered against them for: (1) the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a Federal, state or local government contract or subcontract; (2) the violation of Federal or state antitrust statutes relating to the submission of offers; or (3) the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws or receiving stolen property;
 - iii. are, are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(ii) of this provision;
 - iv. have, have not, within a three (3) year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds three thousand dollars (\$3,000) for which the liability remains unsatisfied; and
 - v. have , have not , within a three (3) year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
- b. For purposes of this certification, the term “principal” means an officer, director, owner, partner or a person having primary management or supervisory responsibilities within the applicable business unit(s) (e.g., general manager, plant manager, head of a division or business segment, and similar positions) of the Offeror.
- c. The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification under this clause was erroneous when submitted or has become erroneous by reason of changed circumstances.
- d. A certification that any of the items in paragraph (a) of this clause exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror’s responsibility. Failure of the Offeror to furnish a certification or provide any relevant explanations in additional sheets attached to this Section K, or furnish additional information as requested by the Contracting Officer, may render the Offeror non-responsive.
- e. The certification in paragraph (a) of this clause is a material representation of fact upon which the House placed reliance when making the award. If it is later determined that the Offeror rendered an erroneous certification, in addition to other remedies available to the House, the Contracting Officer may terminate for default the contract resulting from this solicitation. The Offeror shall, if requested by the Contracting Officer, furnish promptly any information which the Contracting Officer may consider necessary to establish its responsibility.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 52
---------------------	-----------------------------------	---	------------------

K.6. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION APRIL 2013

The Offeror certifies the following:

- a. the prices in this offer have been arrived at independently without communication, or agreement with any other Offeror or competitor relating to those prices, the intention to submit an offer, or the methods or factors used to calculate the prices offered;
- b. the prices in this Offer have not been and will not be knowingly disclosed by the Offeror, directly or indirectly, to any other Offeror or competitor before contract award unless otherwise required by law; and
- c. no attempt has been made or will be made by the Offeror to induce any other entity to submit or not to submit an Offer for the purpose of restricting competition.

K.7 AUTHORIZED COMPANY OFFICIALS APRIL 2013

The Offeror represents that the following individual(s) are authorized to negotiate on its behalf in connection with this Solicitation/Contract:

Name(s) and Title(s): [REDACTED].

Telephone Number(s): [REDACTED].

E-mail Addresses(s): [REDACTED].

K.8 ORGANIZATIONAL CONFLICTS OF INTEREST APRIL 2013

The Offeror warrants and represents that it does not have organizational conflicts of interest that would diminish its capacity to provide impartial, technically sound, objective assistance, or would result in a biased work product, or might result in an unfair competitive advantage.

K.9 BUY AMERICAN ACT CERTIFICATION APRIL 2013

- a. This clause applies only if the clause entitled “Buy American,” is included in this Contract.
- b. Pursuant to 2 U.S.C. Sec. 109, the Offeror certifies that each end product, except those listed in item (c) of this clause, is a domestic end product and that the Offeror has considered components of unknown origin to have been mined, produced, or manufactured outside of the United States. The Offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms “component,” “cost of components,” “domestic end product,” “end product” and “foreign end product” are defined in the clause of this solicitation entitled “Buy American.”

c. Foreign End Products:

End Product: [List as necessary]

Country of Origin: [List as necessary]

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 53
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K.10 GENERAL SERVICES ADMINISTRATION APRIL 2013
SCHEDULE CONTRACT OR GOVERNMENT-WIDE
ACQUISITION CONTRACT CERTIFICATION

If this solicitation specifies that the product(s) and/or service(s) to be acquired are to be listed on either a U.S. General Services Administration (“GSA”) Multiple Award Schedule (“MAS”) Contract or another type Government Wide Acquisition Contract (“GWAC”), or if the solicitation does not require it but the offer is based in whole or in part on products or services included in an GSA contract or GWAC contract, the Offeror is to identify below the GSA Contract or GWAC contract under which such product(s) and/or service(s) are to be offered. Such Offeror also certifies that the GSA Contract or GWAC contract so identified is currently in force, and the offered product(s) and/or service(s) are authorized for sale thereunder.

GSA MAS Contract or GWAC Contract Number: [REDACTED] Contract Period of Performance: [REDACTED]

Contracting Officer Name: [REDACTED] Contracting Officer Telephone Number: [REDACTED]

Name of GSA MAS Contract or GWAC Contract Holder*: [REDACTED]

*If the GSA Contract or GWAC Contract Holder is a joint venture or the product of some other team arrangement, use the space below to provide information describing the nature of the joint venture/team arrangement. The House reserves the right to request additional information regarding the joint venture/team arrangement, if any.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

K.11 SYSTEM FOR AWARD MANAGEMENT FEBRUARY 2016

The Contractor represents and warrants that it is not currently suspended, debarred or proposed for debarment by any Federal, state or local governmental entity, or otherwise listed as an excluded party in SAM (www.sam.gov/portal/public/SAM/). Check whichever applies:

- Currently registered in SAM.
- Not currently registered in SAM but in the process of completing registration.

K.12 CERTIFICATION OF TRAINING APRIL 2018

Contractor certifies that it has in place a written workplace rights and responsibilities policy and training covering harassment and discrimination prevention. Further, the contractor certifies that any contractor staff providing services to the House have completed the training prior to working under this contract. Prior to the exercise of an option, the contractor shall certify that all contractors working under this contract have completed the annual training related to that policy.

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 54
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K.13

SIGNATURE

APRIL 2013

On behalf of the Offeror, I certify that these representations, certifications and other statements provided are current and accurate, to the best of my knowledge and belief.

[Redacted]

NAME OF OFFEROR

DATE

[Redacted]

PRINTED NAME OF PERSON AUTHORIZED TO SIGN

[Redacted]

SIGNATURE OF PERSON AUTHORIZED TO SIGN

[Redacted]

TITLE OF PERSON AUTHORIZED TO SIGN

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 55
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SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1

CONTENT OF PROPOSALS

APRIL 2013

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 rating sheets used during the evaluation will parallel the order of requirements 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 may be disqualified from further consideration. The electronic submission as well as the hard copy of the proposal, if required, should be divided and organized as follows:

Each proposal shall be divided into two (2) separate files and be sufficiently complete and organized to ensure that evaluation can be made on the basis of its content. File II – Technical Proposal may **not** exceed 30 pages.

- a. File I - Administrative and Price Proposal. Part I shall be divided into the following distinct and marked parts:
 - i. *Solicitation and Offer Form (Cover Sheet of this solicitation)*. The Offeror shall insert the Solicitation and Offer form, and page one of this Solicitation, with all required/applicable blocks completed.
 - ii. *Section B - Price Schedules*. Offeror shall complete Section B and provide a proposed price which will address all requirements.
 - iii. *Section K - Representations, Certifications, and Statements of Offerors*. Offeror shall complete the required sections of Section K.

- b. File II - Technical Proposal. Part II shall be divided into the following distinct and marked parts:
 - i. *Technical Approach*. The Offeror should provide a technical response including task detail as required by the Statement of Work. The technical approach response must comply with and follow the sequencing of requirements as listed in Section C – Statement of Work.
 - ii. *Management Approach*. The Offeror shall describe the overall approach to providing services in accordance with specifications herein. The proposal should discuss planned approaches to meet the requirements called for in the Statement of Work. As a guide, the approach shall include, as a minimum, the following:
 - 1. demonstrated methodology for performing the tasks as contained in the Statement of Work;
 - 2. management approach to track the delivery of products and services related to this contract and to work with the COR and staff; and
 - 3. method of reporting of work performance on an accurate and objective basis and identification of problems or issues as early as possible.
 - iii. *Corporate Capabilities*. The Offeror shall provide organization charts showing the chain of command of supervision and management staff proposed for the contract.

The Offeror shall include proposed staffing that addresses the management and timing of staffing decisions for assigning people to the project and removing them from the project. The staffing approach must be definitive enough to provide the House with a clear understanding of how the Offeror

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 56
---------------------	-----------------------------------	---	------------------

intends to staff this contract (with key and non-key technical personnel) to successfully meet all the requirements of the Statement of Work.

Provide pertinent experience and qualifications in conducting similar services as stated in the solicitation, and specifically, corporate stability and sound organizational qualities. Demonstrate financial capability sufficient to provide resources to finance day-to-day operations.

- iv. *Past Performance.* The Offeror shall provide references for three (3) current or recent (within three (3) years) customers, preferably in another government agency. List the agency name and address, name and title of the client contact, telephone number, description of contract deliverables, performance periods and type of contractual arrangements (*e.g.*, percentage of sales, fixed price, time and materials, etc.).

The House is not subject to the Federal Acquisition Regulations (FAR) or any of its supplements. No assumptions or deviations from the contract clauses listed herein or House Terms and Conditions will be accepted.

L.2 SUBMISSION OF PROPOSALS APRIL 2013

- a. Offerors shall submit all proposal documents in electronic format using MS Word, Excel, or a searchable PDF by e-mail to the address specified below. The subject of the e-mail should include the name of the Offeror and the solicitation number. The e-mail shall not exceed 10MB in size. In the event that the proposal exceeds 10 MB, the Offeror may submit more than one e-mail, provided that all e-mails associated with an Offeror's proposal are received no later than the time and date specified. The proposal shall satisfy the terms of the solicitation and be 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. It is the Offeror's responsibility to read, understand and comply with all solicitation instructions.
- b. Proposals must be received by the addressee by the time and date specified in Block 9 of the Solicitation and Offer form, page one of the solicitation.

Please use the following e-mail addresses for proposal submissions: Sharice.Frazier@mail.house.gov **and** Ryan.Moran@mail.house.gov

L.3 LATE SUBMISSIONS AND REVISION OF APRIL 2013 PROPOSALS

Any submission or revision to a submission received by the CO after the time for receipt specified may be rejected and may not be considered unless the cause for non-receipt of was due solely to the actions of the House.

The Offeror is solely responsible for the timely delivery of proposals submitted via e-mail. The House is not responsible for misaddressed, misrouted, or rejected e-mail messages.

Submissions may be withdrawn by e-mail or other written notice received at any time before award.

L.4 ACKNOWLEDGEMENT OF AMENDMENTS TO SOLICITATIONS APRIL 2013

Offerors shall acknowledge receipt of any amendments to this Solicitation requiring bi-lateral signatures:

- a. by signing and returning the amendment;

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 57
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- b. by identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer; or
- c. by letter if authorized, the Contracting Officer must receive the acknowledgment by the time specified for receipt of offers.

L.5 INFORMATION DISTRIBUTION AND CONTACTS

FEBRUARY 2016

It is the intention of the House to provide equal treatment of all Offerors involved in the proposal and award process. To achieve this goal the House intends to provide all information relevant to the process to all participating Offerors. Such information will include the distribution of all questions and answers to all participants. All questions from Offerors shall be submitted in writing by the date and time specified for such purposes.

In addition to the initial question period, the House will conduct a second round of Offeror questions. All resulting questions and answers will likewise be distributed to all participating Offerors to ensure fairness and transparency. Questions regarding the solicitation must be submitted via e-mail by the following due date and time: 2 PM EST on April 20, 2026, at 2 PM EST.

The primary contact for all communications and questions is:

Ms. Sharice Frazier
 Contracts Specialist
Sharice.Frazier@mail.house.gov
 202-226-3401

The secondary contact for all communications and questions is:

Mr. Ryan Moran
 Associate Director of Acquisitions Operations
Ryan.Moran@mail.house.gov
 202-226-2268

L.6 RESTRICTION ON DISCLOSURE AND USE OF DATA

APRIL 2013

Offerors, who include in their proposal data that they do not want disclosed to the public for any purpose or used by the House except for evaluation purposes, shall: (a) mark the title page with the following legend:

“This proposal 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. If, however, a contract is awarded 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

(b) mark each sheet of data to be restricted with the following legend:

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 58
---------------------	-----------------------------------	---	------------------

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

Solicitation	Document No.: OAM26007S	Document Title: Human Resource Management System (HRMS)	Page 60
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- e. No assumptions or deviations from the House Terms and Conditions or the Clauses found within the solicitation will be accepted. Any proposal with assumptions and/or deviations to the terms and conditions is deemed non-responsive to the solicitation and will receive no further consideration.

RFP-OAM26007S-Ammendment 0001

#	Solicitation Section	Questions from Industry	Government Response
1	B – Pricing Schedule	The pricing schedule in Section B does not appear to include a line for the SaaS Software License Subscription, which is a recurring annual fee. Where should the software license costs be shown?	Section B has been updated.
2	I.10	Section I.10 SELF-HOSTING OPTION is unclear about ongoing maintenance. The first sentence mentions “self-hosted maintenance and support services.” However, later in the same section, it states, “the contractor shall not be required to provide maintenance services for deficiencies caused by House-produced modifications.” If the House exercises the self-hosting options, is it the House’s expectation that maintenance and support will be provided at no charge to the House?	This has been removed.
3		Does the House anticipate or encourage subcontracting or teaming arrangements for this solicitation?	Offerors may propose subcontracting or teaming structures at their discretion. Only one proposal may be submitted per vendor.
4		We respectfully request clarification regarding the anticipated employee population for the Human Resource Management System (HRMS) described in RFP No. OAM26007S. Specifically, please confirm the following to support accurate system sizing and pricing: <ul style="list-style-type: none"> • Total current number of employees to be supported by the HRMS • Any projected workforce growth over the contract period • Estimated number of system users (e.g., HR administrators, managers, employees) • Any assumptions the Government recommends vendors use if exact figures are not available 	Current employees Staff 11395, Members 441 Core system users 76
5		Can the House confirm whether its payroll requirements (including temporary and permanent pay adjustments, retroactive pay, and statutory caps) can be supported through configuration of a commercial payroll rules engine, or if custom payroll logic is expected?	There are some non-standard payroll requirements at the House as indicated in the requirements provided. The selected vendor is expected to provide the ability to pay House Staff and Members of Congress.
6		Does the House expect payroll to be processed as a single consolidated payroll engine across Members, Committees, and Offices, or as logically separate payroll entities within the same platform?	Members (Representative) payroll is separate from Staff. Staff payroll includes Members staff, Committees, Leadership and Officers.
7		Is time and attendance expected to be natively managed within the HRMS payroll solution, or integrated from an external time system, and are payroll calculations expected to occur automatically based on approved time?	The House does not currently use external time systems
8		Does the House require payroll to support scenarios where hours worked differ from hours paid (e.g., fixed monthly pay with variable reported hours), and must this be handled natively within payroll calculations?	Yes.
9		Are Members (Representatives) and Staff subject to different payroll rules, pay structures, or eligibility logic, and should these be managed within the same payroll engine using role-based rules?	Members (Representative) and Staff payroll are separate and different. The replacement HRIS application must be able to handle separate payrolls as if the organizations are two separate businesses.
10		Is the payroll system expected to actively enforce or validate payroll against Member-level labor budgets, or is payroll only required to report labor costs for downstream budget tracking?	The application shall enforce position budget counts for FTE/headcount
11		Does the House require payroll to support allocation of staff labor costs across multiple Members or offices, and should these allocations occur at payroll calculation time or post-payroll for reporting?	Yes. Members staffing cannot exceed position budget allocation on the active payroll.
12		Are step grade increases expected to occur automatically based on tenure or rules, and must payroll apply these changes without manual intervention?	Yes.
13		Does the House require employees to record actual hours worked, or is time primarily collected for compliance and reporting purposes while employees are paid a fixed monthly salary?	Staff are both paid by hours and monthly salary.
14		Are payroll calculations expected to be directly driven by approved time and attendance data, or is payroll largely independent of time submissions except for exceptions (e.g., LWOP, overtime, adjustments)?	Some offices use hours worked for calculating overtime. The majority of the House staff does not report time and attendance.

15		Does the House require formal employee scheduling (planned shifts, coverage requirements, schedule enforcement), or is scheduling managed informally outside the HRMS?	Some offices pay shift differentials.
16		Are leave balances and eligibility governed by standard accrual rules, or are there complex policies (e.g., role-based accruals, Member-specific rules, shared staff impacts) that must integrate tightly with payroll?	Accrual rules vary by organization within the House community
17		Is the House seeking a full replacement of the current HR environment, or will the new HRMS be expected to coexist with legacy systems during a transition period?	The new application is intended to replace the existing application.
18		Can the House confirm the expected number of active system users (employees, HR staff, managers, contractors) that offerors should assume for pricing evaluation?	Current employees Staff 11395, Members 441 Core system users 76
19		Is payroll functionality required at initial go-live, or is a phased rollout (core HR first, payroll later) acceptable?	Yes, payroll is expected at initial go-live
20		Does the House require support for unique pay structures such as grade levels, step increases, retroactive pay adjustments, allowances, or other legislative compensation rules?	Yes.
21		Will the HRMS need to support multiple scheduling models (shift work, overtime policies, remote staff, multi-location offices), and are there any specific timekeeping compliance requirements?	Yes. Requirements have been outlined in the documentation.
22		Which internal House systems must the HRMS integrate with at launch (e.g., identity management, financial systems, document repositories, or other HR-related platforms)?	All of them.
23		What authentication standards are required (e.g., SAML 2.0, Azure AD, Active Directory), and will the House provide integration documentation for SSO and user provisioning?	Microsoft Entra (preferred) and SAML 2.0
24		What categories of historical data are expected to be migrated into the new HRMS (employee records, payroll history, leave balances, performance evaluations, etc.)?	This decision will be made as part of the implementation. To date, the House has not archived any HRIS data and the replacement shall be prepared to include all critical historical data.
25	C.2	Is FedRAMP Moderate authorization required at the time of proposal submission, or may it be achieved within a defined period post-award?	Vendors must be on the path to FedRamp Authorization at the time of proposal. Vendors will be assessed on their progresses through the solicitation period.
26		Is the House open to AI-driven features such as conversational HR assistants, automated document routing, and predictive workforce analytics, and are there any restrictions on AI usage with employee data?	Yes. Yes, specific use cases will be restricted.
27	C.2	Will the House CAO accept "FedRAMP Moderate – In Process" as satisfying the requirement?	Vendors must be on the path to FedRamp Authorization at the time of proposal. Vendors will be assessed on their progresses through the solicitation period.
28	C.2	Would the House CAO consider proposals from vendors who do not currently hold FedRAMP Moderate authorization but are willing to pursue authorization upon award? If not, would alternative federal-grade security certifications be considered equivalent?	Vendors must be on the path to FedRamp Authorization at the time of proposal. Vendors will be assessed on their progresses through the solicitation period.
29	M.3 Contract Award	"e. No assumptions or deviations from the House Terms and Conditions or the Clauses found within the solicitation will be accepted. Any proposal with assumptions and/or deviations to the terms and conditions is deemed non-responsive to the solicitation and will receive no further consideration." To ensure the broadest and most competitive participation, would the House consider removing this requirement to allow offerors to identify limited, clearly defined assumptions or requested exceptions for review and consideration, as is customary in many public-sector procurements?	It could be considered a violation of procurement integrity to let certain vendors make assumptions that other vendors may not make. Any questions concerning assumptions that could be made should be sent during the question period to allow updates to be made to the RFP as required.
30	B – Pricing Schedule	Pricing schedule lists PMO, Software Implementation, and Change Management only. Please confirm whether SaaS subscription licensing, hosting, security compliance, upgrades, and ongoing vendor support are included in the fixed price amount or will be contracted separately.	Implementation and licensing may be separated however pricing for both shall be submitted with the proposal, see question 2.
31	F.1 – Period of Performance	Please clarify how annual SaaS subscription renewals should be priced and evaluated beyond the base period and optional extension.	Section B has been updated.

