SOLI	SOLICITATION, OFFER AND AWAR				Solicitation: For Quote (RFQ	Informati) Negotiate	ional (RF ed (RFP)	Page 1
2. Solicit	ation Number	3. Solicitation T	itle				4. Date	Issued
5a. Issue	d By	For Information.	. Conta	act:				
		5b. Name	,			5c. Phone		
		5d. Email						
			CITA	TION				
	must be received ON OR BEF	ORE			EASTERN	N TIME at:		very Arrangement
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tne o	office address in Block 5a with			Contents	(see Section L))	ГС	OB Origin
Sec.	Description	Page(s)	ole of C	Sec.		Description		Page(s)
Scc.	Part I – The Schedule	1 agc(s)		Scc.		II – Contract	Clauces	1 agc(s)
A	Solicitation, Offer and Award Form	,		Т	Contract Claus		Ciauses	
B	Supplies or Services and Prices/Cos			Part III			ts and Ot	her Attachments
С	Description/Specifications/Work St			J	List of Attachi			
D	Packaging and Marking		р	Part IV -	- Representatio	ns and Instruc	rtions (Re	emoved at Award)
Е	Inspection and Acceptance		1	K	•	ns, Certification		Inoved at reward)
F	Deliveries and Performance			K	Other Stateme		,	
G	Contract Administration Data			L		onditions, and	Notices	
Н	Special Contract Requirements			M	to Offerors Evaluation Fac	ctors for Award	<u> </u>	
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		OFFER (must be	•					
	ndersigned agrees to perform in within 120 calendar days from						g pages	if this offer is
		Amendment No.			Date			
10. Ackn	owledgement of Amendments	Amendment No.			Date			
	or acknowledges receipt of	Amendment No.			Date			
	ts to the Solicitation for offerors and cuments numbered and dated):	Amendment No.			Date			
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11. Prom	pt Payment Discount	12. Authorized S		ıre	Duit		13. I	Date Signed
7.7	(Calendar Days)	 -						
No. of	Days %							
14. Nam	e and Address of Offeror	15. Signer Inform	mation	(type o	or print):			
		a. Name		, , , ,	b. Ph	one		
		c. Title						
		d. Email						
		d. Eman						
		AWARD (to be c	comple	ted by (Government)			
16. Cont	ract No. (Solicitation No. + Suffix	if applicable)	17a. N	lame of	Contracting (Officer		
constitut dated	tature of the Contracting Offic tes acceptance of the Offeror's and ract, which consists of this Sol	s proposal d consummates	17b. U	J.S. Hou	use of Represo	entatives Sig	nature	17c. Date Signed
	ard Form and the referenced p	-						

Solicitation	Document No.:	Document Title:	Page 2
	OAM20008S	EMS – Life Safety Program	

F CONTENTS

	OAM20008S	EMS – Life
•		TABLE OF C
SECTION B - B.1	- Supplies or Services and Pricing Pricing Schedule	
SECTION C - C.1	- Description of Supplies and Service Description /Specifications/Sco	
SECTION D -	- Packaging and Marking	
D.1 D.2	Payment of Postage and Fees Packaging and Marking	
SECTION E - E.1	- Inspection and Acceptance Inspection	
E.2	Acceptance	
E.3	Title / Transfer/ Risk of Loss	
	- Deliveries or Performance	
F.1	Period of Performance	C
F.2	Option to Extend the Term of the	Contract
F.3 F.4	Place of Performance Notice to the House of Delays	
F.5	Suspension and Debarment	
F.6	Payment for Non-Performance	:
	- Contract Administration	
G.1	Authorized House Representat	
G.2	Authorized Contractor Repres	entative
G.3	Delegation of Authority	
G.4	Post Award Conference	
G.5 G.6	Invoices	
G.0 G.7	Remittance Address Reports / Plans / Schedules	
G.7 G.8	Contract Status and Review M	eetings
G.9	Resolving Contract Performan	
G.10	Disputes	ec issues
G.11	Modifications	
G.12	Termination	
G.13	Release of Claims	
	- Standard Contract Clauses	
H.1	Contract Type	
H.2	Availability of Funds	.4
H.3	System for Award Managemen	ıt
H.4 H.5	Insurance Federal Tort Claims Act	
н.6	Excusable Delays	
н.7	Warranty	
H.8	Substitutions	
H.9	Buy American	
H.10	Most Favored Customer Pricin	ıg
Н.11	House Rules and Regulations	-
H.12	Compliance with Laws	
H.13	House Information	
H.14	Information Security	
H.15	Non-Disclosure Agreement	
Н.16	Protection of Contractor Propi	rietary Data
H.17	Examination and Audit	

Limitation of Liability and Indemnification Non-Exclusivity of Rights and Remedies

Flowdown and Subcontractors

Background Checks Identification Badges

E-Verify

H.18

H.19 H.20

H.21

H.22 H.23

Solicitation	Document No.:	Document Title:		Page 3
	OAM20008S	EMS – Life Safety Program		
H.24	Key Personnel			
H.25	Authorized Use by Othe	er Legislative Entities		
H.26	Covenant Against Gratu			
H.27	Conflicts of Interest			
H.28	Advertising / Promotion	ıal Materials		
H.29	Incidental Services, Tra			
		ever and Other Expenses		
H.30	Severability			
H.31	Assignment			
H.32	Order of Precedence			
Н.33	Safety Awareness			
H.34	Waiver of Rights			
H.35	Privacy and Confidentia	ality		
H.36	Workforce Rights & Re	esponsibilities Policies and Training		
	8			
SECTION I -	Special Contract Clauses			
I.1	Rights in New Work Proc	duet		
I.2	•	idet		
	Not applicable			
I.3	Not applicable			
I.4	Not applicable			
I.5	Not applicable			
I.6	Not applicable			
I.7	Not applicable			
I.8	Not applicable			
I.9	Technology Enhancemen	ıt.		
I.10	Not applicable	•		
I.11	Not applicable			
I.12	Not applicable			
I.13	Not applicable			
I.14	Not applicable			
I.15	Vendor Performance Eval			
I.16	Constitutional Protection	Against Compelled Disclosure		
SECTION J –	List of Documents, Exhibits,	, and Other Attachments		
J.1	Attachments			
SECTION K -	Representations, Certification	ons and Other Statements of Offerors		
K.1	Financial Information			
K.2	Insurance Information			
K.3		and Identifying Information		
K.4	Quality Assurance Infor			
K.5	Responsibility Certificat			
K.6		ndent Price Determination		
K.7	Authorized Company O			
K.8	Organizational Conflicts	s of Interests		
K.9	Buy American Act Certi	ification		
K.10	General Services Admin	nistration Schedule Contract or Government-Wide	Acquisition Contract C	Certification
K.11	System for Award Mana		•	
K.12	Certification of Training			
K.13	Signature	ь		
14.15	Signature			
CECTION I	Instructions Conditions and	Nations to Offeners		
	Instructions, Conditions and	Notices to Offerors		
L.1	Content of Proposals			
L.2	Submission of Proposals			
L.3	Late Submissions and R			
L.4	Acknowledgement of Ar	mendments to Solicitation		
L.5	Information Distribution			
L.6	Restriction on Disclosur			
SECTION M =	- Evaluation Factors for Awa	ard		
M.1	Evaluation Factors for A			
		AWAIU		
M.2	Basis for Award			
M.3	Contract Award			

