

AMENDMENT OF SOLICITATION		MODIFICATION OF CONTRACT		Page 1
1a.	1b. Effective Date	3. Issued By U.S. House of Representatives CAO Office of Acquisitions Management 5110 O'Neill House Office Building Washington, DC 20515 Office Phone: 202-225-2921		
2a.	2b. Dated			
4.		For Information, Contact:		
		4b. Name:	4c. Phone:	
		4d. Email:		
5.				
6.				
7a. Name and Title of Authorized Signer <i>(type or print)</i>		8a. Name and Title of Contracting Officer <i>(type or print)</i>		
7b.	7c. Date Signed	8b. U.S. House of Representatives	8c. Date Signed	
<hr/> <i>(Authorized Signature)</i>		<hr/> <i>(Signature of Contracting Officer)</i>		

REVISED CLAUSES

F.3 PLACE OF PERFORMANCE

APRIL 2013

The primary place of performance is at the House complex in Washington, D.C.

L.1 CONTENT OF PROPOSALS

APRIL 2013

a. File I - Administrative and Price Proposal.

iii. Section G - Contract Administration. *Offeror shall complete or submit the information required in Section G. (If applicable)*

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Item #	Page #	Section Reference	Vendor Question	House Response
1	N/A	N/A	Would the Government please provide the reasoning why the option years were not exercised on the prior auditor's contract?	No.
2	N/A	N/A	Will the Government please confirm this is a General Services Administration (GSA) Schedule procurement? If so, which Schedule and Special Item Number (SIN) is this procured under?	This is not a GSA Schedule procurement.
3	4 & 10	C.6 & F.3	Section C.6 states that work shall be performed on Government-site with work at contractor-site upon Office of Inspector General (OIG) approval. Section F.3 states that training shall be conducted at the House complex in Washington, D.C., via webinar or videoconference, and regionally across the United states, its territories, and possessions. Will the Government please clarify the primary place of performance?	The primary place of performance is at the House complex in Washington, D.C. Clause F.3 has been revised.
4	4 & 10	C.6 & F.3	Will the Government please confirm offeror's understanding that the primary place of performance shall be at the House complex in Washington, D.C.?	See response to Item #3.
5	6	C.10	TeamMate® allows PDF and TeamImage files to be stored. Will the Government please confirm that PDF and TeamImage files are allowable in the workpapers?	The Office of the Inspector General allows PDF files as workpapers in TeamMate®. However, TeamImage files are not allowed.
6	6	C.11	Will the Government please clarify when the Fiscal Year (FY) 2017 audit reports are expected to be available for review?	We do not have an issuance date for the FY 2017 United States House of Representatives Financial Statement Audit Report.
7	9, 26, 27	E.1, H.25, H.32	These sections refer to "orders" and/or "task orders" and authorized entities that can issue orders under this contract. However, this is anticipated to be a standalone Firm Fixed Price (FFP) task order (see	H.1 states "The contract type(s) applicable for this solicitation is marked below . The other contract types are not applicable to this solicitation." Only "Firm-Fixed-Price (FFP) Contract" is marked and applicable.

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			H.1). Will the Government please remove the references to task orders and authorized agencies, or otherwise clarify its intent?	
8	12	F.6(b)	Will the Government please consider removing this clause and, instead, include a clause conforming to the Federal Acquisition Regulation (FAR) since this is a GSA Schedule procurement?	The House is not governed by the FAR. Also see response to Item #2.
9	14	G.2	Will the Government please confirm if the contractor may provide a primary Authorized Contractor Representative (ACR) and an alternate ACR?	The House has no preference. This is allowable.
10	15	G.7	This section identifies a performance summary report and penalties for late submission, but the reporting period or due date are undefined other than “as required by the COR,” and the report is not identified as a required deliverable in section C.7. Given the extreme penalties and risks of this requirement that the Government expects the contractor to assume, can the Government: (i) delete this requirement; (ii) clarify if this is a deliverable, and if so, add it to C.7; or (iii) otherwise confirm when this performance summary report is due during contract performance and adjust the Deliverable Schedule and/or Statement of Work to include the requirement for the performance summary report?	No. Section G.7(c) states the performance summary report shall be submitted at the request of the COR. If these reports are requested, the COR will work with the contractor to determine an appropriate due date. Section C.7 lists the required deliverables for the contract.
11	16	G.10	Will the House please provide a copy of the <i>Procurement Instructions for the U.S. House of Representatives</i> ?	The instructions can be downloaded at https://www.house.gov/doing-business-with-the-house and clicking Additional Resources at the bottom of the page.
12	17	G.10(b)	This contract is to audit the work under the direction of the Chief Administrative Officer. Removing the contractor’s ability to appeal to the Committee on	The Inspector General reports all audit findings to the Committee on House Administration (CHA).