32	I.11 – Service Level Agreements - SLAs referenced but not defined	Please identify the required SLA metrics (availability, incident response, resolution times, maintenance windows, service credits) or confirm vendors may propose standard SaaS SLAs.	Vendors should propose SLAs.
33	I.10 – Self Hosting Option - House may exercise a self hosting option	Please clarify whether the self hosting option applies to commercial multi tenant SaaS platforms, and how compliance will be evaluated if self hosting is not technically supported.	This has been removed.
34	C.2 – FedRAMP Approval - CSP must have FedRAMP Moderate authorization	Please confirm whether OCI FedRAMP Moderate authorization is sufficient for Oracle SaaS, or if application level FedRAMP authorization is required for each module.	The product must be FedRAMP or on a path to FedRAMP.
35	C.3.2 – Data Migration - Vendor responsible for migrating Lawson data	Please confirm required historical data depth (full history vs. defined lookback) for HR, payroll, benefits, and documents.	This decision will be made as part of the implementation. To date, the House has not archived any HRIS data and the replacement shall be prepared to include all critical historical data.
36	C.3.2 – Stabilization – Two years of stabilization required	Please confirm whether stabilization support is included in fixed price and define expected scope, staffing levels, and SLAs during stabilization.	Stabilization is included in the fixed price.
37	I.2 – Software Escrow - Requires escrow of source code	Please clarify how escrow requirements apply to commercial SaaS solutions where source code is not customer specific.	Escrow would not apply to the SaaS solution.
38	M – Evaluation Factors - Price realism evaluated	Please confirm whether vendors may include explicit assumptions (e.g., user counts, transaction volumes) without being deemed non responsive.	Confirmed.
39	Missing Requirement	Please confirm data extraction formats, timelines, and vendor support obligations upon contract termination. (SaaS exit strategy not defined)	The may be negotiated prior to the final award.
40	Missing Requirement	Please confirm data residency requirements, including US Government Cloud restrictions and disaster recovery location constraints. (Data residency not specified)	All data must reside on US soil.
41	Attachment J 1 Tab: Non Functional – Access Control - Separate HRMS instances for Members and Staff	Please confirm whether this requires physically isolated SaaS tenants or logical separation within a single tenant.	The vendor shall propose any solution that allows for the Staff and Member organizations to have separate configuration and access as if the organizations are two separate businesses.
42	Attachment J 1 Tab: Non Functional – Compliance - Audit logs retained indefinitely	Please confirm acceptable audit log retention periods if indefinite retention is not technically feasible in SaaS.	3 years, depending on the log (one Congress, plus one)
43	Attachment J 1 Tab: Non Functional – Security - Dedicated tenancy and private endpoints	Please clarify whether government cloud shared infrastructure satisfies this requirement or if single customer isolation is mandatory.	Dedicated tenancy is required.
44	Attachment J 1 Tab: Non Functional – Reliability – 99% uptime requirement	Please confirm whether uptime excludes planned maintenance windows and required notification periods.	Yes. Please provide details if the vendor cannot meet the requirement
45	Attachment J 1 Tab: Non Functional Automation – File based jobs using SMB and polling	Please confirm whether API/event driven SaaS alternatives are acceptable in place of legacy file based automations.	The House is open to technologies that achieve the objectives and meet requirements.
46	Attachment J 1 Tab: Non Functional Automation – Jobs scheduled every 10 minutes/hourly	Please clarify whether near real time execution is acceptable where sub 10 minute scheduling is not supported.	Yes
47	Attachment J 1 Tab: Non Functional Automation – Email notifications to HRIS roles	Please confirm whether email distribution lists will be provided by USHR or managed within HRMS.	The application is expected to store employee email addresses.

48	Attachment J-1 Tab: Pay - Compliance - Payroll rules marked "manual"	Please clarify whether "manual" reflects current state behavior or a mandatory future state requirement.	The word manual in the existing programs column indicates that the process is currently "manual"
49	Attachment J 1 Tab: Pay - Compliance - Speaker Pay Order limits	Please confirm whether SPO limits are configurable values or require system changes when updated.	This would depend on the system. Currently the SPO is configurable and stored in history.
50	Attachment J 1 Tab: Pay - Integration - Treasury, PeopleSoft, NFC interfaces	Please confirm file formats, transmission methods, and encryption standards for all payroll interfaces.	The file formats are dependent of the requirements of the receiver of the interface. This information will be provided upon vendor selection.
51	Attachment J 1 Tab: Pay - Conversion Migrate full payroll history	Please confirm minimum payroll history depth required for conversion.	This decision will be made as part of the implementation. To date, the House has not archived any HRIS data and the replacement shall be prepared to include all critical historical data.
52	Attachment J 1 Tab: Benefits - ACA Monthly ACA status tracking	Please confirm whether ACA calculations must be performed within HRMS or may rely on external processors.	The current application calculates ACA values. It is expected that the function is performed within the application.
53	Attachment J 1 Tab: Benefits - Integration DCHBX and OPM interfaces	Please confirm whether interface specifications will be provided by USHR.	Yes.
54	Attachment J 1 Tab: Benefits - Conversion Convert benefit enrollments	Please clarify whether retroactive corrections must be supported post go live.	Yes.
55	Attachment J 1 Tab: Retirement - Compliance Retirement card processing	Please confirm whether electronic submission to OPM is acceptable.	Yes
56	Attachment J 1 Tab: Retirement - Data Management Retirement record statuses	Please clarify whether status changes must be fully auditable and reversible.	Yes
57	Attachment J 1 Tab: Retirement - Conversion Migrate retirement data	Please confirm expected data cleansing responsibilities.	The vendor shall assist with migration to ensure data converted to new HRIS solution is complete and accurate.
58	Attachment J 1 Tab: REAP - Compliance Lifetime/YTD/MTD limits	Please confirm whether limits are configurable per policy year.	Limits are based on USHR resolutions. REAP budgets are defined annually.
59	Attachment J 1 Tab: REAP - Integration Vendor payment processing	Please confirm whether REAP payments are processed via payroll, AP, or both.	Depending on the type of payment, REAP reimbursements are to the employee. Loan payments to vendors for REAP currently are processed outside of the HRIS application.
60	Attachment J 1 Tab: REAP - Self Service ESS REAP balances)	Please clarify required historical retention of REAP statements.	All REAP data is retained to ensure life-time limits are not exceeded. Data is available to employees on self-service, statements are emailed.
61	Attachment J 1 Tab: Financial - GL Five segment chart of accounts	Please confirm whether future expansion beyond five segments must be supported.	not at this time
62	Attachment J 1 Tab: Financial - Budget Budget shortfall alerts	Please clarify whether alerts are informational only or blocking payroll processing.	Alerts are informational only.
63	Attachment J 1 Tab: Financial - Integration Financial system interfaces	Please identify system of record for budget vs payroll accounting.	The HRIS application is the payroll system of record. Financial processing (budget, accounting, etc.) and the Finance system of record is in a different application.
64	Attachment J 1 Tab: Human Resources - Compliance Duplicate SSN and age warnings	Please confirm whether warnings block transactions or allow overrides with justification.	The requirements specify the error is a warning.
65	Attachment J 1 Tab: Human Resources - Data Management Unlimited POC history	Please clarify retention rules for inactive POCs.	All data is retained.
66	Attachment J 1 Tab: Human Resources - Integration Appian, Remedy, PeopleSoft integrations	Please confirm which integrations are required at go live.	All of them.
67	Attachment J 1 Tab: Personnel - Compliance Removal of employee history with no audit trace	Please confirm whether this requirement overrides audit/compliance controls or applies only to specific record types.	The requirement applies to rescinded appointments and other employee actions. As stated- System shall allow Payroll and Benefit staff to change or remove employee personnel action, position, or pay history no indication that the record has been changed (no record should ever display showing the data was updated and then modified)

68	Attachment J 1 Tab: Personnel – Configuration Up to 99 concurrent positions	Please clarify expected real world maximums for sizing and performance planning.	Current functionality allows for employees to hold up to 99 distinct positions. Employees currently hold from 1-25 concurrent positions.
69	Attachment J 1 Tab: Standard Self Service Up to 98 direct deposit accounts	Please confirm whether this is a hard requirement or a legacy artifact.	This is the current state.
70	Attachment J 1 Tab: Standard Self Service Substitute W 4 for state tax	Please clarify whether tax calculation logic must be embedded or externalized.	Payroll tax calculations should not be outsourced to a service bureau. The HRIS application is currently integrated with a vendor provided tax calculation software
71	Attachment J 1 Tab: Leave & Hours Worked – Leave Leave does not impact payroll	Please confirm handling of LWOP and retroactive corrections.	The application should handle LWOP and retroactive corrections.
72	Attachment J 1 Tab: Leave & Hours Worked – Compliance - Multiple leave plans per organization	Please confirm whether rules may vary by legislative year.	Rules vary at the discretion of the US House of Representatives.
73	Attachment J 1 Tab: Leave & Hours Worked – Hours Worked OT calculated outside payroll	Please clarify reconciliation expectations when OT differs between systems.	The application shall identify differences between systems.
74	Attachment J-1 Tab: Performance Mgmt AI review of comments	Please confirm whether AI based review is mandatory or optional and any compliance constraints.	Optional.
75	Attachment J 1 Tab: Performance Mgmt – Conversion Convert performance history	Please confirm required historical depth for conversion.	All. Currently 5 years.
76	Attachment J 1 Tab: Talent USAJobs and LinkedIn integration	Please confirm whether integrations must be bidirectional or posting only.	Posting only.
77	Attachment J 1 Tab: Talent – Access Control Transition resume bank access	Please clarify whether this is one time or recurring.	Recurring.
78	Attachment J 1 Tab: Learning & Development SCORM and large file support	Please confirm maximum supported file sizes.	Currently limited to 2 gig or less. Would like larger.
79	Attachment J 1 Tab: Learning & Development – External Access External agency self registration	Please clarify identity management and security boundaries.	Users must be on the House network.
80	Attachment J 1 Tab: Learning & Development – Analytics GA4 compatibility	Please confirm whether GA4 integration is mandatory.	Yes.
81	Attachment J 1 Tab: Members Services - Separate GL/AP structures	Please confirm whether Members operate as a separate financial entity within HRMS.	Yes.
82	Attachment J 1 Tab: Members Services – Pay - Monthly pay in arrears	Please confirm whether off cycle Member payments must be supported.	Yes
83	RFP-OAM26007S General Question	Is the House of Representatives looking for product pricing as well as implementation pricing? Or is only implementation pricing required at this time?	Product and Implementation pricing.

84	RFP C - C.2 and C.3	Section C.2 references procurement of a Software as a Service (SaaS) solution hosted on cloud infrastructure with a subscription-based delivery model, and Section C.3 references deployment of a single cloud-based solution. Can the House confirm that the intended architecture is a vendor-managed SaaS cloud environment (e.g., FedRAMP-authorized SaaS) and that traditional on-premise or customer-hosted "lift-and-shift" deployments are not within scope?	USHR is primarily interested in a vendor managed SaaS cloud solution but would consider an on-premise solution proposed by the vendor that meets the requirements
85	B	Should pricing include software subscription/licensing?	Yes, please see Schedule B.
86	B / F.2	Should pricing be for the base period only or should it be for base + option periods?	Base and all option periods.
87	C.2	Are any FedRAMP artifacts required (SSP summaries, package ID)?	Yes.
88	C.3.2	Can the Government clarify test environment expectations (dev/test/uat/train/prod)?	DEV, TEST, PROD for Staff DEV, TEST, PROD for Members
89	C.3.2	Can the Government provide more details on the two year stabilization requirement, are there milestones associated with it?	No.
90	C.3.3	Can the Government provide the expected number of end users, managers, and administrators who will need training?	Currently 76 core system users and 12k approx self-service users
91	H.29	Should pricing include travel/incidental costs unless separately priced?	The contract is fixed price and the USHR will not expect additional charges for T&E
92	L.1	Page 56 of the RFP states ""The House is not subject to the Federal Acquisition Regulations (FAR) or any of its supplements. No assumptions or deviations from the contract clauses listed herein or House Terms and Conditions will be accepted." Can the Government confirm if an Offeror can include explanatory text/bullets that do not alter performance obligations — e.g., pricing assumptions that describe methodology or basis of estimate?	Yes
93	L.1	Per the instructions, the Administrative and Price Proposal should consist of the Solicitation and Offer Form; Section B - Price Schedules, and Section K - Representations, Certifications, and Statements of Offerors. Can Contractors include pricing assumptions in this file?	Please see question #92
94	C.3.2	How many systems will need to be integrated with the HRMS? Can the Government share what those systems are?	This information will be provided upon vendor selection.
95	C.3.2	Will the Government provide clean, migration-ready data to the vendor or will the vendor perform data cleansing and normalization?	The vendor shall assist with migration to ensure data converted to new HRIS solution is complete and accurate.
96	C.3.3	Is the Government expecting vendors to deliver training, a train-the-trainer model, a combination, or open-to-vendor recommendation following the training needs analysis?	Vendor shall provide training recommendations which will ensure all users training needs are met.
97	C.3.3	What metrics will the Government use to define successful user adoption for acceptance purposes?	The USHR expects all Staff and Members to be paid via the new application.
98	L.1	The instructions for past performance state "The Offeror shall provide references for three (3) current or recent (within three (3) years) customers and three past customers, preferably in another government agency." Can the Government please confirm that Offerors should provide 6 references in total – 3 current/recent ones and 3 past ones? As a follow-up question, can the Government clarify if a past customer is one that the Offeror worked with more than three (3) years ago?	Only three (3) references are required; they must be recent and relevant.
99	L.1	May Offerors include a cover page, cover letter, and table of contents with each proposal file?	Yes
100	L File II - Technical	In order to ensure fair evaluation of like proposals, we recommend the House establish page limitation for the four individual components of the Technical proposal (File II). We further recommend 12 pages for Technical Approach; 5 pages for Management Approach; 5 pages for Corporate Capability; 3 pages for Past Performance.	The page limit for File II is 30 pages.
101	Technical Requirements (Hosting & Architecture)	Does the House require the HRMS solution to be hosted within a vendor-managed SaaS environment, or is there any requirement or preference for on-premises or customer-controlled hosting?	USHR is primarily interested in a vendor managed SaaS cloud solution but would consider an on-premise solution proposed by the vendor that meets the requirements

102	Security & System Architecture Requirements	Are there requirements for logical isolation, tenant-level segregation, or enhanced data residency controls beyond standard SaaS architecture?	System shall be compliant with all USHR regulations and policies and RMF programs, including but not limited to HISPOL 07.0 (Cybersecurity Risk Management and Compliance), 08.0 (Mobile and Portable Devices), 10.0 (Protection of Sensitive Information), 15 (Data Sharing and Interconnections), 16 (Privileged User Accounts), 17.0 (Cloud), etc. Any non-compliance must be approved by the HIR CIO and documented in a risk acceptance.
103	IT Governance / Hosting Requirements	Does the House require direct administrative control over infrastructure layers (e.g., database, OS), or is application-level configuration control sufficient?	The USHR does not require direct control over infrastructure
104	Security & Compliance Requirements	Are there any congressional-specific cybersecurity or compliance requirements beyond standard federal baselines (e.g., FedRAMP, FISMA equivalency)?	Yes. System shall be compliant with all USHR regulations and policies and RMF programs, including but not limited to HISPOL 07.0 (Cybersecurity Risk Management and Compliance), 08.0 (Mobile and Portable Devices), 10.0 (Protection of Sensitive Information), 15 (Data Sharing and Interconnections), 16 (Privileged User Accounts), 17.0 (Cloud), etc. Any non-compliance must be approved by the HIR CIO and documented in a risk acceptance.
105	RMS Requirements Spreadsheet – Integration Tabs	What are the House’s expectations regarding integration ownership (real-time APIs, middleware, payroll interfaces, financial system integration)?	USHR considers integrations a critical part of the implementation.
106	Data Conversion & Records Management	Does the House require in-house data storage for historical HR/payroll records, or can archival data reside within vendor SaaS environments?	USHR does not require in-house data storage but would be interested.
107	Reporting & Analytics Requirements	Are there specific reporting or EPM integration requirements with existing Oracle EPBCS environments?	Integrations and Interfaces are outlined in the requirements. The USHR financial system of record is PeopleSoft
108	L.1, b, iv	The House states that offerors, "shall provide references for three (3) current or recent...customers and three past customers..." Can the government confirm that they are seeking only 3 references or a total of 6?	Only three (3) references are required. They must be recent and relevant.
109	L File I - Administrative and Price Proposal	Can the government please confirm there is no page limit for File I?	Confirmed.
110	M File I - Administrative and Price Proposal	Can the government please confirm that a price narrative is permitted as part of File I to meet the Price Realism Evaluation Criteria.	Yes.
111	C.3.2.1 Software Implementation Deliverables	Is the vendor responsible for securing the Authority to Operate (ATO) for the new HRMS system? If so, what is the anticipated timeline for completing this process?	USHR has an ATO process that aligns with NIST800.53 and must be completed prior to go-live.
112	C.3.2.1 Software Implementation Deliverables	Does the Government intend to operate the legacy HRMS system in parallel with the new HRMS system? If so, will the Vendor be responsible for maintaining data synchronization between the two systems until full cutover is achieved? Additionally, will the Vendor be responsible for decommissioning the legacy HRMS system following completion of the cutover?	No. Once the go-live is determined, the cutover will be completed and only application will be the system of record. USHR will be responsible for decommission the legacy application
113	C.3.1 Project Management Office	Is the Government open to adopting an Agile or Hybrid Agile methodology with iterative releases for this effort? The timeline described in Section C.3.2.1, Software Implementation Deliverables, appears to align with a traditional waterfall approach.	Yes. USHR strives to implement using an Agile or Hybrid project management methodology.
114	I.10 Self-Hosting Option	On premise deployments lead to higher total cost of ownership (TCO), greater technical debt, and heavier operational burdens, while limiting scalability and innovation. In contrast, SaaS solutions provide continuous updates, stronger reliability and security, and lower total cost of ownership. Therefore, leading Federal HRMS platform providers are ending support for on-premise . deployments and helping clients move to SaaS solutions. Given these industry trends and clear advantages with SaaS, please confirm whether the self hosting option remains a mandatory requirement.	USHR is primarily interested in a vendor managed SaaS cloud solution but would consider an on-premise solution proposed by the vendor that meets the requirements
115	I.10 Pricing Structure & Inclusions	Will the Government provide (or accept) a detailed CLIN/SLIN structure that breaks out PMO, software implementation (by phase/module), integrations, data migration, testing, go live/hypercare, and the two year stabilization period.	USHR will accept any structure that meets the requirements towards a successful implementation.
116	I.10 Pricing Structure & Inclusions	Will the Government allow the additon of lines (or allow separate lines) for SaaS subscription/licensing and any self hosting option pricing required under Section I.10?	Yes, please see revised Schedule B.