Document Title:

Page | 3

Solicitation

Document No.:

5	Solicitation	Document No.:	Document Title:	Page 4
		OAM16004S	Audio Visual Equipment and Installation Master Contracts	

SECTION B – PRICING SCHEDULE

1. See H.29 and L.1.a.ii for instructions.

Solicitation	Document No.:	Document Title:	Page 5
	OAM20008S	EMS – Life Safety Program	

SECTION C – DESCRIPTION/SPECIFICATIONS/SCOPE OF SERVICES

C.1 INTRODUCTION

The U.S. House of Representatives (House) Office of the Sergeant at Arms (SAA) has a requirement for Contractor support to assist the SAA Emergency Management Division (EMD) in the performance of emergency planning, preparedness and operations activities. SAA EMD manages emergency preparedness and continuity programs for the House.

C.2 SCOPE OF SERVICES

To maintain an effective life safety program for the United States House of Representatives and its staff, the Office of the Sergeant at Arms (SAA) Emergency Management Division (EMD) is seeking contract support for its emergency equipment program to include equipment inventory maintenance and training on proper equipment usage. Examples of emergency equipment include but are not limited to portable wireless annunciator devices for emergency notification and emergency hoods to limit chemical, biological, radiological, and nuclear (CBRN) and smoke exposure.

Program maintenance includes the storage, inventory, tracking, installation, inspection, allocation, and servicing of equipment throughout various Legislative Branch facilities. Training may take the form of classroom-style presentations, office-based training, individual one-on-one sessions, and tours designed to point out life safety equipment in various locations.

C.3 DESCRIPTION OF SERVICES

The scope of services to accommodate the emergency management mission includes:

C.3.1

Provide first-class customer service and logistics management support to United States House of Representatives, through prompt attention to service calls, professional interaction with staff, and an ability to communicate issues effectively and with an attention to detail.

C.3.2

Provide two (2) staff, five (5) days per week, eight (8) hours per day, for support services for annunciators, escape hoods, emergency equipment, and other services as needed.

• Project staff should have experience with equipment inventory and training; familiarity with escape hoods similar to the ScapeCBRN30; familiarity with Motorola Minitor V, APX 900, or incumbent wireless emergency annunciator.

Due to the sensitive nature of this program, the staff is required to possess the following qualifications:

- 1.) suitability to secure secret security clearances when requested by COR;
- 2.) extensive subject matter/technical expertise on use of PPE to mitigate CBRN hazards and the operation of portable radio communications devices, and;
- 3.) in-depth knowledge of Capitol Hill operations, and the protective actions trained and used by Capitol Hill Members and staff.

C.3.3

Provide an on-going inventory of emergency equipment located throughout the Capitol Complex and in several off-site Legislative Branch facilities using an inventory management application provided by the government.

Solicitation	Document No.:	Document Title:	Page 6
	OAM20008S	EMS – Life Safety Program	

C.3.4

Provide technical assistance, including programming and testing support, for the Wireless Emergency Annunciator System.

C.3.5

Interact with House offices when performing calls for service to promote the SAA EMD mission, list of services, and assist in scheduling and delivering training on the use of emergency equipment to House Members, staff, and interns.

C.3.6

Provide project management, including weekly activity and inventory status reports and monthly hours reports.

C.3.7

Provide SAA EMD with assistance in the development and deployment of new equipment and notification systems, as necessary.

C.3.8

Upon contract award, provide no more than three (3) weeks of transition with the outgoing contract, working closely to gain a full appreciation of all requirements and plan courses of action to assume full responsibility for all functions.

C.3.9

Upon contract close-out, provide no more than three (3) weeks of transition with the incoming contract, working closely to transition all requirements.

C.3.10

Providing unspecified support services and products related to the emergency preparedness function of the House Sergeant at Arms.

S	olicitation	Document No.:	Document Title:	Page 7
		OAM20008S	EMS – Life Safety Program	

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. <u>Packaging</u>. 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. <u>Marking</u>. 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. <u>Delivery Schedule and Instructions</u>. No deliveries will be accepted unless the delivery vehicles have been processed at the U.S. Capitol Police Off-Site Delivery Center. The hours of the U.S. Capitol Police Off-Site Delivery Center are 5:00 a.m. to 7:00 p.m., Mondays through Fridays (Eastern Time), excluding Federal holidays. In order to gain access to the loading docks of the Capitol and the House Office Buildings, the Contractor is required to have a letter on file with the U.S. Capitol Police. The letter must be on company letterhead accompanied by the signature of the company's owner, officer or manager. Delivery trucks servicing the Ford House Office Building must not exceed ten (10) feet in height for inside delivery. Requests for access to the U.S. Capitol Complex, including the House Office Buildings, must be renewed three (3) times per year on April 30, August 31 and December 31, and should contain the following information: (i) name of company; (ii) name of drivers/employees requiring access; (iii) social security number for each driver/employee; (iv) date of birth for each driver/employee; (v) building(s) to be accessed; and (vi) company contact person and phone number. The information must be provided to: U.S. Capitol Police, Off-Site Inspection Center, 4700 Shepherd Parkway S.W., Washington, D.C. 20032; fax: 202-563-5140. Any questions can be directed to the Operations Division of the U.S. Capitol Police, 202-224-0202.

Sol	licitation	Document No.:	Document Title:	Page 8
		OAM20008S	EMS – Life Safety Program	

SECTION E - INSPECTION AND ACCEPTANCE

E.1 INSPECTION

DECEMBER 2014

a. Goods, Equipment and Services. Inspection of goods, equipment and services to be furnished hereunder shall be performed at the place of performance or delivery destination, in accordance with the provisions specified in this Contract and any applicable orders. The Contractor shall furnish to inspectors all information and data as may be reasonably required to perform such an inspection.

b. Quality Assurance Reviews.