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			House Administration (CHA) may represent a conflict of interest. Would the Government allow an appeal to the CHA for this contract only?	Clause G.10(b) refers to any conflicts in the contract and not audit findings.
13	20 -21	H.10	Customer pricing information is considered proprietary information. Would the Government please remove the requirement to show the offered price to the House is less than or matches prices of the contractor's most favored customers?	This is a standard clause and cannot be removed.
14	21	H.14	Would the Government please provide the House Information Security Policies (HISPOLS), House Information Security Publications (HISPUBS), and House Information Resources (HIR) Security Standards?	HISPOLS, HISPUBS, and HIR Security Standards will be provided to the Contractor during the onboarding process. The House will not share these documents during the solicitation phase.
15	21	H.14	Would the Government please provide the HIR, HISPOLS, and HISPUBS as referenced in provision H.14?	See response to Item #14.
16	22	H.17	Would the Government please confirm that "directly pertinent records" are limited to the audit workpapers?	"Directly pertinent records" are records regarding the performance of the contract, this may also include audit work papers.
17	22	H.17	Would the Government please clarify that the review and copying of "directly pertinent records" will not be conducted by the auditee (i.e., the House), but rather only by the OIG?	The Office of the Inspector General, or a designated representative have the right to review and copy "directly pertinent records". The designated representative shall not be the auditee.

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18	23	H.23(c)	Would the Government please confirm that final payment can be made after the \$100 fee is paid for each lost badge, if any?	<p>Sections G.5(i) Invoices and C.7 Deliverables are better determinations of final payment.</p> <p>However, per H.23(c) a payment of \$100 per badge, per week shall be made for each lost badge, if applicable.</p> <p>If a badge is lost or stolen, final payment could be withheld until after the process to report lost/stolen badges to the U.S. Capitol Police has been completed.</p>
19	31	I.15 section a	Will the Government please clarify that the OIG, not the House, will be preparing the Quality Assurance Surveillance Plan (QASP) and monitoring contractor performance?	<p>Offeror will be providing a quality assurance program as part of their proposal.</p> <p>The OIG, not auditee, will be monitoring contract performance.</p>
20	36	L	Section L requires the offeror to describe its experience auditing Oracle's PeopleSoft Enterprise Financial Management system and Lawson Payroll System. We do not believe that these systems are widely in use at other Federal entities. Would the Government please confirm that offerors may describe their experience auditing other financial management and payroll systems that have similar control environments and risks? This would facilitate greater competition for the solicitation. Also, would the Government please clarify how experience auditing similar types of systems will be evaluated compared to experience with PeopleSoft and Lawson?	<p>The Offeror may describe their experience auditing other Financial Management and Payroll Systems that have similar control environments and risks. However, the House uses Oracle's PeopleSoft Enterprise Financial Management and Lawson Payroll Systems.</p> <p>If the Offeror can describe their experience with similar systems with similar controls, environments, and risks, compared to PeopleSoft and Lawson, they will be evaluated.</p>
21	36	L.1(a, i)	This section states, "The Offeror shall insert the Solicitation and Offer form, and page one of this	Solicitation and Offer form page is Page 1.