117	Payroll and Compensation	How does the system need to integrate with the Members' Representational Allowance (MRA) funding mechanism, including automated tracking of salary expenditures against each Member's individualized MRA allocation (which varies by district factors like distance from Washington, DC, and number of non-business addresses), and alerts for when expenditures approach or exceed the annual limit?	MRA funding mechanism is handled outside of the HRIS application.
118	Payroll and Compensation	Given that staff salaries must adhere to Speaker-issued Pay Orders (e.g., maximum rates tied to Executive Schedule Level II, currently \$225,700 for 2025), how should the system enforce these caps, including for different staff categories (e.g., senior staff subject to outside earned income limits of 15% of Level II pay, or \$33,285 in 2025)?	The vendor and application shall provide functionality for managing SPO as outlined in the requirements.
119	Payroll and Compensation	Since congressional payroll operates on a 30-day monthly cycle (with payments on the last business day of the month) and staff are at-will employees without civil service protections, what specific workflows are required for rapid onboarding/offboarding, monthly salary certifications, and handling of lump-sum payments for unused annual leave upon separation?	Workflows are outlined in the requirements.
120	Payroll and Compensation	How must the system distinguish and process compensation for up to 18 permanent employees and 4 additional staff (e.g., interns, part-time, shared, temporary, or on leave without pay), including dual compensation limits under 5 U.S.C. § 5533 for staff with concurrent federal employment (capped at \$39,603 in 2022, adjusted annually)?	The House currently uses position management.
121	Payroll and Compensation	For non-exempt staff eligible for overtime under the Fair Labor Standards Act, as applied via the Congressional Accountability Act (CAA), what reporting features are needed to track time-and-a-half pay for hours over 40 per week, and how should this integrate with MRA budgeting to prevent overspending?	MRA budgeting mechanism is handled outside of the HRIS application.
122	Payroll and Compensation	Given restrictions on honoraria and outside employment for staff paid above the senior staff rate (\$135,468 in 2022), what compliance tools should the system include for flagging or reporting potential violations, such as automated checks against payroll data?	The HRIS application doesn't track honoraria or outside employment. These restrictions are handled by the Clerk and enforced by the Ethics Committee.
123	Leave Management and Policies	Since leave policies (e.g., annual leave accruing at 1-2 days per month based on service, sick leave at 1 day per month) are set at the Member's discretion but must comply with the Family and Medical Leave Act (FMLA) for eligible employees (12 weeks unpaid), how should the system support office-specific customization while enforcing FMLA eligibility tracking (e.g., 12 months of service and 1,250 hours worked)?	The application shall allow for different FMLA processing per the requirements "System shall allow different FMLA reimbursement schedules for different offices"
124	Leave Management and Policies	What features are required to handle unique leave types, such as military leave (15 business days per fiscal year for Reserves/National Guard), bereavement leave, religious holidays, jury/witness duty, or leave without pay (LWOP), including prorated accrual for part-time staff and no accrual for fractional months at employment start/end?	The vendor shall propose solutions that meet the requirements outlined in the attachment for handling leave types.
125	Leave Management and Policies	How should the system manage carryover limits for annual leave (e.g., no more than 30 days into the next calendar year) and automate lump-sum payments for unused leave upon separation, ensuring these are charged to the prior year's MRA if applicable?	Lump sum payments are not automated.
126	Leave Management and Policies	Given the absence of mandatory paid family/medical leave (unlike proposals like the Federal Employee Paid Leave Act), but potential office-specific paid leave options, what flexibility is needed for configuring paid vs. unpaid leave tracking per office, including integration with payroll for deductions or accruals?	Per the requirements "The system shall not affect Payroll based on any leave processing". Payroll and leave are not connected. If an office would like to pay an employee leave, they will submit paperwork to do so.
127	Benefits Administration	How must the system interface with federal benefits programs unique to congressional staff, such as the Federal Employees Health Benefits (FEHB) Program (post-ACA shift from exchanges), Federal Employees' Group Life Insurance (FEGLI), and retirement under FERS/CSRS (with Member contributions of 1.3%-4.4% of pay to CSRDF, depending on hire date)?	Interfaces are outlined in the requirements. Each interface must provide the correct data as required.
128	Benefits Administration	What tracking is required for Thrift Savings Plan (TSP) contributions and employer matches, including any House-specific student loan repayment programs (with service agreements and lifetime maximums, excluding Members themselves)?	The application shall provide mechanism for applying IRS rules for TSP contributions to prevent overages. The application should apply rules for SLRP monthly and LTD limits.

129	Benefits Administration	Under the CAA, which applies protections like anti-discrimination (Title VII), veterans' preferences, and polygraph bans, what audit trails or reporting modules are needed to ensure compliance, such as documenting non-discrimination in hiring or retaliation protections for exercising CAA rights?	This is not handled in HRIS
130	Overseas Travel and Per Diem Reimbursements	For official overseas travel by Members or staff (authorized by the Speaker or committees), how should the system process per diem reimbursements based on State Department foreign rates (e.g., lodging, meals, incidentals), including quarterly reporting of foreign currency expenditures under 22 U.S.C. § 1754?	Reimbursements are processed by the Financial system of record.
131	Overseas Travel and Per Diem Reimbursements	What integrations are necessary with GSA/State Department per diem lookup tools to automate calculations for combined travel (official and personal), unexpected extensions, or vendor-sponsored trips, ensuring compliance with time limits (e.g., 7 days excluding travel time) and restrictions on privately funded travel?	This is not handled in HRIS
132	Overseas Travel and Per Diem Reimbursements	How must the system handle reimbursements for overseas travel allowances, such as mileage or transportation costs varying by district, while distinguishing them from domestic district travel (e.g., no per diem for routine DC-district commutes) and flagging any personal use that requires Member repayment?	This is not handled in HRIS
133	Compliance, Ethics, and System Integration	Given ethics rules prohibiting use of MRA for personal, campaign, or social expenses (with Members personally liable for misuse), what safeguards should the system include, such as category-specific spending caps (e.g., franked mail based on district addresses) and automated flags for prohibited items like vehicle leases (except mobile offices)?	The MRA is not managed in the HRIS application.
134	Compliance, Ethics, and System Integration	How should the system integrate with other systems for monthly disbursements, including handling of shared employees across offices or with Senate/state officials (with separate billing)?	Integrations and Interfaces are outlined in the requirements
135	Compliance, Ethics, and System Integration	Under CAA requirements for anti-harassment/discrimination policies in each office, what features are needed for tracking mandatory training, policy acknowledgments, and whistleblower protections (e.g., no retaliation for CAA claims)?	Training requirements are outlined in the attachment
136	Compliance, Ethics, and System Integration	For staff on overseas assignments or travel, what additional modules or calculations are required for currency conversion, tax implications (e.g., no deductions for living expenses since 2017 tax reforms), or security-related reimbursements (e.g., ballistic vests or training)?	This is not handled in HRIS
137	System Replacement and Migration from PeopleSoft	Can you provide details on the current PeopleSoft data architecture, including key PeopleTools and other customizations, bolt-ons, or House-specific configurations (e.g., for MRA budgeting integration, Speaker Pay Orders enforcement, or CAA compliance tracking) that would need to be replicated or migrated to the new system?	Integrations and Interfaces are outlined in the requirements
138	System Replacement and Migration from PeopleSoft	J-1-RFP-OAM26007S-RMS-Requirements states, "System shall allow for the migration of all employee payroll history by payment, month, quarter, and year." What volume and types of other historical data (e.g., leave balances, benefits enrollment records, performance data) must be migrated from PeopleSoft, and what are the requirements for data accuracy, auditability, and retention (including compliance with federal records retention policies and potential FOIA/OCWR needs)?	Migration requirements are outlined in the attachment
139	System Replacement and Migration from PeopleSoft	During the transition period, what level of parallel processing or dual-system support is required (e.g., running PeopleSoft and the new system concurrently for payroll cycles, testing, or fallback), and how should the new system handle cutover for monthly 30-day payroll cycles without disrupting disbursements?	The number of parallel test payrolls for Staff and Members will be determined during the implementation. There should be enough tests to ensure a level of confidence that the new application functions as desired.
140	System Replacement and Migration from PeopleSoft	What interfaces or data feeds currently exist from PeopleSoft to other House systems (e.g., FinMart for reporting/data warehousing, Coupa for procurement, or external federal systems like OPM for benefits/retirement), and which must be replicated or replaced in the new environment?	All interfaces from the current HRIS application are required.
141	Integration and Continuity	How must the new system integrate with or replace existing CAO payroll disbursement processes (e.g., monthly certifications, Treasury payments, direct deposit handling), and what testing protocols are required to ensure no interruptions in staff pay or MRA-funded expenditures?	The existing HRIS application will continue to be used until the replacement application is fully able to support functionality as outlined in the requirements.

142	Integration and Continuity	Given PeopleSoft's role in supporting House-wide financial reporting (via integration with FinMart), what reporting requirements (e.g., real-time MRA tracking per Member office, aggregate payroll vs. allowance analytics) must the new system support natively or through new integrations?	Interfaces and reports are outlined in the requirements.
143	Integration and Continuity	For benefits administration (e.g., FEHB, FEGLI, FERS/CSRS, TSP), what interfaces with external federal providers (e.g., OPM, TSP, carriers) currently exist in PeopleSoft, and how should these be maintained or modernized in the replacement system to avoid enrollment gaps or compliance issues?	Interfaces and reports are outlined in the requirements. The vendor should bring innovative approaches to achieve and exceed the SOW objectives.
144	Compliance and Unique House Requirements in Migration Context	How should the new system handle legacy PeopleSoft data for CAA-covered matters (e.g., historical overtime records for FLSA-exempt/non-exempt determinations, FMLA eligibility tracking, or anti-discrimination/anti-harassment documentation) to support ongoing OCWR investigations, audits, or reporting?	OT and FLSA transactions shall be migrated as outlined in the requirements.
145	Compliance and Unique House Requirements in Migration Context	What provisions are needed for migrating and enforcing House-specific rules that may have been customized in PeopleSoft, such as automatic caps on staff pay per Speaker Pay Orders, dual compensation limits, honoraria/outside income restrictions, or MRA overspend alerts/flags?	Reporting requirements are outlined in the attached requirements
146	Compliance and Unique House Requirements in Migration Context	For overseas travel/per diem reimbursements (processed separately but potentially linked to payroll deductions or allowances), what current PeopleSoft workflows or data elements must be carried over or integrated to maintain continuity for Members and staff?	Automations, Interfaces and reports are outlined in the requirements.
147	Implementation and Support	What is the expected timeline for decommissioning PeopleSoft post-go-live, including any phased approach (e.g., HR first, then payroll), and what training/support resources will be available for Member offices during transition?	Responsibility for decommission the legacy system lies with USHR.
148	Implementation and Support	Are there any known pain points or limitations in the current PeopleSoft implementation (e.g., manual workarounds for MRA budgeting, reporting delays, or user interface issues) that the new system must specifically address to improve efficiency?	PeopleSoft is not the current HRIS application in use at the USHR
149	Implementation and Support	What security, access control, and role-based permissions (e.g., distinguishing Member office admins, CAO payroll staff, and shared employees) must be migrated or reconfigured from PeopleSoft to align with House ethics and cybersecurity standards?	Vendor shall assist with the development of application and system security as outlined in the requirements "System shall allow USHR to define organizational roles and establish permissions based on USHR organization structure"
150	Implementation and Support	In the event of migration issues or defects, what contingency plans or rollback capabilities are required, particularly to avoid impacts on time-sensitive payroll processing or MRA compliance?	USHR will continue to use current HRIS application until testing is complete and there is a level of confidence that the new application functions as desired.
151	Shutdown Contingency and Operational Continuity	How should the system support the designation and tracking of essential (excepted) vs. non-essential employees during a lapse in appropriations, including automated notifications for furlough status and integration with House-wide contingency plans (e.g., ensuring CAO payroll functions remain operational as an excepted activity)?	Essential/Non-essential resouces are not currently tracked in HRIS.
152	Shutdown Contingency and Operational Continuity	What features are required to maintain system availability and data integrity during a shutdown, such as failover mechanisms for cloud-based access, role-based permissions for limited excepted staff (e.g., CAO administrators processing time for essential workers), and audit logs for any modifications made under shutdown conditions?	The application shall be fully available during a shutdown.
153	Shutdown Contingency and Operational Continuity	In the event of delayed payroll due to lapsed appropriations, how must the system handle accrual of unpaid work hours for excepted employees, including automatic calculation of retroactive pay once funding is restored (e.g., prorating based on shutdown duration and ensuring no deductions for furlough periods)?	Legislative branch does not currently have unpaid work hours during a lapse in appropriations.
154	Shutdown Contingency and Operational Continuity	What workflows are needed to prevent furlough days from being charged against annual or sick leave balances, per OPM guidance, while allowing for voluntary use of paid leave by furloughed staff if permitted by Member offices?	Payroll and leave are not connected. If an office would like to pay an employee leave, they will submit paperwork to do so.
155	Shutdown Contingency and Operational Continuity	How should the system integrate with external federal systems (e.g., OPM for unemployment claims or Treasury for delayed disbursements) during and after a shutdown, including batch processing for retroactive payments and reporting on shutdown-impacted MRA expenditures?	Interfaces and integrations should be handled the same as they would if there were no shutdown.

156	Payroll and Compensation During Disruptions	Given that Members' salaries are funded via permanent appropriations (continuing even during shutdowns), but staff pay may be affected, what distinctions must the system enforce for payroll processing, such as separating Member compensation from staff furloughs and flagging any ethics rules on voluntary pay withholding?	Members (Representative) and Staff payroll are separate and different. The replacement HRIS application must be able to handle separate payrolls as if the organizations are two separate businesses.
157	Payroll and Compensation During Disruptions	For scenarios involving partial shutdowns or short-term CRs, what real-time adjustment tools are required to update payroll cycles, MRA allocations, and benefit deductions mid-month without manual overrides, ensuring compliance with Speaker Pay Orders during funding uncertainties?	The application should be able to handle partial deductions and accommodate different payroll cycles in the even of a lapse.
158	Payroll and Compensation During Disruptions	How must the system accommodate retroactive adjustments for benefits continuity during shutdowns, such as uninterrupted FEHB coverage (funded by employee premiums and agency contributions, which may be deferred), TSP matching, or health insurance premiums, including automated reconciliation post-appropriation?	The application should be able to handle partial deductions and accommodate different payroll cycles in the even of a lapse.
159	HR Management and Compliance	What reporting capabilities are needed to generate shutdown-specific documentation, such as furlough notices, recall orders, or post-shutdown time certification for excepted staff, while supporting Member office-specific policies (e.g., remote work allowances during disruptions)?	Essential/Non-essential resources are not currently tracked in HRIS.
160	HR Management and Compliance	In alignment with the Congressional Accountability Act (CAA), how should the system track and protect employee rights during shutdowns, including no retaliation for shutdown-related claims, maintenance of FMLA eligibility (counting furlough time toward service requirements), and anti-discrimination in essential/non-essential designations?	Essential/Non-essential resources are not currently tracked in HRIS.
161	HR Management and Compliance	For staff on overseas travel or assignments during a potential shutdown, what features are required to handle per diem reimbursements, travel curtailments, or emergency repatriation costs, ensuring these are processed retroactively if funding lapses and integrated with State Department protocols?	This is not handled in HRIS
162	HR Management and Compliance	What contingency planning tools should the system include for migration from PeopleSoft, such as simulating shutdown scenarios in testing phases to verify that data migration doesn't compromise historical records needed for retroactive pay calculations from prior shutdowns (e.g., 2018-2019)?	USHR was not shutdown in 2018-2019. The application should be able to handle partial deductions and accommodate different payroll cycles in the even of a lapse.
163	Funding Continuity and Payroll Processing Under CRs	How does the system need to accommodate CR-specific funding rates (e.g., prior-year levels with anti-furlough apportionments), including automated adjustments to MRA spending caps, payroll obligations, and alerts if expenditures risk exceeding CR-authorized amounts?	This is not handled in HRIS
164	Funding Continuity and Payroll Processing Under CRs	What features are required to support uninterrupted monthly payroll cycles during CR periods, including integration with CAO disbursement processes and handling of any mid-cycle adjustments from CR extensions or amendments?	The HRIS application should perform as if there is no shutdown.
165	Funding Continuity and Payroll Processing Under CRs	For CRs that include explicit provisions (e.g., pay freezes for senior staff/Members, as seen in recent packages), how should the system enforce temporary rate caps or freezes on compensation, benefits deductions, or TSP contributions while preserving audit trails?	The Legislative branch does not freeze pay for senior staff. The application shall handle Members who wish to have their net pay held until the lapse is resolved.
166	CR HR and Administrative Impacts	Given CR limitations on new hiring, training, or travel, what workflow tools are needed to flag or restrict actions (e.g., onboarding delays, deferred benefit enrollments) until full appropriations are enacted, while tracking impacts on FMLA eligibility or leave accruals?	The application shall be configurable based on USHR leadership guidance at the point of the lapse.
167	CR HR and Administrative Impacts	How must the system handle potential retroactive adjustments if a CR is replaced by full-year appropriations mid-fiscal year (e.g., reconciling prorated MRA allocations, updating pay orders, or processing catch-up deductions)?	The application shall be configurable based on USHR leadership guidance at the point of the lapse.
168	CR HR and Administrative Impacts	What reporting is required for CR periods, such as tracking administrative inefficiencies (e.g., time spent on contingency planning) or aggregate impacts on House-wide payroll vs. MRA budgeting, to support CAO/OCWR compliance?	This is not handled in HRIS.
169	CR Integration with External Processes	During CR extensions, how should the system interface with external federal systems (e.g., OPM for benefits continuity, Treasury for disbursements) to ensure no gaps in FEHB, FEGLI, or retirement processing?	Interfaces and integrations should be handled the same as they would if there were no shutdown.

170	CR Integration with External Processes	For Member/staff overseas travel under a CR, what safeguards are needed to process per diem or reimbursements at restricted rates, distinguishing them from shutdown curtailments?	This is not handled in HRIS
171	SAAS Licenses	How will SaaS software licenses be procured directly by the House/CAO or through the implementation vendor?	Licenseing/subscriptions should be included in the proposal
172	Product Demonstration	To ensure alignment with the House's expectations, could you please confirm whether any HRMS product demonstrations have been conducted to date? If so, which solution(s) were presented?	USHR has participated in market research. Several SaaS vendors presented their applications.
173	Data Migration	How many years of historical HR and payroll data must be migrated?	This decision will be made as part of the implementation. To date, the House has not archived any HRIS data and the replacement shall be prepared to include all critical historical data.
174	General	We understand that we are required to complete and provide a Pricing Schedule in accordance with Section B. However, Section F – Deliveries or Performance indicates that the contract's period of performance is two years, with a potential extension of an additional two years. Could you clarify how we should structure our pricing to account for the full period of performance described in Section F?	Section B has been updated.
175	C.1, pg. 6 - Background	What are the current system(s) used to process personnel action requests?	Infor/Lawson
176		What are the current system(s) used to process benefits?	Infor/Lawson
177		What are the current system(s) used to process retirement?	Infor/Lawson
178		What are the current system(s) used to process performance management actions?	Cornerstone
179		What are the current system(s) used to process employee self-service actions?	Infor/Lawson
180		How many licenses do you have for each of the aforementioned system(s)?	License are specific to each application component and are different depending on the solution. Vendors should include enough licenses to support USHR.
181	C.3 - Scope of Work	What is the expected number of licenses for this solution?	Vendors should include enough licenses to support USHR.
182	C.3, pg 8 - Scope of Work	Is it anticipated that the solution will support the full capabilities of a finance suite?	The application should be able handle GL and AP functions and provide for budget reports.
183		What is the anticipated timeline expected to move data from on-premise to full data transfer to cloud?	At go live
184		How far back is it anticipated to move historical data?	This decision will be made as part of the implementation. To date, the House has not archived any HRIS data and the replacement shall be prepared to include all critical historical data.
185		Is there a plan to extend the life of legacy systems prior to sunseting to ensure proper data migration.	The USHR will determine when the legacy system is decommissioned.
186		Is there a plan to stagger the implementation of new solution or is it expected to implement all at once?	All at once.
187	Non-Functional Requirement: Configuration	Can you please provide the list of the third party vendors used?	This information will be provided upon vendor selection.
188		Does the House of Representatives plan to put this solicitation under a set-aside, or is it full and open competition?	Full and open competition
189		Is there an incumbent contractor for this effort? If so, could the Government please provide their name and contract number?	The House does not follow the FAR and, accordingly, does not disclose incumbent contractor information. Offerors should treat this as a new requirement and prepare proposals based solely on the specifications and instructions provided in the RFQ.
190	L.1, Page 56	The past performance instructions state, "The Offeror shall provide references for three (3) current or recent (within three (3) years) customers and three past customers, preferably in another government agency." Please confirm that the Offeror must submit six past performance references in total.	Only three (3) past performance references are required. They must be recent and relevant.
191	L.1, Page 56	The past performance instructions state, "The Offeror shall provide references for three (3) current or recent (within three (3) years) customers and three past customers, preferably in another government agency." Does the term "past customers" refer to contracts that took place more than three years ago? If not, what is the term referring to?	Only three (3) past performance references are required. They must be recent and relevant.
192	L.1, Page 56	Does the Offeror have to be the prime contractor on submitted past performances, or can the Offeror submit past performance references for contracts on which they were a subcontractor?	No. The Offeror does not need to have been the prime contractor on the referenced past performance. The Offeror may submit past performance for contracts on which they performed as a subcontractor, provided the work is relevant to the requirement
193	L.1, Page 56	Can the Offeror submit past performance references from subcontractors/teaming partners?	Yes.
194	L.1, Page 55	Are there any page limitations for each of the two volumes that the Offeror must submit?	File II page limit is 30 pages