- i. *Tests*. The COR reserves the right to conduct any quality assurance reviews and tests it deems necessary to assure that the services provided conform in all respects to the contract specifications. The Contracting Officer shall have the right to send his representative into areas used by the Contractor's employees, at any time, for quality assurance reviews or other purposes approved by the Contracting Officer.
- ii. Non-compliance. Services which upon quality assurance reviews are found not to be in conformance with contractual specifications shall be promptly rejected and notice of such rejection, together with appropriate instructions, including resolution time, will be provided to the Contractor by the Contracting Officer. Deficiencies thus reported shall be corrected by the Contractor in a timely period as specified by such quality assurance reviews or, with written request for an extension, mutually agreed to by the parties. The Contractor shall respond to all quality assurance reports within the timeframe specified in each quality assurance review, annotating what actions have been taken. Written notification of negative quality assurance review results will be furnished within thirty (30) calendar days after completion of quality assurance reviews.
- c. <u>Facilities</u>. All facilities utilized by the Contractor in performance of work under this Contract shall be subject to inspection by officials of the House and other representatives of the House, as directed by the House.

E.2 ACCEPTANCE

DECEMBER 2014

The House has the right either to reject or require correction of non-conforming goods, equipment and services. Goods, equipment and services are non-conforming when they are defective in material or workmanship or are otherwise not in conformance with requirements of the Contract, including any applicable instructions, specifications, drawings, data, the Contractor's warranties (express or implied) or any applicable samples provided to the House. Goods and equipment not accepted will be held for the Contractor's instruction at the Contractor's risk and, if the Contractor so instructs, will be returned to the Contractor at the Contractor's expense. Goods are considered accepted as to form, fit and function upon signature of receiver. Equipment (*i.e.*, goods/items with an individual serial number and with each good/item initially valued at five hundred dollars (\$500.00) or higher) is considered accepted upon signature of a completed Equipment Installation Notice ("EIN") form. The EIN form can only be signed by a Member, Committee Chair or Officer and is available on http://www.house.gov/content/vendors under the Additional Resources tab. Services are considered accepted upon a signed invoice. Payment for any goods, equipment or services hereunder shall not be deemed an acceptance thereof and will not waive any and all claims that the House may have against the Contractor.

E.3 TITLE / TRANSFER / RISK OF LOSS

APRIL 2013

The Contractor warrants free and clear title to all goods, equipment and services procured under this Contract. Unless otherwise specified in this Contract, title and risk of loss shall transfer to the House upon acceptance.

Г	Solicitation	Document No.:	Document Title:	Page 9
		OAM20008S	EMS – Life Safety Program	

SECTION F – DELIVERIES OR PERFORMANCE

F.1 PERIOD OF PERFORMANCE

APRIL 2013

Contract period of performance shall extend from February 23, 2020 through February 22, 2021. With the exclusion of special events (planned and unplanned) and Federal holidays, work hours are as follows: 40 hours per week, 8 hours per day (plus 30-minute lunch) during the core business hours 7:30am - 6:00pm Monday through Friday. Specific work hours will be determined by the COR.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

APRIL 2013

- a. Extension. The House may extend the term of this Contract up to <u>two (2)</u> times for a period of <u>twelve (12)</u> months each.
- b. <u>Total Term</u>. The total duration of this Contract, including the exercise of any options under this clause shall not exceed **three (3)** years.

F.3 PLACE OF PERFORMANCE

APRIL 2013

Capitol Hill House Office Buildings in Washington, D.C. or Washington Metropolitan area.

F.4 NOTICE TO THE HOUSE OF DELAYS

DECEMBER 2014

In the event the Contractor encounters difficulty in meeting performance requirements, or when the Contractor anticipates difficulty in complying with this Contract, or whenever the Contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, the Contractor shall immediately notify the COR by telephone and follow-up in writing to the COR within two (2) business days after the verbal notice, giving pertinent details. This notification does not relieve the Contractor of its obligations to meet the delivery and/or performance requirements of this Contract nor should this notification be construed as a waiver by the House of any delivery schedule or date, performance requirements, or any rights or remedies provided under this Contract. Failure to meet delivery/completion dates shall relieve the House of any obligation to accept and pay for any such goods, equipment and/or services at the option of the House and without liability.

F.5 SUSPENSION AND DEBARMENT

APRIL 2013

- a. <u>Policy</u>. The House will solicit offers from, award contracts to and consent to subcontracts with responsible contractors only. The prime contractor is responsible for vetting its subcontractors. Although recognized as a serious administrative action, the House may suspend or debar contractors if necessary to protect the U.S. Government's interest.
- b. <u>Causes for Suspension and Debarment</u>. The House may suspend or debar a contractor suspected, upon adequate evidence, of:
 - i. 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;
 - ii. violation of Federal or State antitrust statutes relating to the submission of offers;
 - iii. 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;

Solicitation	Document No.:	Document Title:	Page 10
	OAM20008S	EMS – Life Safety Program	

- 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. <u>Suspension</u>. 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. *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:
 - 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. <u>GSA Notification</u>. The House reserves the right to notify GSA if the Contractor is suspended, debarred or proposed for suspension or debarment by the House.
- e. <u>GSA Suspension and Debarment</u>. 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, contractors listed on SAM are excluded from conducting business with the House as agents or representatives of other contractors.

Solicitatio	n Document No.:	Document Title:	Page 11
	OAM20008S	EMS – Life Safety Program	

- f. <u>Debarment</u>. 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. <u>General</u>. 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. <u>Payment for Non-Performance</u>. 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 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

Solicitation	Document No.:	Document Title:	Page 12
	OAM20008S	EMS – Life Safety Program	

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.:	Document Title:	Page 13
	OAM16004S	Audio Visual Equipment and Installation Master Contracts	

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. <u>Contracts Specialist</u>. 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.:	Document Title:	Page 14
	OAM20008S	EMS – Life Safety Program	

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. <u>Invoice Information</u>. 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. <u>Submissions</u>. Invoices for goods, equipment and services shall be submitted by e-mail or facsimile to the point of contact specified in the Contract.
- d. <u>Discounts</u>. 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. <u>Follow-up Invoices</u>. 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.:	Document Title:	Page 15
	OAM20008S	EMS – Life Safety Program	

- f. <u>Taxes</u>. The House is exempt from all direct taxes, including any sales and use taxes.
- g. <u>Freight</u>. In general, all freight, shipping and handling charges are the responsibility of the Contractor. Unless expressly included and itemized in the Contract, no charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fee, permits, cost of bonds or for any other purpose will be paid by the House.
- h. Equipment Installation Notice. No payment for equipment (*i.e.*, goods/items with a serial number) will be made unless an EIN form, complete with serial numbers, or other commonly used Product Identification Numbers of delivered equipment, maintenance information and signature of the Member, Chairperson or Officer in the office receiving the equipment, is provided to the CAO Central Receiving. The installation date, warranty period and maintenance start date, if applicable, will commence on the CAO time stamp date which appears on the EIN form, regardless of the actual installation date.

