

Sources Sought

The Chief Administrative Officer (CAO) of the United States House of Representatives seeks vendors experienced with web design, development and support using Drupal, the open-source web content management system.

This is a source selection process only. The CAO will not be making any contract awards during this process.

Background

The CAO has established a flexible Drupal hosting platform as the preferred web hosting environment for the House. Members, Committees, Leadership, Officers and Officials (the CAO's customers) each manage and control a public web site. These customers have the independent authority to select the web vendor of their choice provided that vendor meets specific House requirements¹. In total, there are nearly 520 unique House web sites within House.gov.²

The goal of this solicitation is to develop a list of pre-qualified vendors that customers can select from when they require web services on the House Drupal platform. More specifically, the CAO has the following goals:

- Identify interested vendors with experience using Drupal and/or an interest in providing web services to House customers on the Drupal platform. The CAO intends this to be an ongoing activity.
- Inform interested vendors about the platform and the requirements for being a House web vendor.
- Connect qualified vendors to House offices that require web services - especially the 94 newly elected Members.
- Obtain usable feedback on "Web Services Agreements". These legally enforceable agreements outline how web vendors will work within the House and the House Drupal platform. These agreements are outlined below.
- Obtain usable feedback on the "Web Vendor Guide" as defined below.

¹ Currently House requirements for web vendors can be found here: <http://cao.house.gov/web-standards.shtml>. One goal of this effort is to refine these requirements and provide additional clarity for potential House web vendors.

² These web sites can be found at the following URLs.

http://www.house.gov/house/MemberWWW_by_State.shtml

<http://www.house.gov/house/CommitteeWWW.shtml>

http://www.house.gov/house/orgs_pub_hse_ldr_www.shtml

http://www.house.gov/house/Party_organizations.shtml

- Provide that, whenever feasible, House offices benefit from the functionality or features paid for by other House offices.
- Provide House customers with access to cutting edge web design and development services.

Web Services Agreements

The CAO will be developing “Web Services Agreements” for vendors working in the House. Vendors who agree to the terms and conditions of the agreements will be eligible to complete a sales engagement with a House customer and begin working on the agreed upon deliverables.

These agreements will cover the following items.

- Clear guidance for creating custom visual designs for the House Drupal platform
- Clear guidance on developing custom code and functionality for the House Drupal platform
- Ownership of House data and source code
- Security and audit compliance
- Management of vendor personnel (for those vendors that require physical or remote access to House systems)
- On-going support and response times

The agreements will not cover the following items. These issues will be evaluated by the Member or other House customer during the engagement process.

- Evaluation of the specific design or functional deliverable provided to the House customer (other than security)
- Vendor evaluation including capabilities or past performance
- Price

Submission Formats

The focus of this initial source selection process is to identify vendors potentially interested in working with House customers. This will be an ongoing, open process designed to gather feedback and to help the CAO refine the technical platform, the engagement process and the Web Services Agreements.

Initial responses should include the following items.

1. Type of work your firm provides. Please indicate which of the following broad categories of work you would be interested in providing to House customers. NOTE – you may specify multiple options as applicable to your firm.
 - a. Visual Design (HTML/CSS/layered art work)
 - b. Drupal Theme development
 - c. Custom feature development
 - d. Full web site design services, including information architecture, content planning, visual design, development, production and support.
 - e. On-going support and maintenance services
 - f. Any other services your firm may offer using the House Drupal platform. Please include a brief description of these services.
2. A brief description of your firm’s experience using Drupal. Firms without Drupal experience (such as visual design firms) are also encouraged to submit. The CAO would like to support firms with expertise ranging from visual design only to full Drupal website development services.
3. (Optional) Any feedback or comments the firm would like to submit regarding ideas on how they would envision working on the House Drupal platform, including the system access they would require, what modules they would wish to use, and any other unique requirements they might have for the platform.

Detailed marketing materials or proposals are not necessary for this initial submission. Vendors interested in working with the House will have an opportunity to provide marketing materials to House customers at a later stage in the process.

A single page submission should be adequate to cover the items outlined above. Please keep the total submission to less than 5 pages. Nearly any common electronic format is acceptable.

Please sign and submit the attached non-disclosure agreement. This agreement will be required prior for future stages of this process.

Email your submission to Web.Vendors@mail.house.gov or fax it to (202) 226-1872. Each submission will receive a confirmation within one business day that it was successfully received.

Next Steps

Initial submissions are requested by January 28th, though the CAO will be searching for qualified vendors on an ongoing basis.

A web vendor conference will be held during the month of February 2011 for interested vendors. The conference will discuss the House platform and the general process of how to engage with House customers. Virtual options will be available for remote conference attendees.

The Drupal platform will officially be made available to vendors in February of 2011.

Background documentation

House Web Policies

<http://cao.house.gov/web-standards.shtml>

Web Site Developer's Checklist

http://www.house.gov/cao-opp/ref-docs/HISPUB_007_1_56.pdf

Affirmation of Non-Disclosure

This statement should be signed by *employees whose positions are created by the Committee on House Administration under the House Employees Position Classification Act that have access to electronic communications services*. This statement should also be signed by personnel contracted to provide electronic communication or consulting services with or to the House at large. This affirmation must be signed prior to commencement of work by such House or contractor employees. *Copies of the executed oath shall be retained by the employing authority as part of the records of the House.*

I do solemnly swear (or affirm) that I will not disclose any information relating to private or privileged electronic/verbal/written communications received in the course of my service with or to the U.S. House of Representatives, except as authorized by the Committee on House Administration or in accordance with the Rules of the House of Representatives.

Contractor Personnel Name

Title

Signature

Date

Company Name: _____

~~Contract Number: _____~~

~~Contractor Program Manager: _____~~

~~Place two copies of the acknowledged forms in a sealed envelope with the following words marked on the outside of an envelope: Affirmation of Non-Disclosure Forms and mail to the Contracting Officer's Representative. In addition, ensure that the front of the envelope contains the following information:~~

~~DATE, CONTRACT NUMBER, COMPANY NAME, and COMPANY POINT OF CONTACT NAME~~