195		Section L states, "The Offeror shall include proposed staffing that addresses the management and timing of staffing decisions for assigning people to the project and removing them from the project. The staffing approach must be definitive enough to provide the House with a clear understanding of how the Offeror intends to staff this contract (with key and non-key technical personnel) to successfully meet all the requirements of the Statement of Work." Does the Offeror need to provide actual or representative resumes in the staffing plan?	Actual resumes
196	H.24, Page 38	Section H.24 states, "All Contractor personnel identified as key personnel in the proposal shall be considered "Key Personnel" in this Contract." Does the Government have an estimated FTE count, LCATs, or key personnel for this contract?	No estimated key FTEs defined
197	L.2, Page 56	Section L.2 states, "Offerors shall submit all proposal documents in electronic format using MS Word, Excel, or a searchable PDF by e-mail to the address specified below." Please confirm that the proposal must be sent to both Ms. Sharice Frazier, Contracts Specialist, and Mr. Ryan Moran, Associate Director of Acquisitions Operations.	Proposals must be submitted by email to Sharice.Frazier@mail.house.gov and Ryan.Moran@mail.house.gov
198	I.10 – Self Hosting Option	Could the Government clarify whether the requirement to provide a perpetual, irrevocable, royalty free license, including delivery of source code for custom software and object code for third party software, applies regardless of existing commercial licensing restrictions? Additionally, would the Government consider amending this requirement to avoid conflicts with Offeror and third party intellectual property licensing models? Without an exception, this eliminates all SaaS solutions.	This will need additional clarification on the part of the vendor. The requirement is specific for the source code generated in response to the solicitation. The House recognizes existing agreements, copyrights, and intellectual property laws in relation to third party software.
199	H.10 – Most Favored Customer Pricing	Could the Government clarify how the Most Favored Customer requirement will be applied in the context of enterprise wide, pre negotiated pricing agreements (e.g., federal wide deals or existing customer contracts)? Would the Government consider allowing exceptions where existing commercial or federal agreements would otherwise be breached?	This clause has been removed.
200	F.6 – Payment for Non Performance	Does the Government intend for the non performance payment calculations (e.g., 2x daily billed amount or value of delayed goods x days late) to create cost exposure that exceeds the total contract value? If so, would the Government consider introducing a reasonable cap to align with standard industry practices and limit unintended financial risk?	In the event of a FFP award daily rate is calculated by taking the annual amount and dividing by 365, or if it is a monthly rate taking the monthly amount multiplying by 12 and then dividing by 365.
201	H.17 – Examination and Audit	Could the Government clarify the scope, depth, and boundaries of the audit rights, specifically regarding access to contractor and subcontractor financial, operational, and confidential business records? Would the Government consider limiting audits to information directly related to contract performance and allowing reasonable protections for subcontractor proprietary data?	The House's audit and examination rights apply only to records that are directly pertinent to the performance of the contract. The House may review and copy such records—including those of subcontractors—to verify compliance and evaluate contract performance. These rights do not extend to contractor or subcontractor financial, operational, or proprietary business records that are unrelated to the work performed under the contract.
202	H.18 – Limitation of Liability & Indemnification	Can the Government clarify whether the indemnification and liability provisions are intended to impose unlimited liability on the contractor? If so, would the Government consider introducing mutual and reasonable caps consistent with federal IT services practices to prevent disproportionate contractor risk?	As a matter of law, the Federal Government cannot indemnify a third party. This does not imply that the Government intends to impose unlimited liability on the contractor. Rather, the contractor still can have recourse under the Federal Torts Claims Act for any Government negligence as well as any common law remedies associated with Federal contracting. We will not consider caps at this time.
203	L.1 & M.3(e)	Since any deviation or assumption may render a proposal non responsive, could the Government confirm whether there is any allowable mechanism (such as proposal clarifications, alternative approaches, or exception requests) to address terms that may require negotiation or clarification? If not, would the Government consider permitting limited exceptions to avoid unintentionally restricting competition?	Offerors are encouraged to use the formal Q&A process to request clarification on any clause they believe is unclear, inapplicable, or requires interpretation. If the House determines that clarification or adjustment is warranted, the House will issue any revisions through an official amendment to the solicitation.
204	I.1 – Rights in New Work Product	Could the Government provide additional clarification on the intended scope of its ownership rights in new work product, particularly for material derived from Offeror's pre existing tools, platforms, or proprietary methodologies? Would the Government consider narrowing ownership to deliverables specifically developed under the contract and excluding Offeror commercial IP?	The requirement in I.1B clarifies the extent from what the House considers as "Work Product" and what is "Pre-Existing Materials" and thus retains ownership of certain company IP. If there is additional questions or examples, the vendor will need to clarify.

205	I.2 – Software Escrow	Could the Government clarify whether the escrow requirement applies only to custom-developed code under the contract, or also to Offeror commercial software and third party components? Would the Government consider limiting escrow to custom-developed materials to avoid conflicts with commercial licensing restrictions?	Please see question #37
206	C.1 Background	Number of Federal Employees Supported: Section C.1 states that the CAO provides solutions for 441 member offices and 12,000 House staffers. Can the government confirm the total number of federal employees that need to be supported by the requested HRMS solution?	Current employees Staff 11395, Members 441
207	C.1 Background	Current Incumbent Support: Section C.1 mentions that the USHR currently uses Infor Lawson for HR and Financial suite activities. Can the government elaborate on the current incumbent support for technical or operational support provided for this system?	Current core system users 76
208	C.1 Background	HR and Payroll Operations: Can the government confirm if the USHR currently provides HR and payroll operations internally, or if they leverage any other federal provider services for these operations?	Current HRIS operations are on-premise
209	C.3.2 Task 2: Software Implementation	Previously Defined Requirements: Section C.3.2 states that the vendor will use previously defined requirements for the HRMS solution. Can the government share these previously defined requirements with the vendors?	Requirements are outlined in the attachment
210	C.3.2 Task 2: Software Implementation	Integrations with Existing Systems: Section C.3.2 mentions the need for integrations with existing systems. Can the government elaborate on the number and type of integrations required for the new HRMS solution?	Integrations and Interfaces are outlined in the requirements
211	C.3.2 Task 2: Software Implementation	Historical Data Migration: Section C.3.2 requires data migration from legacy HR systems. Can the government clarify the expectations on historical data migration, such as the number of years of historical data that need to be migrated to the new system?	This decision will be made as part of the implementation. To date, the House has not archived any HRIS data and the replacement shall be prepared to include all critical historical data.
212	F.1/F.2 Period of Performance	To confirm our understanding of Sections F.1 and F.2: Is the intended contract structure a 24 month base period of performance, followed by a single 24 month option period, for a total potential duration of 48 months? And should pricing be structured to reflect this 2 year base plus 2 year option configuration?	Yes.
213	B - Pricing	The Pricing Schedule lists three tasks (PMO, Software Implementation, and Change Management) but only provides single-line fixed-price fields for each task. Can the House clarify whether offerors are permitted (or required) to submit a detailed pricing schedule (such as monthly FFP, milestone FFP, or sub task FFP) in addition to the summary roll up? If not permitted, how should offerors reflect the required deliverables and timelines from Section C in a single consolidated fixed price per task?"	Yes.
214	C.3.2 Task 2: Software Implementation	The House states that two years of post-go live stabilization will be required, but the Statement of Work does not define ongoing operations and maintenance (O&M) expectations, nor is O&M included in the Pricing Schedule. Should offerors assume that O&M support is out of scope for this contract, or will the House provide additional detail on expected O&M responsibilities, staffing, and pricing?	Go-live stabilization is part of the SOW.
215	C.1	Can the government provide a current state technology architecture for your HRIS Platform?	There is one HRIS application with logical separation between, web, application and database.
216		Has the government defined a future state architecture for the new solution or is the supplier required to define and get approval for the future state architecture?	Vendor shall propose architecture for approval
217	C.2 Objectives - pg. 6	The RFP requires the cloud service to have at least FedRAMP Moderate; will the House/CAO serve as the authorizing sponsor?	No
218	C.2 Objectives – Table 1 – pg. 7	What solutions are you currently using for Talent (e.g., recruiting/talent acquisition, performance management) and for Learning/LMS (learning & development)? Please include the product/vendor name(s), whether the tools are separate or integrated with the current HRIS (Infor Lawson), where they are hosted (on-prem vs. SaaS).	Cornerstone

219	C.2	Can the government confirm that the supplier is required to maintain all HR and Payroll records in a single database to facilitate the single Platform Requirement?	Vendor shall propose architecture for approval
220		Can the government provide further details on the size of their on-premise data stores for the existing HRIS in terms of the # of databases, # of tables and relative size (GB or TBs)	MEMPROD 2418 tables, 1 DB 13 GB STAFFPROD 2456 tables, 1 DB 93GB
221		Can the CAO provide the list of available benefit plans and carriers that are used today by the House of Representatives?	This information will be provided upon vendor selection.
222		Does the CAO maintain a health and benefits portal today or is there a need for connection to external providers such as OPM where benefits selections are made?	Employee self-service portal provides employee benefits information with links to vendors.
223		Can the CAO provide a list of expected system integrations?	Integrations and Intefaces are outlined in the requirements
224	C.3.2	Can the Government please elaborate on the intended use of "Custom Feature Development"? Given the 16-month implementation timeline, we recommend that the Government focus on using out-of-the-box (OOTB) functionality to configure the HRMS solution and limit the number of customizations, which can severely impact delivery timelines.	The House intends to fully leverage OOTB functionality where feasible.
225		Can the government please provide the branding standards for each of the applicable offices that will require UI configuration?	This information will be provided upon vendor selection.
226		Can the government clarify a more specific expected period of stabilization (RFP states at least 2 years) so that offerors can price correctly.	2 years
227	C.3.3	Can the government provide the total number of users to be trained in the solution per existing identified user groups (HR Staff, Payroll Staff, Employees)	Core Users: 49 Office of Finance (Payroll & Benefits, Finance, Retirement, etc), 2 Members Services, 15 CAO HR users, 5 HRIS technical users, 2 Clerk, and 2 Sergeant
228	H.14 Information Security	Can you please provide the following documents noted in section H. 14: •House Information Security Policies ("HISPOLS"); •House Information Security Publications ("HISPUBS"); and •House Information Resources (HIR) Security Standards documents.	The HISPOLS, HISPUBS, and the HIR Security Standards documents are not publicly available and may only be released after a vendor has been selected for an award.
229	M.3.c	Given the House's intent to award without discussions, will CAO include scripted, scenario-based demonstrations (mapped to the HRMS Requirements Matrix) as part of evaluation to validate end-to-end execution of high-risk requirements, such as single system/single database real-time reporting, gross-to-net calculations, payroll adjustments, and integrated pay/time/attendance workflows?	It is unknown at this time if vendor demonstrations will be apart of the evaluation process. Offerors should ensure their proposals clearly describe how their solution satisfies all requirements
230	M.3.e	Section M.3.e states "No assumptions or deviations from the House Terms and Conditions or the Clauses found within the solicitation will be accepted. Any proposal with assumptions and/or deviations to the terms and conditions is deemed non-responsive to the solicitation and will receive no further consideration." There are several clauses that are inapplicable to this procurement, and other clauses which require clarification (such as with respect to intellectual property ownership). We would like to understand how best to respond to those clauses to ensure that those are clarified appropriately.	Offerors are encouraged to use the formal Q&A process to request clarification on any clause they believe requires additional interpretation or does not appear applicable to the procurement.
231	E.1 - E.2	Can you please clarify that for the purpose of Clause E.1 and E.2, inspection and acceptance will be provided for in Statements of Work for Professional Services and that for Software/SaaS, there is no specific "inspection" right.	This clause does not extend to the implemented solution insofar as the solution is being implemented by a third party.
232	E.3	Can you please clarify that for the purpose of Clause E.3, there is no physical delivery and acceptance of Software/SaaS, and that such Software/SaaS will be accepted upon provision.	Subject to acceptance criteria.
233	F.1(b)	Can you please remove from Clause F.1(b) the requirement for a Contractor to pay the House's expense of procuring a substitute product.	The referenced Section is not a section in the solicitation.
234	G.13	Can you please clarify what claims you are expecting to be released at the completion of work under Clause G.13? If the House causes harm to a Contractor during the period of performance that is not discovered until later (e.g., exfiltration of IP), the Contractor may have claims that have arisen but are not discoverable until after such final payment.	Pertaining to the work performed under this Contract. The claims would be related to the obligations of the work performed under this Contract. If any claim is discovered after the completion of work and payment by the United States, the contractor may still be able to pursue a claim for appropriate remedies under appropriate, applicable Federal law if such discovery is not precluded by commercially reasonable restrictions.
235	H.4	In clause H.4, can you clarify that a Contractor may use its standard policies of insurance (which may have slightly different limits) to satisfy this requirement?	Yes, as long as the policy meets or exceeds the minimum thresholds.

236	H.7	For the purpose of clause H.7, can you clarify that for the purpose of SaaS, a Contractor's warranty is that it performs in accordance with the documentation during the contract term—not that there is a specific time period for warranty and clause (c) is not applicable.	The services provided by the awarded Contractor under performance of this contract apply to H.7(c)
237	H.10	Can this contract use the current Price Reductions Clause (and the move from the Basis of Award (BOA) customer method to the Transaction Data Reporting (TDR) method). If this clause must remain as-is, please define the concept of "most favored customers". We would suggest "Most Favored Customers" refers to similarly situated federal government customers purchasing similar quantities and products/services"	This clause has been removed.
238	H.12	For the purpose of Clause H.12, we would like to clarify that the Contractor complies with laws and regulations applicable to its internal business operations. Contractors are not expected to manage compliance with laws for the House. The House shall be responsible for configuring and using the SaaS in a manner that complies with laws applicable to them.	The awarded contractor shall be responsible for ensuring implementation of the solution including configuring any SaaS solutions. The contractor retains responsibility for complying with House rules and regulations as they pertain to outside vendors and contractors. A list of those rules are provided.
239	H.13	For the purpose of Clause H.13, please clarify that if the Contractor provides the House access to its data at all times to permit the House to remove such data from the system, Contractor will only be required to provide professional services to remove such data if compensated by the House.	No, professional services should not be required to remove data.
240	H.14	Please provide the documents indicated. Given that access has not been provided prior to the Q/A period, please confirm that as part of a response, Contractors can respond to this contract term, including clarifications on what would be needed to meet this requirement.	The HISPOLS, HISPUBS, and the HIR Security Standards documents are not publicly available and may only be released after a vendor has been selected for an award.
241	H.14	Can you clarify for the purpose of Clause H.14, for a SaaS provider using a third-party hosting provider that does not allow access to their site (but which has servers meeting FedRAMP Moderate requirements), documentation from that hosting provider is sufficient?	Yes
242	H.15	For the purpose of Clause H.15, can you please provide the NDA and confirm that those terms can be negotiated?	NDA's will not be provided until the award is made.
243	H.17	For the purpose of Clause H.17, can you please clarify that any such audit would be at the House's cost?	Audits may occur from a variety of actors at their own request and cost. The obligation remains on the contractor to retain records at their expense.
244	H.18	For the purpose of Clause H.18, can you please clarify that indemnity applies solely to third party claims, and that we can discuss the scope of the indemnity at the time of contracting?	In no event will the House be liable for consequential, special, indirect, incidental, special or punitive damages, or any loss of revenue, profit, business, savings or goodwill, regardless of the form of action or theory of recovery, even if notification has been given as to the possibility of such damages. The House, as well as the Federal Government is prohibited from indemnifying a third party as a matter of law.
245	H.20	For the purpose of Clause H.20 please clarify the terms that must be flowed down. Typically, FAR clauses specify whether they must be flowed down—there is no specification on these clauses.	The Contractor shall be responsible for flowing down all appropriate terms and conditions of this Contract to its subcontractors and suppliers. As an example, clause I.15 would not flow down, but I.16 would.
246	H.21	Please clarify that for the purpose of Clause H.21, E-Verify is applicable to employees whose work location is the United States in accordance with United States employment laws applicable to Contractor as an employer. Contractor does not manage House compliance with E-Verify requirements.	This clause is referencing employees engaged in this requirement, the scope does not extend outside of this contractual action. The vendor is expected to be in compliance with E-Verify as it pertains to the work performed from the House.
247	H.22	Please provide a copy of HISPOL 002.0	The HISPOLS, HISPUBS, and the HIR Security Standards documents are not publicly available and may only be released after a vendor has been selected for an award.
248	H.32	Please clarify that with respect to Clause H.32, we require that its standard contractual documents be included in any final Contract. Contractor would like to discuss removing the inclusion of solicitation provisions as it is our view that a solicitation does not contain the same specificity as a contract, and includes items that Contractor have not agreed to.	Section L and M shall be removed prior to award, there are no other items included in the RFP that would qualify as solicitation provisions

249	H.35.b(ii)	Contractor would like to clarify this clause (particularly H.35.b(ii)) to ensure that there is understanding between the Parties that the personal data disclosed to Contractor as part of providing the Services will be disclosed (necessarily) to third parties as part of providing the Services. For example, Contractor must disclose such information to banks responsible for employee payments, governmental agencies responsible for tax withholdings and remittances, etc.	That is clarified by "other than the performance of Contractor in providing the services", any other disclosure would be a violation of this clause.
250	I.1	Can you please clarify that with respect to Clause I.1, the House understands that SaaS provided to the House is not intended to be Work Product, and nothing under this Contract would create ownership in the House of such SaaS? There is an exception for "Pre-Existing Materials" but the House Terms and Conditions do not clearly provide for materials developed by the contractor during the term of the contract. Please clarify that if Contractor develops software or SaaS during the term of the contract (other than specific, custom software, developed under a Statement of Work (SOW) solely for the House, such software or SaaS will be owned by Contractor).	SaaS
251	I.2	Can you please clarify how to handle Clause I.2? Software Escrow is not something that SaaS providers typically offer, as it would be prohibitively difficult and expensive for the Client to attempt to reconstruct the entire SaaS using a code escrow. We request removal of Clause I.2 as it would tend to reduce competition by putting SaaS providers in a position where they cannot meet your contract requirements.	See question 40
252	I.4(b)	Can you please clarify what is meant by Clause I.4(b)? Is the intent that there is no "kill switch" in the code?	No code can be introduced that may restrict the House's use of or access to the system/solution, in whole or in part, based on any type of limiting criteria.
253	I.5	Can you please clarify what is intended by Clause I.5? SaaS providers generally do not pass through intellectual property indemnities. SaaS providers typically provide an indemnity with respect to the intellectual property provided to Clients (whether Contractor IP or the incorporated third-party IP). We request removal of this clause in favor of an IP indemnity regarding all IP provided by Contractor to the House. If that is not possible, please clarify that an overall warranty that contractor has the right to provide the IP it is providing to the House under the contract is sufficient.	the Contractor will pass through to the House such indemnity rights as it receives from such third party
254	I.6	Please clarify that for the purpose of Clause I.6, the House understands that if a Contractor provides standard documentation, that is not owned by the House.	As noted below clause I.6 does not grant the Government the right to distribute the documentation. The Contractor grants a nonexclusive, perpetual right to use, make derivative works based upon, modify, and reproduce the Documentation furnished in accordance with the definition of "Government Purpose Rights" in the Clause entitled, "Rights in New Work Product." Additionally refer to clause H.16(a): H.16 PROTECTION OF CONTRACTOR PROPRIETARY DATA APRIL 2013 a. Contractor Proprietary Data. The House agrees that all material appropriately marked or identified in writing as "Contractor Proprietary," and furnished hereunder by the Contractor to the House, are provided for the House's use for the purposes of this Contract only. All such proprietary data, including software, shall remain the property of the Contractor, subject to the House's "Government Purpose Rights" license.
255	I.8	Can you please clarify what is intended by Clause I.8? What monitoring software is the House intending to use on the successful proponent's solution? We would like to understand further to ensure that this is in compliance with our privacy obligations and something that our SaaS can accommodate.	These tools will be shared upon vendor selection