G.6 REMITTANCE ADDRESS

APRIL 2013

a. <u>Electronic Funds Transfer</u>. The Debt Collection Improvement Act of 1996 requires that federal agencies pay recipients by EFT. To enable the House to send payments electronically to the Contractor's financial institution, the Contractor must first complete an EFT enrollment form to provide a signature and certain information regarding the financial institution. Please visit the House's website at www.house.gov for appropriate forms or call the EFT Help Line at 202-226-2277.

G.7 REPORTS / PLANS / SCHEDULES

APRIL 2013

All reports, plans, schedules and other submittals required to be submitted by the Contractor to the House under this Contract are subject to approval by the Contracting Officer, or, if authorized by the Contracting Officer, the approval of the COR.

- a. <u>Approval</u>. Until the Contractor's required submissions are approved by the Contracting Officer (or the COR, if authorized), the Contractor's performance will continue to be governed by the Contractor's previously approved submissions, or as directed by the Contracting Officer (or the COR, if authorized).
- b. Minimum Information. At a minimum, the performance summary report shall include the following information:
 - i. reporting period;
 - ii. the Contractor's name and contact information;
 - iii. description of the work accomplished during the reporting period (*i.e.*, new installations, relocations, etc.), including, at a minimum, a list of (1) itemized tasks completed and a description of the support/services utilized; (2) hours/dollars expended by tasks; and (3) task status;
 - iv. a summary of the anticipated activity for the next reporting period; and
 - v. a summary of outstanding issues and the proposed solution for said issues.
- c. <u>Additional Information</u>. The Contractor shall provide the COR performance summary reports acceptable in content and format. The House may request that the Contractor provide additional information in connection with any performance summary report submitted. If additional information is requested, the Contractor shall provide the COR the requested information within ten (10) calendar days of the request or sooner as requested by the COR. Failure to submit an acceptable performance summary report may subject the Contractor to penalties for non-performance and/or jeopardize renewal of this Contract.
- d. <u>Timeframes</u>. 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

Solicitation	Document No.:	Document Title:	Page 16
	OAM20008S	EMS – Life Safety Program	

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. <u>Notification</u>. 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. <u>Resolution</u>. 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. <u>Remedies</u>. 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. <u>Submission of Claim</u>. 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. <u>Appeal to Chief Administrative Officer</u>. 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.
- c. <u>Appeal to Committee on House Administration</u>. Within thirty (30) calendar days of receiving the Chief Administrative Officer's final decision, the Contractor may appeal to the Committee on House Administration to the extent the appeal is based on the Contracting Officer's alleged failure to follow procedural guidelines. No

Solicitation	Document No.:	Document Title:	Page 17
	OAM20008S	EMS – Life Safety Program	

other basis of appeal may be submitted to the Committee on House Administration. If no such appeal is taken, the decision of the Chief Administrative Officer shall be final.

G.11 MODIFICATIONS

DECEMBER 2014

- a. No amendment, change or modification to this Contract shall be effective or enforceable unless it is in writing and signed by both parties (except that administrative changes may be effected in writing and signed by the Contracting Officer (as described in the "Change Orders" clause in this Contract)).
- b. The Contracting Officer may at any time, by written order make changes within the general scope of this Contract in any one (1) or more of the following: (a) drawings, designs or specifications when supplies/equipment to be furnished are to be specifically manufactured for the House in accordance with the drawings, designs or specifications; (b) method of shipment or packing; or (c) place of delivery/performance. If any such change causes an increase or decrease in the cost or, or the time required for, performance of any part of the work under this Contract, the Contracting Officer shall make an equitable adjustment in the contract price, the delivery/performance schedule, or both, and shall modify this Contract. The Contractor must assert its right to an adjustment under this clause within thirty (30) calendar days from the date of receipt of the written order. Failure to agree to any adjustment shall be a dispute under the "Disputes" clause in this Contract. However, nothing in this clause shall excuse the Contractor from proceeding with the Contract as changed.

G.12 CHANGE ORDERS APRIL 2013

The Contracting Officer may at any time, by written order make changes within the general scope of this Contract in any one (1) or more of the following: (a) drawings, designs or specifications when supplies/equipment to be furnished are to be specifically manufactured for the House in accordance with the drawings, designs or specifications; (b) method of shipment or packing; or (c) place of delivery/performance. If any such change causes an increase or decrease in the cost or, or the time required for, performance of any part of the work under this Contract, the Contracting Officer shall make an equitable adjustment in the contract price, the delivery/performance schedule, or both, and shall modify this Contract. The Contractor must assert its right to an adjustment under this clause within thirty (30) calendar days from the date of receipt of the written order. Failure to agree to any adjustment shall be a dispute under the "Disputes" clause in this Contract. However, nothing in this clause shall excuse the Contractor from proceeding with the Contract as changed.

