



JAN 21 2005

MEMORANDUM FOR ASSISTANT REGIONAL ADMINISTRATORS

FROM: WILLIAM H. MATTHEWS *William H Matthews*  
ASSISTANT COMMISSIONER – PV

SUBJECT: Pricing Policy Clarification #18  
House of Representatives Pricing

The attached pricing policy clarification implements our agreement with the House on pricing their space assignments. The policy clarification is effective January 1, 2005, for new House Member assignments. Existing assignments will be phased in upon expiration of Occupancy Agreements (OA). The House has agreed to one Client Billing Record (CBR) per assignment. Separate CBRs are no longer required based on type of space. Regions will combine House Member CBRs when OAs are prepared. Agency Specific OA Clauses have been loaded into the OA Tool for House Member assignments.

The clarification was drafted in coordination with the Pricing Network. A copy of this clarification is being provided to the Regional Pricing Points of Contacts (POCs) for dissemination within each Region.

If you have questions regarding this clarification, please contact the National Pricing Points of Contact, Kevin Rothmier at 816-926-1100, Steve Peters at 215-446-4670 or Ada Kidd at 202-208-7857.

Attachment

cc: Assistant Commissioners, Regional PT Directors, Regional Pricing POCs



Effective Date: January 1, 2005 for new House Member assignments. Existing assignments will be phased in upon expiration of Occupancy Agreements.

Purpose: Policy Clarification #18 on Pricing for House of Representatives Assignments. Desk Guide Section 7.4, page 7-8

Existing Desk Guide Language:

**House of Representatives**

All elements of PBS pricing policy apply to members of the House. Although members' terms are for two years, PBS amortizes tenant improvements for new members' offices over a six-year term. A six-year amortization for representatives' offices creates the opportunity for parity with the Senate, if and when PBS is able to bring the Senate into full alignment with its pricing policy. In the event that a House member is not re-elected and must vacate the space assigned before the sixth year, PBS will make no attempt to collect the unamortized balance on the tenant improvements. This loss will be written off as a cost of business.

In terms of billing, our agreement with the House requires that PBS keep office space and parking charges on a separate CBR distinct from a CBR recording any other space uses: warehouse, conference rooms, private toilets, joint use charges. In such cases, one CBR addresses the office space and parking spaces, with their attendant fees (security and lease fee, if applicable) while a second CBR must be prepared for all other space uses and related charges and fees. The separate CBRs allow the House to distinguish between individual members' charges and those covered by the House itself.

Clarification:

Pricing for House of Representatives assignments has been clarified. The House has agreed to one Client Billing Record (CBR) per assignment. Separate CBRs are no longer required based on type of space. Replace **House of Representatives** pricing in Desk Guide section 7.4 in its entirety with the following.

**House of Representatives**

All elements of PBS pricing policy apply to Members of the House. Although Members' terms are for two years, PBS will enter into six year Occupancy Agreements with House Members. The six year Occupancy Agreement creates the opportunity for parity with the Senate. Tenant improvements will be amortized over the House Member's term, not to exceed two years.