256	I.10	Can you please clarify or remove Clause I.10? Self-hosting is not something commercial SaaS providers can typically provide at this scale.	Self hosting is not required.
257	J-1, Tab – Non-Functional, lines 25 & 48	Does USHR utilize the ISO27000 Framework?	Yes.
258	J-1, Tab – Non-Functional Automation, line 11	Are you asking for an event to be set each time there is an update to a users AD account? Or is this asking for the change to be pushed back into the HRMS?	When a HRIS technical resource updates a user account (email, UPN) that affects that users access, the record is logged. If that user is a POC, the POC record is updated with the change. It is not every AD change.
259	J-1, Tab – Non-Functional Automation, line 12	Please provide further information on the data related to the IDHUB data.	A file is received from HELIX with the employee HUBID which is loaded to the HRIS application employee master
260	J-1, Tab – Non-Functional Automation, lines 16 & 18	What is driving the UPN/email in your environment? Will it be the HRMS or AD? Please provide further details	Active Directory
261	J-1, Tab – Non-Functional Automation, line 17	Please confirm what POC means?	Point of Contact
262	J-1, Tab – Non-Functional Automation, line 19	Please provide further details regarding what DCHBX and P&B are and what data is being sent/received.	DCHBX is the District of Columbia ACA Health Exchange. P&B is the Office of Payroll and Benefits
263	J-1, Tab – Non-Functional Automation, line 20	Please provide additional details regarding the purpose and structure of the IQ database, including what data it stores and where it is currently hosted. • Is IQ an on-prem or cloud-based solution? • Does IQ support API connections?	IQ Informa Image Quest is the on-premise employee document storage application. API's (yes)
264	J-1, Tab – Non-Functional Automation, line 21	Please define what constitutes an “IQ document” and “document type.” Who are the intended recipients of this monthly report?	Informa ImageQuest is the official document storage for employee life-cycle documentation. Document types are labels that identify the kind of document.
265	J-1, Tab – Non-Functional Automation, line 22	Please clarify what is meant by the “five different team colors.” Do these correspond to departments, teams, or other HCM metadata elements? How are these attributes currently defined and stored within your environment?	Colors are teams within payroll for Staff office support. Teams are linked to POC records.
266	J-1, Tab – Non-Functional Automation, line 23	How frequently does this scenario occur, and what event triggers the process? Does employee number “999999” represent a standard placeholder value? Please clarify how this field is currently maintained and governed within IQ.	The 6 nine's is used in Informa ImageQuest as a placeholder when the employee number is not yet defined. The current HRIS automation uses this identifier to query SSN on the document against the HRIS database to match the employee number. The 6 nine's are replaced with the employee number.
267	J-1, Tab – Non-Functional Automation, line 24	Please provide additional detail on this process, including the data elements involved. How is “indexed” defined within IQ? Are there specific criteria or status indicators that determine when a batch is considered indexed?	The current HRIS automation queries ImageQuest scanned batch documents that have not been "indexed" to include the employee number
268	J-1, Tab – Non-Functional Automation, line 28	Are there specific criteria or status indicators that determine when a batch is considered indexed?	The employee number and social security number are linked to the document
269	J-1, Tab – Non-Functional Automation, line 29	Please clarify what are POCDETAIL and POCMASTER records and what data would be in those records.	Two HRIS tables containing all point of contact data. POCMASTER includes:COMPANY, ORGANIZATION, BUDGET-CODE, EFFECTIVE-DATE, STATUS, FIN-COUNSEL-TM, PNB-COUNSEL-TM, CREATE-DATE, CREATE-TIME, CREATE-USER, SOD-MEMBER, SOD-ORG-CODE, SOD-OFF-NM, SOD-OFF-SOD-NM, SOD-VACATE-YR, SOD-ADDRESS, SOD-CITY, SOD-STATE, SOD-ZIP, SOD-PHONE, SOD-EMAIL-1,SOD-EMAIL-2, SOD-EMAIL-3, SOD-EMAIL-4, SOD-EMAIL-5, SOD-EMAIL-6, UPD-DATE, UPD-TIME, UPD-USER POCDETAIL includes:COMPANY, ORGANIZATION, BUDGET-CODE, TYPE, LEVEL, AD-NAME, EMPLOYEE, EMAIL-ADDRESS, E-VOUCHER, COS-PAF, EFFECTIVE-DATE, END-DATE, CREATE-USER, CREATE-DATE, CREATE-TIME, UPD-DATE, UPD-TIME, UPD-USER, WK-PHONE-NBR
270	J-1, Tab – Pay, line 6	Please clarify if the annuity amount is fixed and recurring?	Annuities change every year.
271	J-1, Tab – Pay, line 16	Please explain the requirement further. Our understanding as a leader in compliance is the Federal W-4, Step 4, item c: Extra Withholding is an additional amount the employee wants withheld each pay period.	If the employee is paid twice in one month, any extra tax withholding the employee has selected is only withheld from one of the payments.
272	J-1, Tab – Pay, line 53	Please confirm how many different financial applications are being used. Does the format and GL string format vary? i.e. 3-4-5-6 digits per posting segment	Infor/Lawson, PeopleSoft, Oracle EPM. Lawson is not the financial system of record and the GL format fewer.

273	J-1, Tab – Pay, line 105	Are the expenditures of House Members, Committees, Leadership, and officers and receipts typically submitted to payroll or are they submitted and paid out through an expense management solution?	Receipts are not handled in the HRIS application
274	J-1, Tab – Benefits, line 46	Further information is required to define what HI211 data is.	HI211 is an inbound file from EBIS-GRB (Government Retirement Benefits) containing benefits enrollment information.
275	J-1, Tab – Benefits, line 48	Further information is required to define what HI210 reports are and what data is in those.	HI210 is an outbound file of employee master and benefits data to EBIS-GRB (Government Retirement Benefits)
276	J-1, Tab – Retirement, line 2	How much retirement data does USHR need transitioned into a new system? What retirement data values, specifically, does USHR need migrated?	This decision will be made as part of the implementation. To date, the House has not archived any HRIS data and the replacement shall be prepared to include all critical historical data.
277	J-1, Tab – Retirement, line 3	What data is included in the custom tables USHR utilizes today?	Custom tables hold data that is not currently available in the off-the-shelf application. REAP (Student loan) for example. This information will be provided upon vendor selection
278	J-1, Tab – Retirement, line 4	Please elaborate on retirement requirements and details regarding expectations, volumes and how this is administered today.	The application should be able to create SF3100's, currently processed on-premise.
279	J-1, Tab – Retirement, line 9	How are these cards created and sent today? What system, specifically, is OPM utilizing that needs to accept these cards? Are there any data fields not accepted by OPM database from these cards today?	The HRIS application creates the cards, verified by Payroll and Benefits and physical document are sent to OPM.
280	J-1, Tab – Retirement, line 11	How does your organization's definition of Retirement Card align with DD Form 214?	DD214 is from the military. USHR retirement cards do not align with DD214.
281	J-1, Tab – REAP, line 4	What is the Vendor data in question? Who are the vendors?	Vendors are those who provide student loans to employees (ie Sallie Mae) and employees who receive reimbursements for educational assistance
	J-1, Tab – REAP, line 8	Please provide clarification on how "new" agreements are documented and if any other benefits can be overwritten or need safeguards with limits.	Student loans have an effective and end dates and status code.
283	J-1, Tab – REAP, lines 12, 19, 20	Please provide additional clarification regarding the REAP Balance. Specifically: <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> REAP structured as a loan that employees repay through payroll deductions, or as an awarded amount/funded benefit that decreases as vendor payments are made? • What components are included in the REAP balance (e.g., approved award amount, cumulative vendor payments, pending payments, repayments, interest, etc.)? • Which system is the system of record for the balance (HR, payroll, finance, or an external system)? • How and where is the balance generated, calculated, and stored? • Are there expectations for payroll to: <ul style="list-style-type: none"> • Track or maintain the balance? • Generate deductions? • Create non-cash taxable earnings? • Issue participant notifications? Understanding the structure and ownership of the REAP balance will help determine the appropriate payroll configuration and integration approach.	The House pays an employees student loan. Depending on the type of loan it may be taxable up to an IRS limit. The House will also reimburse employees certain educational expenses. HRIS is the system of record for student loans. The HRIS application, budgets, maintains YTD and LTD balances, creates taxable earnings, pay expense reimbursements, sends notifications to employees and POCs, and track all data associated with REAP data.
284	J-1, Tab – Financial, line 2	In what format do these records exist? (E.g., data field, PDF, .doc, etc.) Who needs visibility into this information within the system?	Vendors exist in the HRIS application in the same format as all other HRIS data. Users who have security rights can see vendor data.
285	J-1, Tab – Financial, line 9	Can you define in what context your organization would need an AP cancellation? Would this cancellation be impacting an expense reimbursement to an Employee, for example?	The cancellation would not impact an employee reimbursement.
286	J-1, Tab – Human Resources, line 25	Does this apply to all jobs and job types? Does this apply specifically for anyone hired into an FTE position?	Any USHR employee can not have an annual salary of less than \$1200/year.
287	J-1, Tab – Human Resources, line 30	What is the USHR Longevity process? How would you envision the system supporting the longevity process? Who needs to see/access the data?	For USHR employees on schedule, grade and step, the application shall automatically update the employee's salary on a specified date. Date overrides shall be allowed in an individual situation. Users who have security rights can see longevity data.
288	J-1, Tab – Human Resources, line 36	Where does your organization want pay adjustments completed in accordance with the Speakers Pay Order -- within Payroll or Compensation Management?	All adjustments are paid in payroll.
289	J-1, Tab – Human Resources, line 63	What is the interaction needed between GS15 pays and dates? Is there an if/then situation needed specifically for GS15? What are EEs paid at GS15 eligible or ineligible for once that 60-day mark is achieved?	Employees must file a financial disclosure if they meet the criteria. Financial disclosures are handled by the Ethics Committee
290	J-1, Tab – Personnel, line 3	How would the organization envision data migration working in this scenario? What position needs to be a part of data migration? How frequently does the organization anticipate this data needing to be migrated and to what other systems?	The migration of position data is to be part of the migration of all other data as required for the implementation and go live, the same as other data (ie employee data).

291	J-1, Tab – Personnel, line 6	How would the organization envision data migration working in this scenario? What position needs to be a part of data migration? How frequently does the organization anticipate this data needing to be migrated and to what other systems?	Positions exist at the company level and on the employees. All company positions shall be migrated as well as each employee and their assigned position as part of the migration of all other data as required for the implementation and go live.
292	J-1, Tab – Personnel, line 8	What is the breadth and depth of your organizational position rules, in addition to the rule examples provided in prior questions?	Rules vary by the type of office - Member, Committee, Leadership, and Officers.
293	J-1, Tab – Personnel, line 13	What is the largest number of concurrent positions an employee in your organization holds today?	25
294	J-1, Tab – Personnel, line 14	How much employee personnel action history must be converted into the system? What format is this information presently? (Document/Form, Data Fields, etc.) Where does USHR want this action history to live? Who should have access to it?	This decision will be made as part of the implementation. To date, the House has not archived any HRIS data and the replacement shall be prepared to include all critical historical data.
295	J-1, Tab – Personnel, line 17	What flexibility exists with this process? What if a system can have an effective end date for a position assignment to reflect termination at that location? We look forward to understanding more about this specific request and what is driving the need for the Termination label/action?	Each Officer (ie each Member) is it's own employing authority. Employees who transfer to another office must appear as a "termination" even though they are still employed at the US House. There is no flexibility in this requirement.
296	J-1, Tab – Leave & Hours Worked, line 96	Would you define Deleted Leave, Not Approved? Does this mean that an EE has submitted it and then retracted the submission?	Deleted Leave, Not approved - the employee has deleted leave that has been processed by the application and the deletion is not yet approved by the manager.
297	J-1, Tab – Learning & Development, line 36	What are these custom fields used to track today? What kind of employee/user information needs to be tracked using these fields?	There are user record comments, physical location, system admin flag, training requirements validation, primary office value.
298	J-1, Tab – Learning & Development, line 42	What are examples of training material file formats your organization leverages today?	video, mp4, word documents, SCORM files, PDFs, youtube links, etc.
299	Systems general	Please identify the functionality you are leveraging OPM for in current state and how does that change in your future state vision?	No OPM functionality is leveraged at this time.
300	Retirees general	Please elaborate on the extent of functionality that will be required for retirees in your future state.	The HRIS application must be able to create an SF3100
301		Beyond Infor Lawson Financial (on-prem), what systems are in-scope to integrate (ERP/finance, IT, benefit vendors, payroll adj sources, etc.)	V10. HR, PR, PA, BN, LP, GL, AP
302		As a commercial SaaS provider, we have certain standard terms that are included in any contract which governs how our SaaS is delivered, operates, and other provisions more specific to a SaaS agreement than the House Terms and Conditions. Can you please clarify how best to include those?	Our House terms are the most inclusive rules for delivery with appropriate Federal law and House rules and regulations. Any other provisions would have to be separately reviewed to ensure no conflicts are presented.
303		What system is used for benefit administration i.e.: open enrollment	GRB (Government Retirement & Benefits Inc)
304		In the current payroll process today, does the payroll team have to do any recurring adjustments? If so, what type of adjustments are being made?	Adjustments are made every payroll.
305		Where are the entitlements (vacation, sick, PTO) being calculated today?	The CAO and the Clerk have annual, BELO, sick, admin, holiday, jury, bereavement, LWOP, FMLA (paid, unpaid, parental), comp, union admin, veteran
306		Would the CAO be open to a four-week extension post-Q&A? We want to ensure that the insights from the Q&A are fully integrated into our proposal to provide the most competitive and comprehensive solution possible.	Yes - the proposal due date has been extended to May 20, 2026 at 2 PM EST
307		What is the anticipated implementation timeline (phased vs. enterprise-wide go-live), and are there mandated milestone dates tied to budget cycles or legislative deadlines?	Milestones are not tied to budget cycles or legislative deadlines
308		What is the current data volume and data quality (employee records, historical payroll, benefits, position control), and how many years of historical data must be converted versus archived? Has formal data cleansing been completed?	This decision will be made as part of the implementation. To date, the House has not archived any HRIS data and the replacement shall be prepared to include all critical historical data.
309		Are current job descriptions, position descriptions, and organizational documentation up to date and formally approved?	Yes
310		Is there comprehensive documentation of the current-state HR, payroll, and approval workflows (including policies and procedures), or will discovery and process documentation be required as part of implementation?	Policies, procedures, and SOPs are available.
311		What compensation framework is currently in place (salary bands, step/grade structures, pay rules), and will compensation structures require redesign during implementation?	Compensation framework exists. Any structure redesign will depend on the vendor's solution and ability to meet the requirements.
312		What is the desired future-state organizational structure (Divisions, Areas, Sections, Departments), and how should reporting hierarchies roll up across organizational units?	This will be provided upon vendor selection.
313		How many physical locations, tax entities, and EINs must be supported within the solution?	Two Federal EIN's, state tax EINs for all states and US territories for both organizations

314	Will the system require support for multiple currencies, or is it strictly single-currency payroll and reporting?	USD only
315	Will the organization use Position Management or true position control, and how will vacancy management and headcount control be governed?	Yes. FTE/head-count
316	Is the supervisor hierarchy current and validated, and will the system include only People Managers with direct reports or all managerial roles regardless of reporting relationships?	Supervisor structure exists for two Officers that use leave & hours worked. The current HRIS application is limited in the number and kind of supervisors that can be defined. The House is looking for more flexibility in this configuration.
317	What workforce types will be managed within the system (employees, contractors, temporary staff, affiliates), and must contractors participate in approval workflows or identity management structures?	Currently only those individuals who are paid exist in the application
318	What competency frameworks must be supported (education, credentials, certifications, skills, continuing education tracking), and are those frameworks currently standardized?	All. Not standardized.
319	How must the HRMS integrate with the General Ledger (Chart of Accounts vs. Cost Centers)? If Grant Management or activity-based accounting is used, is the current GL structure sufficient to support required reporting?	Grant management and activity-based accounting is not currently used.
320	What third-party systems must be integrated at go-live (financial systems, identity management, badging, benefits providers, reporting platforms), and who will own interface development and ongoing maintenance?	All interfaces from the current HRIS application are required.
321	What cybersecurity, compliance, and hosting requirements apply (FedRAMP level, NIST controls, House security standards, ATO requirements)?	System shall be compliant with all USHR regulations and policies and RMF programs, including but not limited to HISPOL 07.0 (Cybersecurity Risk Management and Compliance), 08.0 (Mobile and Portable Devices), 10.0 (Protection of Sensitive Information), 15 (Data Sharing and Interconnections), 16 (Privileged User Accounts), 17.0 (Cloud), etc. Any non-compliance must be approved by the HIR CIO and documented in a risk acceptance.
322	What are the detailed Service Level Agreement performance expectations (uptime, payroll batch windows, response time thresholds, penalties for non-performance)?	The vendor should propose SLAs
323	What governance structure will oversee the project (executive steering committee, business owners, technical authority), and what decision rights will be retained by the CAO versus delegated to the vendor?	USHR stakeholder retain all decision rights.
324	What are the defined acceptance criteria and payment milestones for each fixed-price task (PMO, Implementation, Change Management)?	USHR will work with the select vendor to develop milestones and payment structure
325	Regarding the required Software Escrow clause, how frequently must escrow materials be updated, is third-party verification required, and are release triggers limited to default/insolvency or broader events?	That may be negotiated upon contract award.
326	Will parallel system operation, reconciliation, or dual payroll processing be required during transition from Infor Lawson prior to 2030 decommissioning, and for what duration?	The number of parallel test payrolls for Staff and Members will be determined during the implementation. There should be enough tests to ensure a level of confidence that the new application functions as desired.
327	What security role framework is expected within the HRMS (role-based access design, segregation of duties controls, approval matrix design, audit logging requirements)?	All - role-based, segregation of duties controls, approval matrix, audit)
328	Can a Prime submit more than 1 bid using different Subcontractors?	No.
329	Is it expected that a proposer respond line by line to Section J – The Requirements Matrix? Section L – Contents of the Proposals does not call out Section J as a required submission so is that provided for informational purposes only or should it be returned with the technical proposal?	The requirements are not informational only. The proposal should outline solutions identified in the matrix and the vendor is expected to meet the requirements
330	What does the contract period of performance refer to? Is that the preferred project timeline inclusive of the post go-live support period?	Period of performance (POP) is the timeline of the implementation. It does include go-live support.
331	Total contract duration is listed as 48 months. Does that mean the USHR intends to contract for SaaS licensing for a period of 4 years?	USHR would expect reduced licensing costs during the implementation due to reduced number of users with full licensing at go-live
332	Should Travel and Expenses be included in the Fixed Fee Bid?	The contract is fixed price and the USHR will not expect additional charges for T&E
333	What are the required sections of Section K that must be submitted as part of the proposal?	All fill in sections of K shall be completed as applicable.
334	What is the number of employees to be maintained in Infor?	Current employees Staff 11395, Members 441
335	Are there any non-employees (like contractors) whose records are to be maintained within Infor? If so then how many?	Currently only those individuals who are paid exist in the application
336	What is your current system for (1) maintaining employee records (2) payroll processing (3) maintaining benefits and absences (4) Recruiting and (5) Learning Management System?	Infor/Lawson and Cornerstone