G.13 TERMINATION DECEMBER 2014

- a. <u>Termination for Convenience of the House</u>. The House may terminate, in whole or in part, the performance of work under this Contract for its convenience at any time by providing written notice to the Contractor ("Notice of Termination"). After receipt of a Notice of Termination, and except as directed by the House, the Contractor shall immediately proceed with the following obligations, as applicable, regardless of any delay in determining or adjusting any amounts due under this clause:
 - i. stop work as specified in the Notice of Termination;
 - ii. place no further subcontracts or orders for goods, equipment or services, except as necessary to complete any continuing portion of this Contract;
 - iii. terminate all subcontracts and orders to the extent they relate to the work terminated;
 - iv. settle all outstanding liabilities and termination settlement proposals arising from the termination of subcontracts and orders; and

Solicitation	Document No.:	Document Title:	Page 18
	OAM20008S	EMS – Life Safety Program	

- v. diligently continue to perform any work not terminated.
- b. <u>Payments</u>. Unless otherwise set forth in this Contract, if the Contractor and the House fail to agree on the amount to be paid because of the termination for convenience, the House will pay the Contractor the percentage of the Contract price reflecting the percentage of the work performed prior to the Notice of Termination, plus reasonable termination-related charges the Contractor can demonstrate to the satisfaction of the Contracting Officer using the Contractor's standard record keeping system. The Contractor will use generally accepted accounting principles that are in accordance with auditing standards promulgated by the International Accounting Standards Board, or accounting principles otherwise agreed to in writing by the parties, and sound business practices in 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.14 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.:	Document Title:	Page 19
	OAM16004S	Audio Visual Equipment and Installation Master Contracts	

SECTION H – STANDARD CONTRACT CLAUSES

H.1 CONTRACT TYPE FEBRUARY 2016

☐ Firm-Fixed-Price (FFP) Contract.

X 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.
- ☐ Indefinite Delivery / Indefinite Quantity
 - a. This is an Indefinite-Delivery/Indefinite-Quantity ("IDIQ") contract for the supplies or services specified and effective for the period stated. The quantities of supplies and services specified in this Contract are estimates only.
 - i. Orders. Delivery or performance shall be made only as authorized by orders issued in accordance with this Contract. Orders shall be at the fixed prices/rates set forth in this Contract and may be awarded on a Time-and-Material or Firm-Fixed Price basis.
 - ii. Quantity. The Contractor shall furnish to the House, when and if ordered, the supplies or services specified up to and including the quantity designated in the Contract as the "maximum." There is no limit on the number of orders that may be issued, and the House may issue orders requiring delivery to multiple destinations or performance at multiple locations.
 - b. Ordering. All work performed by the Contractor shall be authorized by individual orders. Issuance of orders is at the sole discretion of the House.
 - c. Discretionary Contract. Use of this Contract to obtain the products and/or services provided herein is at the sole discretion of the House. No legal liability exists on the part of the House to order all products and/or services provided herein exclusively through this contract vehicle (i.e., this is not a "requirements" contract). The maximum amount that can be awarded under single or multiple orders is [_____].
 - d. Express or Formal Modifications. All other terms and conditions of the initial Contract shall remain unchanged, except where expressly and formally modified by both parties.

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 SAM database (<u>www.sam.gov</u>) within ninety (90) calendar days from the date of award. The Contractor shall ensure that all information contained in its SAM registration is current,

Solicitation	Document No.:	Document Title:	Page 20
	OAM20008S	EMS – Life Safety Program	

complete and accurate throughout the performance period of this Contract and until final payment is made by the House. To successfully register in the SAM database, the Contractor must provide its Dun & Bradstreet Data Universal Numbering System ("DUNS") number or DUNS+4 number. The Contractor must also 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 waiver this requirement in writing only.

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. <u>Worker's Compensation</u>. Workers' compensation and employee's liability insurance: a minimum of one hundred thousand dollars (\$100,000) per incident;
- b. <u>Comprehensive</u>. Comprehensive general liability: a minimum of one million dollars (\$1,000,000) bodily injury per occurrence;
- c. <u>Automobile</u>. 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 insurance as required and specified in this Contract.

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

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. <u>Term.</u> 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

Solicitation	Document No.:	Document Title:	Page 21
	OAM20008S	EMS – Life Safety Program	

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. <u>Software</u>. 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. <u>Intellectual Property</u>. 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.
- 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

Solicitation	Document No.:	Document Title:	Page 22
	OAM20008S	EMS – Life Safety Program	

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

During the term of this Contract, prices for the goods, equipment and services required under this Contract must be 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 (clerk.house.gov/legislative/house-rules.pdf) 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

Solicitation	Document No.:	Document Title:	Page 23
	OAM20008S	EMS – Life Safety Program	

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. <u>Compliance</u>. 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 Security Standards, which will be provided upon request, as required by the Contract. The Contractor agrees to instruct its employees and subcontractors in connection with this Contract of their obligations to comply with all security standards and requirements of the House.
- b. <u>System Servers</u>. All system servers of the Contractor and its subcontractors must receive security certification from the Information Systems Security Office prior to integration within the House network. This certification will follow successful completion of a system security compliance audit and will be signed by the Director of the Information Systems Security Office.

H.15 NON-DISCLOSURE AGREEMENT

APRIL 2013

Due to the sensitive and confidential nature of information that the Contractor and subcontractors may come in contact with during the performance of this Contract, the Contractor, subcontractor and all personnel with access to House Information shall sign the House's "Non-Disclosure Agreement" form, as provided by the Contracting Officer. The Non-Disclosure Agreement forms must be completed prior to commencing work under this Contract. The Non-Disclosure Agreement states in part that the individual signing the form agrees and understands that he or she will not disclose any House Information, including House Sensitive Information, received in the course of service to the House.

H.16 PROTECTION OF CONTRACTOR PROPRIETARY DATA

APRIL 2013

a. <u>Contractor Proprietary Data</u>. 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.

Ī	Solicitation	Document No.:	Document Title:	Page 24
		OAM20008S	EMS – Life Safety Program	

- b. <u>Destruction of Licensed Materials</u>. The House will take reasonable steps to ascertain, prior to disposing of any media containing licensed materials, that such licensed materials contained thereon have been erased or otherwise destroyed.
- c. <u>Compliance</u>. The House agrees that it will take reasonable steps by instruction, agreement or otherwise with its employees or other persons permitted access to licensed software and other proprietary data to satisfy its obligations under this Contract with respect to use, copying, modification, protection and security of proprietary software and other proprietary data.

H.17 EXAMINATION AND AUDIT

DECEMBER 2014

The Contractor agrees that the House, or its designated representative, shall have the right to review and copy any directly pertinent records, including records of a subcontractor, regarding the performance of this Contract. The Contractor agrees to maintain such records for possible examination or audit for three (3) years after final payment, unless a longer period of record retention is stipulated or required by law.

H.18 LIMITATION OF LIABILITY AND INDEMNIFICATION

DECEMBER 2014

- a. <u>Damage or Loss to Property</u>. 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. <u>Damage to Information</u>. 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. <u>Limitation of Liability</u>. 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.

Solicitati	on Document No.:	Document Title:	Page 25
	OAM20008S	EMS – Life Safety Program	

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.

