

August 25, 2004

Required for all Web Services Vendors

Dear Members, Committee Chairs, Resident Commissioner, Delegates, House Officers, Support Offices and Staff:

In an effort to clarify House rules for vendor services, the attached vendor agreement was created for all organizations that provide Web development and hosting services to House offices.

This agreement clarifies the rules and regulations specific to contractual agreements with the U.S. House of Representatives. In section six of the attachment, specific criteria are addressed for submitting invoices to the Office of Finance for payment.

Please note: The Office of Finance cannot approve payment on invoices that do not meet the criteria outlined in section six of the attachment.

The [attached document](#) (PDF) will be sent to all current Web services and hosting vendors for signature. Please ensure all future Web services and hosting vendors sign this attachment as part of the contract with your office.

Should you have any questions regarding the new Web services attachment, or questions regarding contracting services, please contact the Office of Procurement at 202-225-2921.

Sincerely,

s/Jay Eagen
Chief Administrative Officer