337		How many years of history should be converted into Infor versus archiving?	This decision will be made as part of the implementation. To date, the House has not archived any HRIS data and the replacement shall be prepared to include all critical historical data.
338		What would be the system record for Finance where payroll journal entries should flow into?	PeopleSoft
339		If possible, provide a list of interfaces that are required into and out of Infor system	The interfaces are listed in the requirements
340		Can the House confirm whether an HRMS governance framework already exists, or if the selected vendor is expected to define and implement the full governance model?	A governance framework exists
341		What decision-making authority will be delegated to the PMO versus retained by CAO leadership?	USHR will own the project and delegation will be very limited.
342		Are there preferred project management and collaboration tools (e.g., MS Project, Smartsheet.gov, Azure DevOps, Jira, SharePoint)?	The House uses ClickUp for project management
343		Will the House provide dedicated full-time business and technical SMEs for the duration of the project? If so, can USHR please provide a listing of the roles that can be provided to the project and their anticipated participation levels?	Yes. 5 HRIS SMEs. Full time as allowed.
344		How will PMO performance and success metrics be formally evaluated?	USHR will work with the select vendor to develop milestones.
345		Are there known blackout periods (e.g., legislative, election-related) that must be incorporated into the schedule?	Brownout periods.
346		How many pay cycles (groups and frequency) are currently part of the USHR payroll process?	Two different cycles. Staff pays monthly with an additional "off-cycle" payroll. Members pays monthly.
347		Does the House have expectations for onsite presence during key phases, or is the project expected to be primarily remote? Would you mind expanding into travel expectations for the team and if an ideal onsite plan can be shared as it relates to key project personnel?	General expectation on-site presence 3 days a week.
348		Will solutions with in-process or provisional FedRAMP authorization be considered?	Vendors must be on the path to FedRamp Authorization at the time of proposal. Vendors will be assessed on their progresses through the solicitation period.
349		Is there a preference for a single-vendor SaaS suite versus best-of-breed integrated solutions?	USHR prefers a single-vendor solution
350		Is there a requirement for a certain level of security besides FedRAMP for the software solution?	System shall be compliant with all USHR regulations and policies and RMF programs, including but not limited to HISPOL 07.0 (Cybersecurity Risk Management and Compliance), 08.0 (Mobile and Portable Devices), 10.0 (Protection of Sensitive Information), 15 (Data Sharing and Interconnections), 16 (Privileged User Accounts), 17.0 (Cloud), etc. Any non-compliance must be approved by the HIR CIO and documented in a risk acceptance.
351		Which functional areas are considered highest priority or highest risk for USHR?	Payroll
352		Are there House-specific payroll rules that significantly deviate from standard federal payroll practices?	Yes.
353		Are existing performance management frameworks expected to be replicated exactly?	The solution should meet the needs of USHR performance management based on the requirements provided.
354		Will Learning & Development integrate with third-party content providers already under contract? If so, can USHR please provide a listing of the vendors?	This will be provided upon vendor selection.
355		Can the House provide a data inventory and data quality assessment of the existing Lawson environment?	This will be provided upon vendor selection.
356		How many years of historical HR and payroll data must be migrated?	This decision will be made as part of the implementation. To date, the House has not archived any HRIS data and the replacement shall be prepared to include all critical historical data.
357		Does inhouse capability exist to perform the data extraction from Lawson?	Yes
358		Are there known data gaps or inconsistencies vendors should plan to remediate?	There are no known gaps at this time. Vendor shall assist with resolving any inconsistencies.
359		Will the House retain read-only access to legacy systems post-go-live?	This will be decided as part of the implementation
360		Who will make final decisions regarding data cleansing and transformation rules?	USHR is the final decision maker on all aspects of this implementation.
361		Are automated reconciliation processes expected between legacy and new payroll systems?	Vendor shall be prepared to accomplish reconciliation in any manner that supports the implementation.

362	Section C.3.2 Task 2	In section C.3.2 Task 2 the USHR states, "Data Mapping and Migration: The vendor will oversee data migration from legacy HR systems to the new HRMS to ensure data accuracy, integrity, and consistency." The Vendor will oversee the process can the USHR please confirm the USHR will be responsible for all the data extraction and data transformation from Lawson?	The vendor is expected to participate in the data extract process.
363		Is there a preferred integration platform (iPaaS) already in use?	No.
364		Who defines payroll acceptance criteria—the vendor, PMO, CAO, or jointly?	USHR will determine acceptance criteria
365		Will the House provide dedicated UAT participants for all test cycles?	Yes
366		Is automated testing encouraged or required?	Encouraged
367		How many formal payroll parallel cycles are required prior to go-live?	The number of parallel test payrolls for Staff and Members will be determined during the implementation. There should be enough tests to ensure a level of confidence that the new application functions as desired.
368		How will defect severity, remediation timelines, and SLA breaches be governed?	The expectation is that the vendors will comply with the contract, SLA's and remediation timelines.
369		Is there a named project sponsor from USHR who is engaged with the initiative?	Yes.
370		Are there existing communications, change, training, digital design, or LMS resources within USHR that will be allocated to this project? If so, what percent allocation/FTE?	Yes. Resources will be determined upon vendor selection.
371		Is there an existing Learning Management System (LMS) that USHR intends to leverage for application training?	USHR uses Cornerstone for training. It may or may not be leveraged as part of this implementation.
372		Does USHR intend to license and configure a training or sandbox environment in addition to its development and production instances?	Yes
373		While the goal states "modernize, replace, and improve existing HRMS applications", there is minimal further reference to business process transformation. Does USHR intend to substantially change business processes or transform the application experience? Or is this project envisioned as an opportunity for incremental improvement while retaining existing business processes?	USHR is open to business process improvement proposed by the vendor
374		Has the House conducted a formal change readiness assessment yet?	Yes
375		Are there other overlapping modernization initiatives that may introduce change fatigue?	No.
376		Generally speaking, does USHR embrace or resist change? Are there any recent projects that introduced substantial change successfully?	Embrace. Congress changes every two years requiring adaptability and successful change management
377		Will training be required directly for Members of Congress, or staff only?	No. Staff only.
378		Are Section 508 or other accessibility standards required for training materials?	Yes
379		Does the House require role based learning paths?	Yes
380		Is a train-the-trainer approach acceptable?	USHR will accept any training methodology that accomplishes the requirements.
381		Does the House require a specific change management methodology?	No specific change methodology required.
382		Is USHR interested in in-application help/tooltips/overlays for training, AI assistants, or chatbots for application support?	Yes
383		Are there specific KPIs defined for user adoption and training effectiveness to be measured post go-live?	Specific KPIs for this effort have not been defined
384		What percent of staff are remote? Does USHR prefer in-person training vs webinar?	USHR operates a hybrid on-site/remote posture
385		Are there language requirements for training content?	No
386		With respect to this statement: "Post-Training Support: The vendor will provide ondemand support" are there expected hours or response times for addressing support questions?	Vendors should propose SLA
387		Does the House currently have a managed services provider for HR or payroll systems?	No.
388		Is there a defined budget or pricing range the House is targeting?	Offerors should propose pricing that reflects their most efficient and realistic approach to meeting the requirements of the solicitation.
389		Please confirm whether change orders will be handled on a Time & Materials basis using a rate card.	No.

390		How will scope changes be evaluated under the Firm-Fixed-Price model?	Under FFP, the awarded price reflects the Contractor's full understanding of the requirements. If the House requests a change that is materially outside the original scope, the Contractor may propose an equitable adjustment, which will be evaluated for cost reasonableness and realism.
391		In section C.2 the USHR states, "By leveraging an advanced technology solution, the CAO seeks to reduce operational costs and significantly optimize payroll and HR management activities." Can the USHR please provide the current operational costs and the basis for the cost estimate to ensure that the proposed solution will reduce operational costs?	No
392		In Section I.9.c the USHR states, "the proposed upgrade or enhancement will: (i) either be more cost effective than existing contract offerings/configurations; or (ii) at minimum, must result in at least equal operability, maintainability, reliability and overall system/solution performance while providing some additional benefit or advantage to the House." Can the USHR please provide the current costs to ensure that the proposed solution will be more cost effective?	No
393		Will oral presentations, demos, or solution deep-dives be requested?	Unknown at this time.
394		Section C.3 the USHR asks "As part of this modernization effort, the House is looking to deploy a single cloud-based solution that uses cutting-edge technology to execute specific aspects of HR and payroll management accurately and efficiently." We assume this means leveraging embedded AI Agent technology and AI Agents as part of the solution, can the USHR please confirm?	API use case will be assessed on an individual basis.
395		In section C.2, the USHR states, "Further details on USHR's requirements can be found in the attached Requirements Matrix document." In the Requirement Matrix Excel workbook there are requirements for AP, GL and Budget (Financial not Personnel). Most modern HRIS applications separate the Personnel and Financial functions. Can the USHR please clarify the scope and intent of the system replacements as part of this RFP?	The current HRIS application has GL and AP configured for payroll as identified in the requirements. The personnel budget requirements are included on the personnel tab. The Budget tab includes requirements from Finance.
396		Is the USHR looking to replace your current GL, AP, and Budgeting solutions?	The Financial System of record is not being replaced. GL and AP functions associated with payroll transactions are handled in the HRIS application and are to be replaced.
397	Section C3.2 Task 2	In section C.3.2 Task 2 the USHR states, "Requirements Validation: The vendor will use previously defined requirements to validate, update, and expand the functional and technical requirements with all relevant stakeholders (HR, Payroll, IT, Finance, and others as appropriate)." Can the USHR provide a listing of the previously defined requirements?	Requirement are outlined in the attachment.
398		In Section C3.2 Task 2 the USHR states, "Design activities include reengineering workflows, forms, user security permissions, and integrations with third-party systems." Can the USHR please provide a listing of anticipated in scope third-party systems integrations?	The interfaces are listed in the requirements
399		In Section C3.2 Task 2 the USHR states, "Post-Go-Live Support: The vendor will provide post-launch support, including bug fixes, troubleshooting, and system optimization for at least 12 weeks after going live." Does the USHR intend for the vendor to keep the majority of the implementation team as fulltime support personnel for the duration of the 12-week post go-live period?	USHR expects the vendor to maintain a level of staffing to support fixes or issues that arise and to support the user community and system team during the stablization period.
400		In Section C3.2 Task 2 the USHR states, "Stabilization: The vendor will monitor system performance closely during the post-go-live phase and resolve any issues that affect user adoption or system performance. The House will require at least two years of stabilization which could be a smaller team than the implementation team." Section F includes an initial 24-month contract period of performance. Does the 2-year Stabilization period need to be included in the fixed-price proposal, since there are no deliverables for this period? The deliverable listed ends with Month 23 and the Final System Evaluation Report.	This section has been updated.
401		If the USHR is looking to have Stabilization included as part of the fixed price proposal, can the USHR please provide expectations, scope and responsibilities during this period to allow for comparable responses from vendors?	The vendor shall be responsible for user support, fixes, and issue resolution during the stabilization period.

402		If the USHR allows for separate proposals, outside of this main fixed price response, how would the USHR like us to respond according to the Section B Pricing Schedule?	Only one proposal may be submitted per vendor.
403		In Section E, b Quality Assurance Reviews i. Tests. There are multiple testing cycles built into the implementation cycle. Will these testing sessions with the USHR be sufficient, or should we include additional one-off Quality Assurance testing in the fixedprice proposal?	The number of parallel test payrolls for Staff and Members will be determined during the implementation. There should be enough tests to ensure a level of confidence that the new application functions as desired.
404		Who is the incumbent SI and what do they do today?	USHR is not familiar with what is meant by "SI"
405		What transition/knowledge-transfer obligations exist for incumbents?	Incumbents will be part of the project team
406	C.1 - The USHR currently uses Infor Lawson on-premises HR and Financial suite for administering most HRIS activities which are scheduled for decommission in 2030.	Which Infor Lawson modules are currently in place?	Financials Suite including General ledger and accounts payable and Human Resources Suite including payroll, human resources, personnel, leave, benefits
407		Is that system the single source of truth for all HR, or does any of that data reside somewhere else?	Infor/Lawson is the system of record for payroll, human resources, personnel, leave, and benefits. PeopleSoft is the financial system of record
408	C.2 - USHR's technology modernization requires the procurement and implementation of Software as a Service (SaaS) solution that meets CAO's business priorities while balancing the costs of planning, implementing, and delivering larger scale solutions.	Of the modernization efforts already in-flight, are there any that must be maintained in part or as a whole? Example: Is eForms long-term for doc management?	Informa ImageQuest is the official document storage for employee life-cycle documentation. It will not be replaced at this time
409		USHR's technology modernization requires the procurement and implementation of Software as a Service (SaaS) solution that meets CAO's business priorities while balancing the costs of planning, implementing, and delivering larger scale solutions. Is this a steppingstone for potential expansion to support Future Areas of need: - IT support - Complaint, hotline, whistleblower, recommendation tracking and outcomes - Volume of cases and intake via channels - portal, email, hotline - Volume by category/subcategory - Trends to identify risks, geographic distribution, and financial impact	No.
410	C.2 - The application must centralize all employee data and provide essential HR functions, especially payroll, on a single platform, thus streamlining access to HR and payroll information, automating workflows, and enhancing reporting, ensuring accurate and timely employee compensation while eliminating the need for multiple systems.	What is the high-level architecture of the current time and attendance and payroll systems? If there is more than one system, what are the individual functions and how is data shared?	There is one HRIS application with logical separations between, web, application and database.
411	C.2 - Cybersecurity - Proactive safeguards of user data and the application from cyber threats such as unauthorized access and data breaches through the implementation of strong authentication, encryption, access controls, and regular security monitoring, while adhering to FedRAMP-specific security standards.	What is the current-state source of truth for user authentication?	Active Directory and HRIS

412	C.2 - Access Control - Protects sensitive data and prohibits bad actors from accessing, viewing, and modifying data based on user role, segment, membership, tier, etc.	How are you currently handling role-based or segmented access between member offices, committees, and district offices?	Role based security
413		Are there any policies or governance limitations that impact these controls?	Yes. The HISPOLS, HISPUBS, and the HIR Security Standards will be provided upon vendor selection
414	C.2 - Custom Dashboards - Provides digital tools to create custom dashboards to display task-relevant information, analyze data to identify trends, patterns, correlations, and facilitate data-driven decision-making.	What are the most important metrics for CAO to capture?	Cost and schedule
415	C.2 - Payroll Compliance - Encompasses the business processes of payroll compliance and processing activities. Ensures compliance with Federal, State, and Local laws and regulations that govern how House employees are paid, rules on hiring, earnings reporting, fair treatment, and payroll tax handling.	What is the payroll schedule structure and are there specific payroll policies unique to House of Reps (i.e., elected officials, career feds, appointees, interns, contractors, bargaining vs. non-bargaining, etc.)?	Payrolls are monthly. Yes there are policies.
416	C.2 - Talent & Acquisition Management - Ensure alignment of the workforce plan to business unit resource needs and establish the programs and procedures for attracting, recruiting, assessing, and selecting employees with the right skills and competencies.	What integrations must remain in place for Talent and Development (e.g., USAJobs, USAStaffing)	USAJobs. LinkedInLearning
417	C.3.1 - Establish a Governance Framework: The PMO will define the project's governance structure, including roles, responsibilities, reporting lines, and decision-making processes and ensure clear ownership and accountability across the project team. This will also include recommendations for other entities that should be involved in the implementation.	What is the existing governance structure around HR support? (Levels of leadership engagement, key stakeholders, decision-makers, etc.)?	USHR has a very mature governance structure in support of this effort including RMF, PMF, and other expected policies and standards
418	C.3.2 - The vendor will be responsible for end-to-end implementation, customization, integration, testing, and go-live support of HRMS, ensuring it meets CAO's specific HR and payroll needs. Additionally, the vendor will be responsible for working with CAO to migrate its existing data from the current systems into the modern HRMS platform.	Are there existing middleware tools in place? If so can you please provide a listing of the tools and provide information for each on whether the integration is a real-time integration, near real-time or batched? What is the current volume of transactions?	API's, Pentaho

419	C.3.2 - The vendor will be responsible for working with CAO to migrate its existing data from the current systems into the modern HRMS platform.	Is there an idea of how much legacy data will need to be migrated and what will be archived?	This decision will be made as part of the implementation. To date, the House has not archived any HRIS data and the replacement shall be prepared to include all critical historical data.
420	C.3.2 - User Interface (UI) Customization: The vendor will customize the system's user interface to ensure ease of use and intuitive navigation for all staff and employees. UIs for the House, CAO, and other offices (e.g., Office of the Sargent at Arms and the Office of the Clerk) will be branded according to each entity's brand standards as applicable.	What is the vision for unique UI branding between House, CAO, and other offices? Can the House provide documentation as to each entity's brand standards?	Brand standards will be provided upon vendor selection
421	C.3.2 - Stabilization: The vendor will monitor system performance closely during the post-go-live phase and resolve any issues that affect user adoption or system performance. The House will require at least two years of stabilization which could be a smaller team than the implementation team.	The period of performance is stated in F.1 as 24 months and Section C.3.2 reflects that Go-Live is expected at 16 months. Will the Government please clarify whether the stabilization extends the base period, or is expected to take place during the option period (Section F.2)?	This section has been updated.
422	F.2 - Extension. The House may extend the term of this Contract up to one (1) time for a period of twenty-four (24) months. Preliminary written notice to the Contractor of the House's intention to exercise these options will be at least thirty (30) calendar days before the Contract expires. The preliminary notice does not commit the House to an extension.	The price schedule in Section B is organized by firm fixed price by line items. Should vendors be providing pricing for the contract period of October 1, 2026, through September 30, 2028 and the potential 24 month extension that is outlined in Section F.2 Option to Extend the Term of the Contract? If the customer is not requesting pricing for the 24 month extension with the proposal submission, what will be the process for obtaining a price for that extension?	Pricing is required for the base and option year.
423	F.3 - Place of Performance - Capitol Hill House Office Buildings in Washington, D.C.	We understand that work shall be completed remotely, with the option for on-site work if needed, however the users of the system, once implemented, are likely to require access elsewhere. The House of Representatives has non-voting delegates from territories including Guam, US VI, Northern Mariana Islands, and Puerto Rico. Reps and staff often travel abroad. Are there any geographical restrictions on use of the platform? Are there any restrictions or blockers for access to this system by users or delegates outside the US?	Users must be on the USHR network to access the application
424	I.10 - If the House exercises the self-hosting option, the prices reflected in this Contract for such option shall take effect.	There is no indication in Section B or Section L regarding the inclusion of pricing for this self-hosting option in vendor proposals. Based on information provided at the pre-proposal conference, and the structure of Section B, please confirm that this requirement is not applicable for this acquisition.	USHR is not looking for a self-hosting solution.
425		The RFP references both 'Members' and 'Staff' as separate organizations with distinct system instances (separate security, config, access control, reports, etc.). Please confirm: are bidders expected to propose a single platform with multi-tenant configuration, or two completely separate system deployments?	Vendors are expected to provide a solution that allows for Members and Staff configuration, data, processes and access to be separate as if they were two separate businesses.
426		The document references Lawson as the incumbent system. What version of Lawson is currently in use, and which modules are actively deployed?	V10. HR, PR, PA, BN, LP, GL, AP
427		Approximately how many total employees are in the system (both Staff and Member populations combined)?	Current employees Staff 11395, Members 441