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

Solicitation	Document No.:	Document Title:	Page 26
	OAM20008S	EMS – Life Safety Program	

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. <u>Web Site</u>. Information on registration for and use of the E-Verify program can be obtained via the Department of Homeland Security Web site at <u>www.dhs.gov/e-verify</u>.
- d. <u>Individuals Previously Verified</u>. 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.
- e. <u>Subcontracts</u>. 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. <u>Employee Eligibility</u>. 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. <u>Frequency</u>. 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.

Solicitation	Document No.:	Document Title:	Page 27
	OAM20008S	EMS – Life Safety Program	

d. <u>Security Clearance</u>. 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 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. <u>Return Policy</u>. 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. <u>Final Payment</u>. Final payment 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.

H.24 KEY PERSONNEL APRIL 2013

- a. <u>General</u>. 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. <u>Substitutions</u>. 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 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. <u>Training and Orientation</u>. 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).

Solici	itation	Document No.:	Document Title:	Page 28
		OAM20008S	EMS – Life Safety Program	

H.25 AUTHORIZED USE BY OTHER LEGISLATIVE APRIL 2013 ENTITIES

Other Legislative Branch Entities can issue orders against this Contract to acquire goods, equipment and services within the scope of the Contract. The House includes Members, Resident Commissioners, Delegates, House Officers, Committees, Leadership Offices, other House Offices and joint entities.

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. <u>Personal Conflicts of Interest</u>. 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. <u>Organizational Conflicts of Interest</u>. 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

Solicitation	Document No.:	Document Title:	Page 29
	OAM20008S	EMS – Life Safety Program	

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.

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 EXPENSES

APRIL 2013

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. <u>Contract</u>. 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.

Solicitation	Document No.:	Document Title:	Page 30
	OAM20008S	EMS – Life Safety Program	

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

The Contractor agrees to (a) instruct its employees and subcontractors working in House facilities of House grounds in connection with this Contract of their obligations to follow any emergency evacuation plans provided by the House, and (b) comply with all safety requirements of the House.

H.34 WAIVER OF RIGHTS

DECEMBER 2014

Waiver by either party of any default by the other hereunder shall not be deemed a waiver by such party of any other default.

H.35 PRIVACY AND CONFIDENTIALITY

MARCH 2015

- a. General. During the term of this Contract, the Contractor must not disclose to any other person or entity any "Confidential Information" obtained from the House or in connection with delivery of the services related to this Contract. "Confidential Information" means (i) all information related to this Contract, the House and all information collected, processed or otherwise accessed by the Contractor in performing under this Contract, and any data or information collected in connection with delivery of the services related to this Contract, and (ii) all other information that is identified (orally or in writing) as confidential or of such a nature that a reasonable person would understand such information to be confidential to the House. Confidential Information shall not include information (A) generally known to the public, (B) already known, through legal means, to the party receiving the information, (C) legally obtained from a third party, or (D) required to be disclosed under applicable law, regulation or final order of any governmental or regulatory authority or court having jurisdiction over the Contractor or the House, but only to the extent of such requirement (in which case the Contractor shall (1) give prompt notice to the House, describing in reasonable specificity and detail all Confidential Information to be disclosed and all relevant circumstances with respect to such disclosure, to enable the House to take any appropriate action in order to limit such required disclosure, and (2) provide all reasonable cooperation to the House in connection with any such action).
- b. Non-Use and Non-Disclosure of Confidential Information. The Contractor shall not, except as required by judicial order or governmental laws or regulations, during or subsequent to the term of this Contract (i) use Confidential Information for any purpose whatsoever other than the performance of Contractor in providing the services, or (ii) disclose Confidential Information to any third party. It is understood that Confidential Information shall remain the sole property of the House. The Contractor shall take all reasonable precautions to prevent any unauthorized use or disclosure of Confidential Information. To the extent the Contractor feels it needs to disclose Confidential Information, it may do so only after obtaining written authorization from the Contracting Officer. The Contractor shall notify the COR immediately in the event of any loss of or unauthorized access to Confidential Information and shall use all efforts to mitigate the effect of such loss and to recover all Confidential Information.
- c. <u>Return of Confidential Information</u>. Upon the request of the House, or in any event promptly upon the termination of this Contract, all Confidential Information made available hereunder, including copies thereof, shall be returned or, if directed or permitted by the House, destroyed, and the Contractor shall certify that it does not retain such Confidential Information.

Solicitation	Document No.:	Document Title:	Page 31
	OAM20008S	EMS – Life Safety Program	

d. <u>Failure to Comply</u>. Failure of the Contractor to comply with this confidentiality clause may be grounds for a Termination for Default by the Contracting Officer.

H.36 WORKPLACE RIGHTS & RESPONSIBILITIES POLICIES AND TRAINING APRIL 2018

- 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.

Solicitation	Document No.:	Document Title:	Page 32
	OAM16004S	Audio Visual Equipment and Installation Master Contracts	

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. <u>Pre-Existing Materials</u>. 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. <u>Government Purpose Rights</u>. 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. <u>Joint Development</u>. 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. <u>Developing Other Materials</u>. 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	THIS CLAUSE IS NOT APPLICABLE
I.3	SOFTWARE LICENSE WARRANTY	THIS CLAUSE IS NOT APPLICABLE
I.4	SYSTEM/SOLUTION WARRANTIES	THIS CLAUSE IS NOT APPLICABLE
I.5	INTELLECTUAL PROPERTY INDEMNITY	THIS CLAUSE IS NOT APPLICABLE
I.6	DOCUMENTATION FOR SOFTWARE AND EQUIPMENT	THIS CLAUSE IS NOT APPLICABLE
I.7	SOFTWARE VERSIONS	THIS CLAUSE IS NOT APPLICABLE
I.8	USE OF HARDWARE OR SOFTWARE MONITORING	THIS CLAUSE IS NOT APPLICABLE
I.9	TECHNOLOGY ENHANCEMENT	APRIL 2013

The Contractor may propose technology enhancement of information technology equipment, hardware, or software configurations being provided under this Contract whenever newer technology becomes available that may save money, improve performance or save energy. All proposed upgrades must meet all of the following requirements:

a. all mandatory requirements of the Contract must continue to be met;

Soli	icitation	Document No.:	Document Title:	Page 33
		OAM20008S	EMS – Life Safety Program	

- b. overall Contract life cycle costs may not increase as a result of the upgrade; and
- c. 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.

The decision on a proposed technology replacement shall be made solely at the discretion of the Contracting Officer.