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			Solicitation, ..." However, the Solicitation and Offer form is page one of the Solicitation. Will the Government please clarify if the Request for Quotation (RFQ) refers to two separate items?	
22	36	L.1(a, ii.)	Paragraph a(ii) states: "Offeror shall complete the required sections of Section G (if applicable)." There are no clear fill-ins in Section G, and the only information that could reasonably be provided with the quote from this section is the information in G.2. Can the Government please verify there is no action to take regarding Section G, or otherwise confirm the sections it wants completed?	<p>The clause states "Offeror shall complete or submit the information required in Section G." (If applicable).</p> <p>The Offeror shall review the clauses and determine if any information is required to be submitted.</p>
23	36	L.1(b)	Will the Government please confirm that the cover page and table of content (TOC) are excluded from the Technical Proposal's 20-page limit?	Cover page and TOC are excluded from 20-page limit.
	36	L.1(b)	Will the Government please confirm résumés and the offeror's peer review report are excluded from the Technical Proposal's 20-page limit?	Résumés and the Offeror's peer review report are excluded from 20-page limit.
24	36	L.1(b, i), 1. and 3.	Will the Government please provide the difference between the offeror's "approach" to conducting the audit (item 1) and the Offeror's "methodology" for conducting the audit (item 3)?	<p>Section L.1(b)(i)(1) asks for the offeror's "approach" to conducting the audit, proposed level of effort required, proposed solutions to anticipated audit challenges, etc.</p> <p>Section L.1(b)(i)(3) asks for the methodology the offeror would use to conduct the audit and ensure the deliverables are met and contractor complies with the terms of the SOW and contract.</p>

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25	26 & 37	H.24 & L	Section H.24 states that “All Contractor personnel identified as key personnel in the proposal shall be considered ‘Key Personnel’ in this Contract.” Section L states that the offeror must identify key audit team members, to include partner, manager, senior, and staff, including IT personnel. Would the Government please confirm which labor categories it considers to be key personnel? We suggest that the Government consider removing categories below the manager level as they are not integral to mission performance.	The Offeror should select which labor categories it considers key to fulfill requirements of the Statement of Work and those it feels are integral to mission performance.
26	37	L.1(b)	Will the Government please confirm that the 20-page limit applies only to subsection i, <i>Technical/Management Approach</i> .	The 20-page limit applies only to the Technical/ Management Approach of the proposal.
27	37	L.1(b, ii), 1. and 2.	Item 1 states, “The Offeror shall provide a résumé for each proposed staff member ...” Also, item 2 states, “The Offeror must ... provide representative résumés for all key positions on the proposed team organization.” Will the Government please clarify that résumés are required for all proposed staff member, which include key positions?	Yes, that is correct. Resumes are required for all proposed staff members on the contract, including those for key positions.
28	37	L.1, b., ii., 6., c., 1.-4.	Will the Government please confirm the most recent required reports (e.g., peer review report, Public Companies Accounting Oversight Board inspection report) are excluded from the Technical Proposal’s 20-page limit?	The Offeror’s most recent required reports are excluded from 20-page limit.
29	38	L.4, c.	This section states, “Offerors shall acknowledge receipt of any amendments to this Solicitation requiring bi-lateral signatures ... by letter if authorized, the Contracting Officer must receive the acknowledgment by the time specified for receipt of offers.”	1. Signed amendments are due at that the time of the submission of the proposal. 2. Acknowledgements should be emailed with the proposal. A hardcopy is not required.

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			<ol style="list-style-type: none"> 1. Will the Government please clarify when the signed amendment(s) acknowledgement of receipt is due? If it is due with the submission of the proposal, will the Government please clarify which file it should be included in? 2. Will the Government please clarify if the acknowledgement of receipt should be emailed to the primary contact for this solicitation or a hard copy is required? Does this mean offerors should send a signed hard copy of any amendments to the Contracting Officer via mail? If so, will the Government please provide an address? 	
30	N/A	N/A	Would the Government please clarify whether this is a procurement under a GSA Schedule?	See response to Item #2.
31	26	H.24.a	Section states, "All Contractor personnel identified as key personnel in the proposal shall be considered 'Key Personnel' in this Contract." Section L.1.b.ii.2 (page 37) states, "The Offeror must identify key audit team members, to include partner, manager, senior, staff, including IT personnel, PeopleSoft IT audit specialist, industry specialist, etc., and provide representative résumés for all key positions..." Would the Government please confirm that the offeror may designate which personnel are key personnel, and that "key audit team members"/"key positions" in Section L.1.b.ii.2 refers to the labor categories included in the bid, rather than meaning that all proposed personnel in these labor categories are considered key personnel?	Yes, the Offeror should designate the key audit team members, with the understanding that the team's collective experience, educational background, and professional accomplishments will be an evaluation factor.
32	36	L.1.b.i.5	Section requires that offerors include their quality assurance program to accomplish the tasks identified	Section L.1.b.i.5 is requesting that the proposal include the Offeror's proposed quality assurance