428	What is the peak concurrent user count typically experienced?	Approx 8k
429	Are all 15 requirement areas in the RMS document required in scope for the initial go-live, or are some phased for later implementation?	All are in scope
430	The RFP requires FedRAMP Moderate authorization. Does the agency require that the vendor hold an existing FedRAMP Moderate ATO at the time of bid submission, or will a FedRAMP-in-process (FedRAMP Ready or In-Review) status be acceptable?	Vendors must be on the path to FedRamp Authorization at the time of proposal. Vendors will be assessed on their progresses through the solicitation period.
431	The requirement states that the system must not be under FOCI (Foreign Ownership, Control, or Influence). Does the agency require a formal FOCI mitigation agreement (e.g., SSA, SCO, or proxy agreement), or is a self-attestation sufficient?	A self attestation is sufficient unless the House determines further clarification is necessary.
432	The RFP references compliance with HISPOL 07.0, 08.0, 10.0, 15, 16, and 17.0. Can the agency provide copies of these House Information Security Policies, or a summary of the specific controls vendors must address?	Please see question #228
433	The RFP requires the system to integrate within the 'existing IT architecture (CIO-mandated).' Can the agency provide a current architecture overview or list of mandated platforms, cloud providers, or infrastructure constraints?	The HISPOLs, HISPUBS, and the HIR Security Standards documents are not publicly available and may only be released after a vendor has been selected for an award.
434	The RFP requires a dedicated tenancy and private network connection endpoints (private link). Is the agency mandating a specific cloud service provider (e.g., AWS GovCloud, Azure Government, Google Cloud)?	AWS Commercial or AWS GovCloud only
435	The RFP requires that system and security audit logs be ingestible in real-time and that audit logs be maintained indefinitely. Does the agency have an existing SIEM or log management platform that the system must feed into, and who is responsible for the cost and management of long-term log storage?	USHR has a system for security and audit logs and will be responsible for cost and long-term storage
436	The RFP requires migration of 'all existing data in Lawson' to maintain current and historical information. What is the approximate data volume (number of records) for each major data domain?	MEMPROD 13GB STAFFPROD 93GB
437	How many years of historical payroll, benefits, and HR data must be migrated?	This decision will be made as part of the implementation. To date, the House has not archived any HRIS data and the replacement shall be prepared to include all critical historical data.
438	Is there a cutoff date for historical records, or is the full system history required?	This decision will be made as part of the implementation. To date, the House has not archived any HRIS data and the replacement shall be prepared to include all critical historical data.
439	Will the USHR provide data extracts from Lawson in a structured format, or is the vendor expected to extract data directly from the Lawson database?	The vendor is expected to participate in the data extract process.
440	The RFP states the system must ensure '100% transition without impacting HRMS operations' and the transition must be 'seamless and unnoticed.' What is the agency's definition of acceptable downtime during cutover?	This will depend on the solution, enough time to ensure the migration of data without a gap in payroll processing.
441	Is a parallel-run period expected during the transition?	No. All parallel activities will completed prior to go-live. One system of record is expected at transition
442	Multiple automation requirements reference integrations with legacy systems (IQ, Pentaho, PeopleSoft, Appian, IDHUB, DCHBX, NFC, OPM, BSI, etc.). Will any of these legacy integrations need to be rebuilt as part of this effort?	Yes.
443	Will the USHR provide API documentation, connection credentials, and test environments for each?	Yes
444	The RFP requires real-time integration with PeopleSoft (ACH data sent daily), OPM, NFC, Treasury (TAS-BETC, ACH files), SSA, state tax agencies, DCHBX, and others. Can the agency provide a complete inventory of all required integrations?	All interfaces are listed in the requirements
445	Can the agency provide the direction (inbound/outbound), frequency, file format, and current owners/contacts for each external system concerning integration?	Upon vendor selection, this information will be provided.
446	The RFP requires the system to integrate with Active Directory for authentication and SSO. What AD infrastructure is in place (on-prem AD, Azure AD/Entra ID, or hybrid)?	Microsoft Entra
447	Are there multiple Active Directory domains across organizational units?	There are multiple domains, but users access the HRIS application on a single domain
448	The Non-Functional Automation sheet references many specific automation jobs currently running (AchRemove, AppianIn, LsEventsMonitor, etc.). Are vendors expected to fully replace all existing automation scripts with native system functionality?	Yes.
449	Will the non-functional automation continue to run outside the new HRMS?	The non-functional automation is performed by the current HRIS application

450		The REAP (Retention through Educational Advancement Program) module has its own sheet of requirements and appears to be a USHR-specific benefit program. Is there an existing system design document or functional specification for REAP that vendors can reference?	Upon vendor selection, this information will be provided.
451		The RFP references retirement processing based on OPM requirements with USHR-specific nuances (e.g., 'OFCTERM' action mapping to OPM 'Change Designation'). Can the agency provide a complete mapping document of USHR personnel actions to OPM retirement codes and action types?	Upon vendor selection, this information will be provided.
452		Pay requirements reference calculating pay on a 240-hour (30 days/2,880 hours per year) basis rather than the standard 2,080-hour annual basis. Is this the pay calculation method for all employee types, or only specific groups?	All Staff are paid 2880. Members of Congress are not.
453		The RFP requires migration of all existing leave history, including leave request transactions and monthly Leave Calendar submissions. What is the format of current leave calendar submissions?	The same format as all other data to be converted.
454		The Performance Management, Talent, and Learning & Development sheets have fewer detailed requirements than Pay and Benefits. Are these modules expected to be fully implemented in scope, or are they lower priority?	In scope
455		If in scope, does USHR have existing process documentation (e.g., talent acquisition workflows, performance rating scales, L&D course catalog) to share with vendors?	Upon vendor selection, this information will be provided.
456		The Talent module requires applicant tracking, including posting job ads, candidate management, and budget management. Will this system replace an existing ATS (Applicant Tracking System)?	The intention is to use a single integrated application to handle HRIS functions.
457		The RFP contains over 50 specific reporting requirements across Pay, Benefits, HR, Retirement, and other areas, many referencing highly specific layouts (e.g., 'PR Counselors Spreadsheet', 'SOD listing', 'Payroll Certification file per office'). Will the agency provide sample output documents or report specifications for these reports?	Upon vendor selection, this information will be provided.
458		The RFP requires reporting across three calendar types: fiscal year, legislative year, and calendar year. Can the agency define the start and end dates for the fiscal year and legislative year as used by USHR?	FY 10/01 - 09/30 LY 01/03 - 01/02
459		The RFP requires near-real-time reporting and dashboards. What is the agency's definition of 'near-real-time'?	It varies on the use case from seconds to minutes
460		Is a data warehouse or separate reporting environment acceptable, or must all reports run directly against the transactional database?	Any solution that meets the requirements is acceptable within cost limitations
461		The RFP requires 24x7 U.S.-based support with a response within 2 hours for production outages. What are the defined SLA tiers for non-critical issues?	Vendor shall propose SLAs for non-critical issues
462		Are there any financial penalties for SLA breaches?	Please reference Section F.6
463		The RFP requires that USHR retain full ownership of all data and that data be extractable in machine-readable format at any time. Will the contract include data portability and exit clauses, and what format(s) are acceptable for data extraction at contract end?	Updated terms and conditions will be provided.
464		Is there an incumbent vendor currently providing HRMS services on the existing Lawson system? If so, will the incumbent be eligible to bid, and will any transition assistance be contractually required from the incumbent?	There will be a migration so the incumbent will likely be involved.
465	Section M.1	Section M.1 lists five evaluation factors (Technical Approach, Management Approach, Corporate Capabilities, Past Performance, and Price) but provides no weighting or rank-order. What is the relative weighting or rank-order of the five evaluation factors?	No weighting is provided. It is anticipated that non-price factors may be more important than price factors, however as non-price factors approach equality price may be considered more heavily.
466	Section L.1	Section L.1 requires the Technical Proposal (File II) to be 'sufficiently complete' but states no page limit. Is there a page limit for the Technical Proposal?	Please see question #100
467	Section L.2	Section L.2 caps email submissions at 10 MB with multiple emails permitted if needed. Will multiple emails submitted for a single proposal be tracked and evaluated as one complete submission?	Yes, in the event of multiple emails please notate each email with the number/total. i.e. if there are three emails annotate 1/3, 2/3, and 3/3 on each email.

468	Section C.2	Section C.2 requires the solution to have 'Federal Market Share' as a recognized federal market provider. How will this criterion be evaluated — is it pass/fail or scored?	Pass/Fail
469		What evidence will satisfy the Federal Market Share requirement (e.g., minimum number of federal customers, active FedRAMP ATO history, participation on a federal contract vehicle such as GSA Schedule)?	FedRAMP/GSA are possible sources of information.
470	Section M.3(a)	Section M.3(a) states the House intends to award 'one or more contracts.' Will the agency award a single contract covering all three tasks (PMO, Software Implementation, Change Management) to one vendor, or may separate awards be made for individual tasks?	Unknown at this time. However, the House reserves the right to award one or more contracts.
471		Are teaming arrangements (prime/subcontractor) permitted, and if so, must subcontractors be identified in the proposal?	Yes. Subcontractors are required to be identified at the initial time of award. Any subcontractor added after award must be approved by the Contracting Officer.
472	Section L.1(b)(iv)	Section L.1(b)(iv) requires references for three current/recent customers and three past customers (six total), preferably government agencies. What minimum contract value or scope makes a reference relevant for this procurement?	Three (3) references are required. There is not a minimum contract value or dollar threshold for relevance. References should demonstrate work that is similar in scope and complexity to the requirements of this procurement. Offerors may select contracts—regardless of value—that best reflect their ability to successfully perform the services described in the RFQ
473		Will HRMS implementation experience with Congressional or Legislative Branch entities be weighted differently than Federal Executive Branch HRMS experience?	If the level of effort on both requirements is the same then no.
474		Section B contains only three fixed-price line items (PMO, Software Implementation, Change Management) with no sub-CLINs or pricing guidance. Section C.2 requires a SaaS solution. Should SaaS/subscription licensing fees be priced within Task 2 (Software Implementation), as a separate line item?	Please see question #1
475		How should annual subscription escalation over the 2-year base period and 24-month option be reflected in a Firm-Fixed-Price structure?	Please see question #1
476		Section F.1 sets the base period of performance as October 1, 2026 – September 30, 2028. The deliverable schedule in Tables 2–4 implies a go-live at approximately month 16 (~February 2028). Please confirm whether October 1, 2026 the anticipated contract award/start date?	October 1, 2026 is the anticipated start date of the award. However, the actual contract start date may be adjusted as needed.
477		Is a go-live of approximately February 2028 the agency's target?	Summer of 2028
478		Should the go-live align with the start of a specific payroll processing cycle (e.g., first day of a pay period or calendar quarter)?	Yes
479		Section F.6 states the House may charge twice the 'daily billed amount' per day of non-performance for a Firm-Fixed-Price contract. How is the 'daily billed rate' defined for an FFP contract (e.g., total contract value divided by calendar days, days in the base period, or working days)?	Please see question #200
480		Does the liquidated damages provision apply to each deliverable due date listed in Tables 2, 3, and 4, or only to a final contract-level failure to perform?	The liquidated damages provision applies to any instance of non performance.
481		Section I.10 grants the House an option to replace hosted services with a self-hosted version at any time. If the House exercises this option, what are the anticipated pricing terms (e.g., a one-time license fee, reduced SaaS fee, or zero cost)?	Self-hosting option is not required.
482		Must vendors include self-hosted pricing in the Section B pricing schedule? If so, what infrastructure and support specifications should be used as the basis for self-hosted pricing?	Self-hosting option is not required.
483		Section H.25 allows other Legislative Branch agencies to use this contract on a non-mandatory basis. Which Legislative Branch entities are anticipated to potentially use this contract vehicle?	At this time, no specific Legislative Branch entities are expected to use the contract; however, the contract may be made available, upon request, to any Legislative Branch agency that falls within the Legislative Branch appropriations structure.
484		Should the Legislative Branch's potential usage be factored into the vendor's infrastructure sizing and SaaS licensing volume assumptions?	No.
485		Deliverable Tables 2–4 show due dates in months post-contract-award, with Go-Live at month 16 and final deliverables at months 23–24. Assuming October 1, 2026, contract start: is the targeted go-live approximately February 1, 2028?	Spring/Summer of 2028 depending on date of award
486		Does the agency intend for go-live to coincide with the start of a pay period, a fiscal quarter, or a specific HR calendar date?	Start of a pay period.

487		Will there be a parallel-run period where both the legacy Lawson system and the new HRMS process payroll simultaneously?	Testing. There will be only one system of record at go live
488	Section C.3.2	Section C.3.2 requires 'at least 12 weeks' of post-go-live support and 'at least two years of stabilization.' The base period ends at month 24 (September 30, 2028), which is only approximately 8 months after the projected month-16 go-live. Is the 2-year stabilization period intended to run from go-live through the base period and into the option period?	This section has been updated.
489		What staffing level (relative to the implementation team) is expected during stabilization, and are stabilization services priced separately within the base period or within the option period?	This section has been updated.
490	Section C.3.3	Section C.3.3 requires change management and training for all user groups. The House serves approximately 12,000 staffers across 441 Member offices and 950 district offices nationwide. What is the total expected user population requiring training, broken down by role (HR/payroll administrators, managers, self-service employees)?	Currently 76 core users. Breakdown of population will be provided upon vendor selection
491		Does the training requirement include all 12,000 staffers and their district office staff, or is it limited to centralized HR/payroll users?	Not all 12k users. Self-Service applications should be "self-evident" with user guide availability. Core user training is required.
492	Section C.3.3	Section C.3.3 states vendors should propose 'creative adoption ideas like interactive learning tools or digital assistants.' Is the agency expecting vendors to develop custom interactive learning tools and/or AI-based digital assistants as specific contract deliverables?	Vendors should provide learning tools that best achieve knowledge transfer to users
493		Are commercially available LMS and chatbot features already included in the HRMS platform?	In Cornerstone, yes.
494	Section H.13	Section H.14 mandates compliance with House Information Security Policies (HISPOL 07.0, 08.0, 10.0, 15, 16, 17.0) and HIR Security Standards, which 'will be provided upon request.' The Non-Functional requirements sheet also references HISPOL 002.0 (House Sensitive Information definition). Can the agency provide these HISPOL documents before the proposal submission deadline so vendors can confirm compliance gaps, document required security controls, and accurately price any remediation?	Please see question #228
495	Section H.14	Section H.14(b) requires all contractor system servers to be 'certified by the Office of Cybersecurity before integration within the House network' following a 'House system security compliance audit process.' What is the typical timeline for this certification?	two to three weeks
496		What specific are required from the vendor to initiate the audit? Who bears the cost of the audit?	Please see question #243
497	Section H.22	Section H.22 requires all contractor and subcontractor employees to complete a U.S. Capitol Police background check (CP-491 form) before commencing work. What is the typical processing and adjudication timeline for Capitol Police background checks?	The process of fingerprinting, background checks, and badging typically requires up to two weeks to complete.
498		For a large implementation team, will the agency accept a phased onboarding approach where Key Personnel and critical roles are cleared first, with remaining team members cleared on a rolling basis before their project start dates?	The vendor shall propose an on-boarding schedule for project personnel
499		Section H.24 designates all individuals identified as key personnel in the proposal as contract Key Personnel, with any changes requiring a contract modification. How many Key Personnel positions does the agency expect vendors to identify in their proposals?	The vendor shall propose the number of key positions based on the requirements
500		Section H.22(d) states that contractor employees requiring access to 'House Sensitive Information' (as defined in HISPOL 002.0, which is not attached) may need to obtain a Federal government security clearance 'at the cost to the Contractor.' Will all personnel working on this contract require access to House Sensitive Information?	All vendor resources must undergo fingerprinting and background checks.
501		What is the expected clearance level (e.g., Public Trust, Secret) and the estimated number of personnel requiring clearance?	All vendor resources must undergo fingerprinting and background checks.
502		Is a SaaS solution a mandatory, pass/fail requirement, or will the agency consider alternative cloud-hosted delivery models provided they meet all security, FedRAMP, and functional requirements?	Vendor shall propose a solution that meets the requirements.

503	Will the agency consider a custom-built HRMS solution developed specifically to meet USHR's requirements, as opposed to a commercial off-the-shelf (COTS) or SaaS platform? If so, what evidence of capability and delivery approach would the agency expect to evaluate such a proposal?	USHR is not interested in custom solution built from scratch.
504	Section L.1 requires offerors to demonstrate corporate capabilities and relevant past performance. Can the experience and qualifications required to meet the corporate capabilities and past performance criteria be fulfilled in whole or in part by a subcontractor, or must the prime contractor independently demonstrate the required experience?	Offerors may include experience and qualifications of proposed subcontractors in their corporate capabilities and past performance submissions. The prime contractor, however, remains fully responsible for contract performance.
505	If an offeror is bidding as a Joint Venture (JV), will the individual JV partners' past performance and corporate experience be evaluated and credited toward the JV's overall qualifications, or must the JV entity itself hold the relevant experience?	See question #504
506	Are resumes for proposed personnel required to be submitted with the initial proposal, or will resumes be requested at a later stage (e.g., following down-select or before award)?	With the proposal
507	If Non-Key Personnel may be proposed, are resumes required for those individuals at the time of proposal submission?	Preferred
508	If resumes are required for Non-Key Personnel, will the agency accept sample resumes?	Actual resumes are preferred
509	Are there any specific formatting requirements for the proposal, such as minimum font size, margin widths, line spacing, or page orientation? Will pages that do not meet formatting requirements be excluded from evaluation?	Font - Times New Roman Font Size - 12pt Captions may be 9 point but may not introduce any new information to be considered as part of your technical or price proposal. Pages that do not meet this requirement may be excluded from consideration.
510	Section L.2 states proposals may be submitted in MS Word, Excel, or a searchable PDF. Is there a preferred format?	Price proposals shall be submitted in both PDF and xls/xlsx format.
511	Has the agency established a budget or not-to-exceed (NTE) ceiling for this procurement?	No that information is not provided.
512	Section L.1(b)(iv) requires past performance references but does not specify a required format or maximum length per reference. Is there a preferred format or template for past performance references	No.
513	Does the agency intend to conduct oral presentations, technical demonstrations, or system demos as part of the evaluation process?	Unknown at this time.
514	How does the platform support two fully isolated HRMS instances — one for Members of Congress and one for House Staff within a single SaaS deployment, and what are the boundaries of shared infrastructure?	Current USHR HRIS application not on a SaaS platform. Vendors should provide a solution that meets the requirements.
515	The RFP explicitly requires separate application instances with separate security, configuration, access control, reports, programs, and customizations for the Members and Staff organizations. This is a non-standard SaaS requirement, most commercial HRMS platforms are designed for a single organizational hierarchy. A vendor must clarify whether this is achieved via logical separation (tenants) or physical separation (separate environments), and what data-leakage risks exist at each boundary. Can each instance have independently scheduled payroll runs? Are database schemas shared? Who controls cross-instance reporting access? What happens to shared vendor records (e.g., ACH banking data) that appear in both the Members Services and Staff modules?	Staff and Member payrolls are independently run, database schemas are not shared, there is no cross-instance reporting. Everything is separate.
516	What is the platform's current FedRAMP authorization status, what specific controls cover the HRMS modules, and how are Congressional-privilege and Speech or Debate Clause data protections operationalized within the cloud environment?	Current HRIS operations are on-premise