I.10	SELF-HOSTING OPTION	THIS CLAUSE IS NOT APPLICABLE
I.11	SERVICE LEVEL AGREEMENTS	THIS CLAUSE IS NOT APPLICABLE
I.12	MEDIA SANITIZATION – FAX AND COPY MACHINES	THIS CLAUSE IS NOT APPLICABLE

- a. <u>Definitions</u>. 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 CONCESSIONAIRE TERMS AND CONDITIONS THIS CLAUSE IS NOT APPLICABLE
 I.14 QUALITY ASSURANCE SURVEILLANCE PLAN THIS CLAUSE IS NOT APPLICABLE

S	olicitation	Document No.:	Document Title:	Page 34
		OAM20008S	EMS – Life Safety Program	

I.15 VENDOR PERFORMANCE EVALUATION

APRIL 2013

On a periodic basis, the Contractor's performance will be assessed using a Vendor Performance Evaluation ("VPE"). A VPE shall be prepared by the COR on an annual basis, prior to the exercise of any contract option period and upon contract completion. A VPE may be prepared more frequently at the discretion of the House. The Contractor will be provided an opportunity to respond to negative evaluations and provide a corrective action plan.

I.16 CONSTITUTIONAL PROTECTION AGAINST COMPELLED DISCLOSURE NOVEMBER 2018

The Contractor understands that House Information obtained from the Client, the CAO, or the House may include information, documents, legislation, and correspondence protected absolutely from compelled disclosure by the U.S. Constitution's Speech or Debate Clause, U.S. Const. Art. I, §6, cl. 1. In the event that Contractor receives any request of any third party, private party, governmental agency, or regulatory body (including but not limited to subpoenas, warrants, or court orders) ("Request") for disclosure of House Information, Contractor must notify the Client, CAO, and the U.S. House of Representatives Office of General Counsel by phone (202-225-9700) and email (ogc@mail.house.gov) within three (3) Business Days upon receipt of the Request (providing such notice is not prohibited by applicable law), and in all circumstances the requisite notice must be provided prior to the disclosure of House Information. Regardless of whether the issuer of the Request contends that such notification is prohibited by law, Contractor must also immediately notify the issuer of the Request that the requested House Information may be absolutely protected from compelled disclosure by the U.S. Constitution's Speech or Debate Clause, U.S. Const. Art. I, §6, cl. 1, and that the issuer must immediately contact the U.S. House of Representatives, Office of General Counsel (202-225-9700/ogc@mail.house.gov).

Release of House Information limited to the terms of this Contract and any payments made pursuant to this Contract shall not be subject to the provisions of this Section I.16.

Solicitation	Document No.:	Document Title:	Page 35
	OAM20008S	EMS – Life Safety Program	

SECTION J – ATTACHMENTS

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Solicitation	Document No.:	Document Title:	Page 36
	OAM20008S	EMS – Life Safety Program	

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: legal name of the Offeror: Tax Identification Number (TIN): c. type of organization: Sole proprietorship; 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. Dun and Bradstreet Data Universal Numbering System (DUNS) Number: 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 **OUALITY 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.

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;

Solicitation	Document No.:	Document Title:	Page 37
	OAM20008S	EMS – Life Safety Program	

- 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.

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.

	OAM20008S	EMS – Life Safety Program				
K.7	AUTHORIZED CO	OMPANY OFFICIALS	APRIL 2013			
	The Offeror represents that the following individual(s) are authorized to negotiate on its behalf in connection with his Solicitation/Contract:					
Name(s) and	Title(s):	. Telephone Number(s):				
E-mail Addre	esses(s):					
K.8	ORGANIZATION	AL CONFLICTS OF INTEREST	APRIL 2013			
capacity to pa		does not have organizational conflicts of into ound, objective assistance, or would result i age.				
K.9	BUY AMERICAN	ACT CERTIFICATION	APRIL 2013			
a. This clau	se applies only if the clause en	titled "Buy American," is included in this Co	ontract.			
clause, is been min products terms "co	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 I	End Products: End Product: [List as necessary Country of Origin: [L	ist as necessary]			
		NISTRATION SCHEDULE CONTRACT OF CONTRACT OF CERTIFICATION				
Services Adn Acquisition C products or s Contract or C certifies that t service(s) are	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.					
	ntract or GWAC Contract Numbe					
Contracting Of	fficer Name:	Contracting Officer Telephone	Number:			

Document Title:

Page | 38

Solicitation

Document No.:

*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.

Name of GSA MAS Contract or GWAC Contract Holder*:

Solicitation	Document No.: OAM20008S		e nt Title: – Life Safety Program	Page 39
K.11	SYSTEM FO	OR AWARD M	ANAGEMENT	FEBRUARY 2016
Federal, sta		nental entity,	or otherwise listed as an	r proposed for debarment by any n excluded party in SAM
□ Currentl	y registered in SAM.	Not currently 1	registered in SAM but in the pro	ocess of completing registration.
K.12	CERTIFICA	TION OF TRA	INING	APRIL 2018
harassment at to the House	nd discrimination preven have completed the train	tion. Further, th	e contractor certifies that any corking under this contract. Prior	ies policy and training covering ontractor staff providing services to the exercise of an option, the red the annual training related to
K.13	SIGNATUR	E		APRIL 2013
	the Offeror, I certify that to the best of my knowl			statements provided are current
NAME OF OF	FEROR	DATE	PRINTED NAME OF PERSO	ON AUTHORIZED TO SIGN
SIGNATURE	OF PERSON AUTHORIZ	ED TO SIGN	TITLE OF PERSON AUTHO	PRIZED TO SIGN

I	Solicitation	Document No.:	Document Title:	Page 40
		OAM20008S	EMS – Life Safety Program	

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.

It is the Offeror's responsibility to carefully read, understand and comply with all solicitation instructions. Failure to comply with solicitation instructions is solely at the Offeror's risk.

PROPOSAL FORMAT - Each proposal shall include:

1. File 1- Price Proposal

- a. Solicitation and Offer Form: Offeror shall complete page 1 of this solicitation as applicable.
- b. Section B Pricing Schedule
 - Offeror shall break out the pricing by tasks as defined herein and provide specific details (labor rates, labor categories, item description with manufacturer part numbers, etc.) that support quoted prices. The contractor should provide a technical proposal including task detail. The technical proposal should include assumptions used in developing the cost estimates. Proposed price shall be fully burdened.
- c. Completed Section K of this RFP, Representations, Certifications, and Statements of Offerors. (Note: Online Representations and Certifications filed by federal government contractors for the Executive branch are <u>not</u> required)
- d. Executive Summary of the Proposal.
- e. The number of years the Offeror has been in business in its present form, or any predecessor form.