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			in the SOW as part of the technical/management approach. However, Section L.1.b.ii.6.b (page 37) requires that offerors include a description of the firm's quality assurance program for financial statement audits in the corporate capabilities section. Would the Government please clarify the difference between these two requirements, or whether offerors must include this information in both the technical/management approach and the corporate capabilities section?	program to meet the specific requirements of the Statement of Work. Whereas, L.1.b.ii.6.b is asking for the Offeror to describe the firm's quality assurance program for financial statement audits in general .
33	37	L.1.b.ii.1	Section requires resumes for all proposed personnel, while Section L.1.b.ii.2 (page 37) requires resumes for key positions. Would the Government please clarify whether offerors must provide resumes for all personnel, or only for key personnel, and whether offerors are required to include this information in both part 1 and part 2 of the corporate capabilities section	The Offeror must provide resumes for all proposed personnel who will make up the audit team. Key personnel must be identified. Offerors should include the information so that per L.1, is it "sufficiently complete and organized to ensure that evaluation can be made on the basis of its content."
34			According to RFQ OAM14047S issued last March 15, 2017 for the FY 2017 House Financial Statement Audit, the RFQ indicated a period of performance of June 1, 2017 to May 31, 2018 with the option to extend the contract up to four (4) years. What is the reason this contract is being procured again a year later after it was awarded?	This information is not relevant to the submission of proposals. See response to Item #1.
35	N/A	N/A	What was the contract price for the FY 2017 audit of the House's financial statements?	This information will not be disclosed.
36			Is the incumbent contractor eligible to bid on this engagement?	Yes.
37			Per section C.11 it states that "the FY 2017 financial statements and audit report will be made	The FY 2017 financial statements, Management Letter, or United States House of Representatives

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			<p>available when finalized.” Has the FY 2017 Financial Audit Report, including the financial statements and auditors’ report been finalized? If so, can it please be provided for review?</p> <p>Similarly, has the Management Letter separate from the Audit Report for FY 2017 been finalized and if so can it be made available?</p>	Financial Statement Audit Report have not been finalized.
38			Did the House receive a Management Letter of Comments separate from the Audit Report for the FY 2016 audit? If so, can you please provide it for review?	<p>Yes. The House did provide a separate Management Letter for the FY 2016 Financial Statement Audit Report.</p> <p>No. The OIG we will not provide such during the solicitation phase.</p>
39			Section L would indicate that the entire audit team would be considered key personnel. Is this correct or are key personnel in fact a smaller set of positions? Please confirm that representative resumes for each key position proposed should be submitted and not a resume for each personnel identified as part of the audit team.	See responses to Item #'s 33, 31, 27, and 25.
40			Can you please clarify whether or not travel is expected? If so, what is the likelihood and locations that the audit team would need to travel too? Has there been travel in any prior year audits?	The OIG does not anticipate the contractor would need to travel outside of the greater Washington D.C. area to perform work on the contract.
41			Section C.4.c Work Papers and Confidentiality states “All work will only be accomplished on OIG provided workstations and House information will be stored only on OIG workstations.” Will the OIG provide	Yes. The OIG will provide the work papers to the contractor if the engagement is picked for review during the peer review process.

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			access to the work papers to the selected Contractor if the engagement is picked for review during the Firm's Peer Review process?	
42			Given that the government did not specify a date for when responses to questions would be provided, would the government consider extending the deadline for the proposal submission?	The Government provided a timely response to vendor questions. The proposal deadline will not be extended.