517	<p>Is FedRAMP authorization at the platform level or the specific module level? How long does the ATO process typically take for a new customer agency?</p> <p>Does the CSP's penetration testing scope include the Members vs. Staff data boundary?</p> <p>How does the vendor handle law enforcement data requests that the House seeks to contest?</p>	<p>FedRAMP Authorization is required at all level of the stack. The House's ATO process takes several months and can easily be completed during the implementation period of the project prior to go-live. Member and Staff data is treated equally as House data. Any law enforcement data requests, or if the vendor receives any other court-related discovery requests, warrants, orders, the contractor should immediately inform our Office of General Counsel ogc@mail.house.gov for further guidance.</p>
518	<p>How does the system integrate with a decentralized Active Directory environment where individual House offices independently manage their own AD accounts — to achieve reliable single sign-on and employee-to-account linking?</p>	<p>Please refer to Non-Functional requirements lines 2-6. Once the account has been linked to the employee, single sign-on works. The HRIS team monitors employee account credentials and updates as necessary.</p>
519	<p>What is the platform's API architecture for real-time bi-directional integration with external payroll processors, OPM retirement systems, FEHB/FSAFEDS benefit vendors, and the House's existing financial (ERP) systems — and what latency and reliability guarantees apply?</p>	<p>USHR does not currently have real-time API integration with OPM or benefit vendors.</p>
520	<p>Is prior experience as a prime contractor mandatory for the prime offeror?</p>	<p>No.</p>
521	<p>The requirements span integrations with OPM (retirement/FERS/CSRS), TSP, FEHB, FSAFEDS, BenefEd, DC Health Link, state tax authorities across all 50 states + territories, and the House's financial systems. The current Infor Lawson system has dozens of existing custom batch jobs (referenced throughout the requirements as program names like AchRemove, AppianIn, TaxExemptStatusUpdate). A modern SaaS solution must replicate this integration landscape via APIs — and vendors should clarify if these are REST/GraphQL/SOAP and what the data governance model looks like.</p> <p>Does the platform offer pre-built connectors for OPM, TSP, and FEHB systems? How are nightly batch jobs replaced in a SaaS model? What are SLA commitments for integration uptime? How are failed integrations surfaced and retried?</p>	<p>No pre-built connections. Vendor shall determine how to accomplish batch processing in a SaaS model.</p>
522	<p>How does the system handle annuitant pay calculation reducing salary by the annuity amount each payroll cycle alongside the full complexity of Congressional pay rules, including the Ethics in Government Act GL-15 salary cap compliance reporting?</p>	<p>The current HRIS application handles annuity offset each payroll.</p>
523	<p>Has the vendor implemented Congressional payroll for any other legislative body? How are custom pay rules versioned and audited when laws change? Can the REAP benefit limits be configured by administrators without vendor involvement?</p>	<p>The USHR processes it's own payroll. Rules are updated as required. REAP monthly and annual limits are configured without administrators. IRS REAP limits are handled automatically.</p>
524	<p>What is the vendor's proven methodology for migrating decades of HR, payroll, leave, retirement, and benefits history from Infor Lawson on-premises to a SaaS platform including custom tables, fiscal history, and all audit trails without data loss or integrity gaps?</p>	<p>The USHR is not a vendor and has not migrated to a SaaS platform.</p>
525	<p>The requirements matrix lists explicit migration requirements across every single domain, retirement history, REAP payment history, leave balances, hours worked history, personnel action history, vendor/ACH records, and position data. The Infor Lawson system uses custom USHR-specific table structures (e.g., HORSSVUSER, USERMASTER, HREU, HRES). Mapping these to a SaaS target schema is one of the highest-risk activities in the entire implementation, and failure here directly affects payroll accuracy and employee trust.</p> <p>How many Lawson-to-SaaS migrations has the vendor performed? What data validation methodology is used (parallel runs, reconciliation reports)? How are historical fiscal retirement records preserved for OPM reporting? What is the rollback plan if data migration testing reveals integrity issues at month 12?</p>	<p>USHR has not performed any Lawson to SaaS migrations.</p>

526	How does the platform manage multi-state tax compliance and ACA 1095-C reporting for an organization with employees working across all 50 states, U.S. Territories, and ~950 district offices each potentially subject to different state and local tax rules?	The current HRIS application handles all of these functions
527	Does the platform use a third-party tax engine (e.g., Vertex, Avalara)? How are state tax table updates delivered and how quickly after legislative changes? Can the USHR-specific 1095 designation method be configured? How are employees with work locations in multiple states handled within a single pay period?	The current tax calculation application (Business Software Inc.) provides updates.
528	What are the platform's specific uptime SLA commitments, maintenance window policies, and disaster recovery RPO/RTO targets and how do these align with a payroll processing environment where downtime on payroll run days has direct compensation impact on 12,000 employees?	The current HRIS application has 99% up time
529	The requirements describe a sophisticated automated ACH account lifecycle – records must be automatically removed and stakeholders notified when termination date is >1 year old or account end date is >6 months old, with specific email data elements (EE#, Name, bank details, dates). This is a PII/financial data governance requirement that intersects with FedRAMP controls, the House's Media Sanitization policy (I.12), and H.35 Privacy and Confidentiality. Vendors must show how this is implemented natively or via configurable automation. Can purge thresholds be configured without vendor involvement? How are purge events logged for audit? Is the data physically deleted or logically flagged? How does the platform handle media sanitization for any locally cached data? Who receives breach notifications if ACH data is compromised?	This is currently an automatic process. The data is deleted and there is no local cache. Payroll and Benefits are notified of invalid ACH accounts
530	How does the system integrate with the House's Appian e-Forms workflow platform for personnel action processing including PDF ingestion via SMB protocol, error handling, and routing to downstream import folders and what is the migration path away from this custom workflow?	API's provide data to Appian for the purpose of creating personnel actions. PDF's of transactions are ingested to Informa ImageQuest. This process will not change.
531	The current environment uses Appian e-Forms to generate personnel action PDFs, which are then processed via a Pentaho ETL job that checks for files via SMB protocol, validates file naming conventions, handles errors, and routes to IQ (Infor Query) import folders. This is a highly customized, brittle integration chain. The new HRMS must either replace this workflow natively or integrate with Appian and the vendor must articulate which approach they recommend and at what cost. Does the platform include a native personnel actions workflow that would replace Appian? If Appian is retained, what APIs does the HRMS expose for webhook/event-driven integration? How would the HRIS Administrator error notification system be replicated? Is Pentaho being decommissioned as part of this project?	Appian and Pentaho will not be replaced at this time.
532	How does the platform manage automated purging of sensitive ACH bank account records for terminated employees – including configurable thresholds, audit trails, and confirmation notifications while meeting FedRAMP data retention and media sanitization requirements?	The current HRIS application performs this function as outlined in the requirements "Non-Functional Automation" tab, line 2 .
533	What is the current system's hardware and software specifications?	Current DB sizing MEMPROD 13GB STAFFPROD 93GB
534	What native machine learning, predictive analytics, and workforce management intelligence capabilities does the platform provide out-of-the-box, and what is the roadmap for AI-assisted HR decision-making over the contract period?	Cornerstone has modules for all listed functionality.

535	<p>Section C.3.2 explicitly instructs the vendor to "suggest ways to use machine learning or predictive analytics to help with workforce management." This signals that the House is open to and evaluating AI-driven capabilities beyond standard HRMS functionality. This is a differentiator in a Best Value evaluation where non-price factors may outweigh price. Vendors should articulate specific ML use cases: attrition prediction, skills gap analysis, succession planning, leave abuse detection, and performance trend analysis.</p> <p>Are ML features included in the base license or priced separately? Are models trained on the House's own data or on aggregate customer data (and what are the privacy implications)? How are AI-generated recommendations presented to HR administrators? What explainability features exist for algorithmic decisions that affect employees?</p>	The House approve AI use case individually. If AI capabilities have additional costs, please outline in the proposal.
536	<p>If the House exercises its self-hosting option (Section I.10) or the contract is terminated, what does full data portability look like – including source code escrow, data export formats, migration assistance obligations, and timeline for transition and has the vendor done this for a federal customer before?</p>	USHR is not looking for a self-hosting solution.
537	<p>The RFP contains unusually strong exit-rights provisions: the House can elect a self-hosting option with a perpetual irrevocable license to source code (I.10), requires software escrow of all work product source code and pre-existing material object code (I.2), and retains full Government Purpose Rights (I.1). For a SaaS vendor, agreeing to source code escrow and a self-hosting option is a significant contractual commitment that may affect their standard subscription agreements. Vendors must clarify how these obligations are operationalized.</p> <p>What escrow agent will hold the source code? How frequently is the escrow updated? What triggers release of escrowed code? In a self-hosting scenario, what infrastructure would the House need to stand up? Has any federal legislative branch customer exercised a self-hosting option with this vendor? What is the data export format (CSV, XML, standard HR-XML)?</p>	USHR is not looking for a self-hosting solution.
538	Any preference for the cloud system?	No
539	Is it mandatory to have a FedRAMP certification for the proposed SaaS solution?	Vendors must be on the path to FedRamp Authorization at the time of proposal. Vendors will be assessed on their progresses through the solicitation period.
540	Is it possible to get FedRamp for the solution during the implementation?	Vendors must be on the path to FedRamp Authorization at the time of proposal. Vendors will be assessed on their progresses through the solicitation period.
541	Is it mandatory to provide Federal experience?	No.
542	Is it possible to provide 3 References of State government agencies?	Yes.
543	Is it possible to provide commercial experiences as references?	Yes.
544	Is it possible to provide the recording of the Pre-proposal conference held on February 18th, 2026?	The pre proposal conference was not recorded.
545	Is it possible to know the budget?	The United States House of Representatives does not follow the FAR and does not provide this information.
546	Should the new system replace all current HR modules at once, or will it be implemented in phases?	At once.
547	Are integrations required with any existing financial or legacy systems?	Yes
548	Will the vendor be responsible for data migration from Infor Lawson?	The vendor shall assist with migration to ensure data converted to new HRIS solution is complete and accurate.
549	Is the USHR seeking a Commercial Off-The-Shelf (COTS) SaaS product with implementation and ongoing maintenance/support services, or can vendors propose a fully custom-built HR solution developed from scratch and still be eligible	USHR is not interested in custom solution built from scratch.
550	Is the USHR strictly seeking a cloud-based SaaS solution, or will on-premises or hybrid deployment models also be considered?	Vendor shall propose a solution that meets the requirements.

551	Is USHR strictly requiring a fully SaaS multi-tenant solution, or would a single-tenant SaaS model also be acceptable?	Vendor shall propose a solution that meets the requirements.
552	Are there specific cloud platforms preferred (e.g., AWS GovCloud, Azure Government)?	AWS Commercial or AWS GovCloud only
553	Should the subscription pricing include infrastructure, upgrades, and support?	The pricing should include that level of detail.
554	Is FedRAMP Moderate authorization required at the time of proposal submission?	Vendors must be on the path to FedRamp Authorization at the time of proposal. Vendors will be assessed on their progresses through the solicitation period.
555	Will vendors in the process of obtaining FedRAMP Moderate authorization be considered?	Vendors must be on the path to FedRamp Authorization at the time of proposal. Vendors will be assessed on their progresses through the solicitation period.
556	Does the FedRAMP authorization need to be for the prime vendor only, or also for subcontractors?	Subcontractors must be US citizens.
557	Can we use subcontractors FedRAMP authorization experience to meet the requirement?	Vendors must be on the path to FedRamp Authorization at the time of proposal. Vendors will be assessed on their progresses through the solicitation period.
558	Does the FedRAMP authorization need to be for the prime vendor only?	The service must be FedRAMP.
559	Must payroll be native within the HR platform, or can it be integrated from a third-party payroll system?	Vendors should provide the best solution they have to offer.
560	Should vendors provide federal project references?	Three (3) past performance references are required. They must be recent and relevant.
561	Is experience with Legislative Branch agencies specifically required?	No
562	Is multi-factor authentication mandatory?	No
563	Could you please share the Current system technologies stack (back end front end)?	Windows, SQL.
564	Any Cloud provider preferences?	No
565	Does vendor need to provide hosting or VOF provide hosting?	See question 552
566	Do we need to provide our current COI at the time of proposal submission?	No
567	Do we need to provide key personnel resume along with the proposal?	Yes
568	Are you referring Project / Account manager as key personnels in this RFP?	Yes
569	Do we need to propose a team and the team structure in the proposal?	Yes
570	What is the current data retention policy? Is there historical data that can be archived rather than migrated?	This decision will be made as part of the implementation. To date, the House has not archived any HRIS data and the replacement shall be prepared to include all critical historical data.
571	Are there any firewalls, web application firewalls (WAF), or network segmentation requirements required?	Yes.
572	What testing frameworks and automated test suites (if any) exist for the current environment?	USHR HRIS currently has test and development architecture
573	Does the USHR require multi-factor authentication (MFA)?	We require the capability
574	Does the USHR have an existing System Security Plan (SSP), or will the vendor need to create one from scratch?	USHR HRIS currently has a SSP
575	What is the USHR's current vulnerability scanning and penetration testing cadence? Who performs it currently?	Weekly and monthly. Information Security.
576	Does USHR require FedRAMP authorization for the cloud hosting environment, or is HIPAA/CJIS/NIST 800-53 compliance sufficient?	Vendors must be on the path to FedRamp Authorization at the time of proposal. Vendors will be assessed on their progresses through the solicitation period.
577	What are the USHR's current incident response and breach notification procedures? What are the expected notification timelines?	The software provider should have SLAs available
578	Does the USHR have an existing Security Operations Center (SOC) or does it rely on a third-party managed security service provider (MSSP)?	Yes.
579	Are there specific data masking or de-identification requirements for non-production environments (DEV, TEST)?	No
580	What are the USHR's data backup retention periods and geographic requirements for backup storage?	At least 90 days, must be on US soil.
581	Should File I and File II be submitted as separate PDFs?	Yes.
582	Is there a pricing template (Excel or PDF) that must be used?	Please reference Section B.
583	Should pricing include travel, optional services, or only base requirements?	The contract is fixed price and the USHR will not expect additional charges for T&E
584	Are option years required to be priced separately?	Yes.
585	Is there a required format for labor rates and escalation?	Please reference Section B.
586	Should we complete all certifications within Section K even if already registered in SAM.gov?	Yes.
587	Are there any additional agency-specific certifications required?	Not House specific.
588	Are subcontractor certifications also required in Section K?	No.

589		Is there a compliance checklist we must submit?	The House has a mature ATO process that will be completed prior to go-live.
590		If a section is not applicable, should we mark it as "Not Applicable" or leave it blank?	Offerors should complete all applicable field and submit all other required information as outlined in the RFP.
591		Is there a page limit for the Technical Approach section?	File II has a 30 page limit
592		Are diagrams, workflows, and system architecture drawings allowed?	Yes.
593		Should we include the Requirements Matrix response within this section?	(no section referenced)
594		Is there a preferred project management methodology (Agile, Waterfall, Hybrid)?	USHR strives to implement using an Agile or Hybrid project management methodology.
595		How frequently should performance reports be submitted?	The House and vendor will agree to an appropriate cadence of reporting at different levels of details. Some level of reporting will be expected weekly.
596		Is there a required reporting template?	No
597		What level of interaction is expected with the COR?	The COR will be part of the Project team.
598		Should a formal risk management plan be included?	Risk-management plan will be developed as part of the project
599		Is there a specific format required for the organization chart?	No.
600		Should resumes of key personnel be included in this section or as an attachment?	In the section
601		Are there minimum staffing requirements?	No
602		Should subcontractors be included in the organization chart?	Yes.
603		What financial documentation is acceptable to demonstrate financial capability (audited financials, bank letter, etc.)?	The financial data is not required to be submitted.
604		Is there a requirement for corporate years of experience?	No.
605		Should we provide a staffing ramp-up timeline?	Vendors shall propose staffing ramp-up schedules
606		Are key personnel required to be committed at time of proposal submission?	Yes
607		Can proposed personnel be replaced after award?	Yes.
608		Is there a required template for past performance submission?	No.
609		Can commercial clients be included if government references are limited?	Yes.
610		Will the agency contact the references directly?	Reference checks are handled at the discretion of the Acquisition and Evaluation Teams, and when additional verification is needed, the Acquisition Team may reach out to the references provided by the offeror.
611		Is CPARS documentation required?	No.
612		Can subcontractor past performance be included?	Yes, all past performance will be evaluated using the criteria set forth in in the solicitation.
613	Automation - System shall remove tax exempt flag from terminated employees and send notification to P&B and HRIS Administrators	Could you please clarify the rationale for removing tax exempt flags for terminated employees? Our understanding is that no further payments will be processed for these individuals, so we would like to confirm why these exemptions would still need to be cleared and notified to P&B and HRIS Admins.	Tax exempt flags are removed to prevent retention of exempt status upon rehire.
614	Compliance - System shall produce an "Ethics in Government Act-1978: Compliance Notice" for any office who does not have a designated "Principal Assistant" using the current GL15 salary.	Could you please clarify whether the Principal Assistant designation in the current system is tied to a specific job type? Additionally, Does GL15 refer to a pay scale classification?	User defined fields indicate staff that are Principal Assistant. GS15 is a pay classification.
615	Reporting - System shall create a report that displays the remaining allowable work hours for PDINT or TEMPO employees.	Could you please clarify whether PDINT and TEMPO employees are categorized as employee groups within the current system? Additionally, do these groups have fixed allowable work hours, and are those hours defined within the Work Schedules configuration?	PDINT and TEMPO are jobs/titles. There are limits on the number of days. The limits are not defined in work schedules.
616	Configuration - System shall provide for the setting of headcount and FTE budgets by position. For example, some position headcounts/FTE are for 18 permanent and 4 non-permanent FTE's per position. Other offices restrict to only one headcount/FTE per position, others 99 headcount/FTE per position.	Can you provide insight into how budgeting is done today, (what tool?) Where would budgeting information be coming from?	The current HRIS application has FTE/headcount budget functionality by position.

617	Pay - System allows users to model payments based on changes to tax withholding, deductions, or wages	Is this functionality you have today? If so which tool do you use?	The current HRIS application has a payment modeling function.
618	Employee Misc - System shall provide "Contact Us" information and feedback links	Do you have a shared services team that responds to inquiries? If so what solution do you use? Would you be looking to replace that solution?	the HRIS team handles incidents submitted via a link from the HRIS application to Helix. Users also contact the IT Call Center and Payroll & Benefits.
619	Data Mgmt	How is FMLA managed today? Do you have an outside vendor? If so, who is that vendor?	In house.
620	Compliance - System shall provide a bookmark to include USHR user guides for Employee and Manager Leave	Where is your content stored? SharePoint? Are you looking for a platform to store content?	The user guides are on the server accessed via html link.
621	Section B - page 5 Pricing Schedule	USRH requested pricing for Project Management, software implementation, and change management. How does USHR plan to procure software in this evaluation if you're not requesting software license pricing? Is this a mistake? If not, please explain in detail why USHR is not requesting software license pricing.	Section B has been updated.
622	Section I.10 (Self-Hosting Option)Self-hosting option for software and perpetual license	Is USHR positive self-hosting is required here? This is not how S.a.a.S vendors deliver and host data for customers.	USHR is not looking for a self-hosting solution.
623		Are you prioritizing a a group of functional area's over others? If so, please share which fuctional area's are high priority, which functional area's are medium priority, and so on.	No.
624	Non-Functional → Configuration - Separate HRMS application instances for Members and Staff	Is the House requiring two physically separate application instances/tenants, or will one tenant with strict partitioning (company/BU, RBAC, data privacy policies, theming) be acceptable?	The vendor shall propose any solution that allows for the Staff and Member organizations to have separate configuration and access as if the organizations are two separate businesses.
625	Section C.3.2 Deliverables; Section F.1 (PoP)Go-live around Month 16 with hypercare/stabilization	Please confirm pay frequencies (monthly/biweekly), cutoffs, on/off-cycle patterns, and the target first production payroll month relative to the Month-16 go-live notion.	Staff processes a monthly and off-cycle payroll. Members processes a monthly payroll. The payroll frequency for both is monthly.