2. File 2 – Technical Proposal

The Technical Proposal shall not exceed 30 single-spaced pages, except for cover pages, tables of contents, resumes, and any information required by Section K, none of which count toward the page limit. The House reserves the right to decline to review or evaluate any pages in excess of the first 50 pages. Offerors shall submit proposals in 8.5" by 11" page size, 12-point Times New Roman font or equivalent, single spaced, with one-inch margins at top, bottom, left and right.

<u>Factor 1 – Technical/Management Approach:</u>

The Contractor shall describe the overall approach and organizational support structure in providing the products and services in accordance with Section C. The narrative should propose a project staffing plan and discuss the Contractor's approach to meeting the requirements called for in Section C. This section should include, but is not limited, the following:

1. Address and demonstrate how your organization will perform each of the tasks and subtasks as outlined in Section C in the order they appear.

A project management plan which will demonstrates how the requirements will be met and the sequence of

ı	Solicitation	Document No.:	Document Title:	Page 41
		OAM20008S	EMS – Life Safety Program	

events in the development of the system. At a minimum, this shall include:

- 2. Planning of work breakdown and milestone schedules reflecting key events in the project.
- **3.** Procedures for reporting performance of work on an accurate and objective basis and to identify any problems or issues as early as possible.
- 4. Whether staffing resources are already on hand and, if not, the plans for ensuring their availability.

Factor 2 – Staff Capabilities:

- 1. The Offeror shall clearly identify which personnel are designated as "Key Personnel" under the Contract and provide resumes for each individual. Resumes are limited to two (2) pages each. The information shall include the personnel's duties in relation to this contract as well as the primary point of contact for this contract.
- 2. The Offeror shall provide evidence of that the proposes staff possess the necessary training and experience as outlined in Section C, and provide resumes for each individual.

Factor 3 – Firm Experience and Past Performance:

3. Firm Experience:

The Offeror can successfully demonstrate that it has provided the same or similar services by submitting a Project List identifying all projects for the same or similar services that the Offeror has provided within the last three years, whether as a prime contractor or a subcontractor. The Offeror should provide detailed information that describes the —who, what, when and where regarding the Offeror's experience in providing the services being solicited.

4. Past Performance:

The Offeror shall provide references for three (3) of the projects provided under Firm Experience above. No more than one (1) reference shall be for projects that have not yet been completed and at least one (1) shall be for public sector clients.

- a. The House, at its discretion, may contact these references, or others, to verify provided information or obtain additional information to aid in assessing capabilities and previous performance.
- b. This requirement for references may be waived for firms with a current House contract for services within the scope of this solicitation if awarded within the last year.

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 this solicitation.

For proposals submitted via e-mail, please use the following e-mail address listed in block 5d page one of this solicitation.

Solicitation	Document No.:	Document Title:	Page 42
	OAM20008S	EMS – Life Safety Program	

c. If required, Offerors must submit one hard copy of all proposal documents within five days after close of the solicitation. The proposal packages shall be sealed in a suitable container, and all containers shall clearly identify the firm name/address and the solicitation number. Proposals shall be submitted to the address shown on the Solicitation and Offer form (Cover Sheet).

L.3 LATE SUBMISSIONS AND REVISION OF PROPOSALS

APRIL 2013

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;
- 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.

Questions regarding this solicitation must be submitted via e-mail to the email address listed in block 5d on page 1 by the following due date and time: 12:00 P.M. December 31, 2019.

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:

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

Solicitation	Document No.:	Document Title:	Page 43
	OAM20008S	EMS – Life Safety Program	

SECTION M -- EVALUATION FACTORS FOR AWARD

M.1 EVALUATION FACTORS FOR AWARD

APRIL 2013

a. Proposals will be evaluated based on the following evaluation factors:

Factor 1 – Technical/Management Approach - The Offeror can successfully demonstrate that it has the ability to provide resources that are capable of performing the specific tasks for which the House has solicited, taking into account skill set, experience, knowledge and availability.

Factor 2 – Staff Capabilities - The Offeror can successfully demonstrate that staff has the necessary training and experience.

Factor 3 – Firm Experience and Past Performance - The Offeror can successfully demonstrate that it has a favorable record of past performance for the same or similar services and capabilities.

Factor 4 – Price

- <u>Risk Assessment</u>. Price proposals will be evaluated to identify and assess potential risks, which may be inherent in the Offeror's approach.
- <u>Price Realism</u>. Proposed pricing will be evaluated not only to determine if the price is reasonable and affordable, but may also be evaluated to determine if the pricing is realistic and reflects an understanding of the requirements. The proposal is presumed to represent the Offeror's best efforts to respond to the solicitation. Any inconsistency, whether real or apparent between promised performance and price, must be explained in the proposal. For example, if unique and new approaches are the basis for an abnormally low estimate, the nature of these approaches and their impact on price must be explained. Any significant inconsistency, if unexplained, raises a fundamental issue of the Offeror's understanding of the nature and scope of the work required. It also may reflect on the Offeror's ability to perform the contract within the financial restraints and may be cause for rejection of the proposal. The burden of proof as to price credibility rests with the Offeror.

M.2 BASIS FOR AWARD APRIL 2013

<u>X</u> <u>Best Value</u>. Award is based on the proposal which is determined to be most advantageous to the House. Non-price factors, when combined, may be more important than price.

Low Price, Technically Acceptable. Award will be made to the lowest priced proposal of those proposals determined to be technically acceptable.

M.3 CONTRACT AWARD

APRIL 2013

- a. The House intends to award one contract resulting from this solicitation to the responsible Offeror(s) whose offer conforms to this solicitation, taking into account the factors contained in M.1 "Evaluation Factors for Award."
- b. The House may:
 - i. reject any or all offers, if such action is in its interest;
 - ii. waive informalities and minor irregularities in offers received.

Solicitation	Document No.:	Document Title:	Page 44
	OAM20008S	EMS – Life Safety Program	

- c. The House intends to evaluate proposals and to award without discussions. Therefore, each initial offer should contain the Offeror's best terms. However, the Contracting Officer reserves the right to conduct discussions if they are later determined to be necessary.
- b. The House will evaluate proposals (or quotations) and determine which are the most highly rated and eligible for inclusion in a competitive range relying on the merits of each offer. The House may further reduce the range for purposes of efficiency.