

**Web Development, Hosting and Related Services**  
**(Attachment)**

1) **The Term** of this agreement shall not exceed the current Congress.

2) **Pre-payments**

Pre-payments for these products and/or services are not authorized.

3) **Web Development**

For payment purposes, Web Development shall be primarily identified as a specific deliverable (end product) with a target delivery date. This may include milestones for partial delivery, e.g., basic design, beta (draft) version, production version. Payment of deliverables will be authorized only after delivery and acceptance. Web Development may also include follow-on services for enhancement. Payment of these services will be allowed only after the service has been performed and accepted and may be billed on a monthly basis.

4) **Web Hosting and Related Services**

Payment of services will be allowed only after the service has been performed. Annual billing may be submitted but payments will only be made on a monthly basis for the prior month's service.

*Web hosting shall be primarily identified as the delivery of a client's Web site content to Internet-based customers. Web hosting includes, but is not limited to, an adequate Internet connection to support the expected number of customers, the Web server and hardware with adequate system resources to support the expected customer demand, system administration of the Web server, back-up and recovery functionality, physical space on the House campus, and an agreement with the client regarding service level agreements (e.g., Web site up/down time).*

5) **E-mail Matching**

E-mail Matching is usually paid upon delivery. If however, the service is more continuous in nature, then payment will be allowed only after the service has been performed and accepted.

6) **Vendor Invoices**

Vendor Invoices shall contain at a minimum the following information:

- a. Customer name, e.g., Congressional Office
- b. Vendor name address, phone number and contact person
- c. Vendor Invoice number
- d. Purchase Order Number (if applicable)
- e. Electronic Funds Transfer (EFT) Information if not previously given
- f. Description of Work performed or Product Delivered and associated cost, e.g., Date of delivery or period during which service was provided. Clearly distinguish between Web Development and Web Hosting.

*The Finance Office will return to the Member office any vouchers and accompanying vendor invoices that do not include the information described above.*

**The Vendor agrees that the above terms and conditions supersede and take precedence over any other vendor terms and conditions.**

**Vendor:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Questions may be directed to the CAO Procurement Management (202) 225-2921*