

Vendor Management Policy for Use of CMS Data Exchange Share

A **CMS Data Exchange Share**, a file share on the House data network, has been created to allow for the exchange of Correspondence Management System (CMS) data between CMS vendors. HIR will provide the Contractor access to the CMS Data Exchange Share.

I. PERMISSION MANAGEMENT

- a. Contractor will be responsible for managing its CMS Data Exchange Share folder, the contents, and granting and removing permissions to both its personnel and those of other CMS vendors. Contractor shall grant permissions only to privileged accounts of both its personnel and those of other CMS vendors.

II. LIMITATIONS OF USE

- a. Contractor agrees that Contractor's CMS Data Exchange Share folder shall not be used for any purpose other than the exchange of CMS data pursuant to the contract resulting from Solicitation No. OAM16047S.
- b. Contractor shall notify the Contracting Officers Representative (COR) for the contract resulting from Solicitation No. OAM16047S when CMS data is uploaded to the CMS Data Exchange Share. Notifications shall be submitted via email to technologyservicescor@mail.house.gov.
- c. Contractor shall notify the COR when CMS data is deleted from the CMS Data Exchange Share. Notifications shall be submitted via email to technologyservicescor@mail.house.gov.
- d. Contractor further agrees that CMS data shall not reside on the House data network for more than five (5) business days. Contractor shall be solely responsible for removing CMS data from the House server when no longer needed.