

PRETRIAL SERVICES AGENCY
FOR THE DISTRICT OF COLUMBIA

SERVICE CONTRACT INVENTORY & ANALYSIS PLAN
Fiscal Year 2013

Background

Section 743 of Division C of the Fiscal Year 2010 Consolidated Appropriations Act, P.L. 111-117, requires civilian agencies to prepare an annual inventory of their service contracts exceeding \$25,000 and to conduct an analysis to determine whether the mix of federal employees and contractors is effective.

Appendix B provides a detailed list of PSA's Service Contract Inventory for actions awarded during fiscal year (FY) 2013. Special Interest functions identified for this report are listed in Tables 1 and 2 below and, in further detail, Appendix C.

PSA will conduct its 2013 analysis in accordance with criteria set forth in Section 743 of P.L. 111-117. For its FY 2013 analysis, PSA will use dollar value and contract type as an initial indicator of risk. PSA will select all contracts awarded under other than a fixed price basis for analysis and PSCs with the greatest value spent through its contract vehicles, excluding contracts already addressed in its 2011 and 2012 analyses.

Summary of FY 2013 Service Contract Inventory

Table 1 below lists PSA's service contracts awarded during FY 2013 with action obligation values greater than \$25,000, by PSC and total obligation amount.

PSC	PSC Description	FY 2013 Obligations
G004	Social-Social Rehabilitation	\$767,022.58
R699	Support Administrative Other	\$274,620.14
D399	IT and Telecom-Other IT and Telecommunications	\$185,635.62
R799	Support-Management Other	\$40,002.00
S201	Housekeeping – Custodial	\$37,676.25
H979	Other QC/Test/Inspection-Cleaning Equipment and Supplies	\$32,000.00
V119	Transportation/Travel/Relocation-Transportation Other	\$25,358.90

Table 1 – Summary of Service Contract Inventory

Table 2 below lists PSA's service contracts exceeding \$25,000 awarded during FY 2013 for Special Interest Function PSCs identified by OMB.

PSC	PSC Description	FY 2013 Obligations
D301	IT and Telecom-Facility Operation and Maintenance	\$0.00
D302	IT and Telecom – Systems Development	\$0.00
D305	IT and Telecom-Teleprocessing, Timeshare, and Cloud Computing	\$0.00
R430	Support Professional Physical Security and Badging	\$0.00
R431	Support-Professional Human Resources	\$0.00
R497	Support-Professional Personal Services Contracts	\$0.00
R615	Support-Administrative Background Investigation	\$0.00
R703	Support-Management Accounting	\$0.00
R707	Support-Management Contract/Procurement/Acquisition Support	\$0.00
R710	Support-Management Financial	\$0.00

Table 2 – Special Interest Functions by PSC

Planned Analysis of Special Interest Functions

PSA has identified two special interest functions for further analysis. The purpose of this analysis will be to ensure that:

- Each contract in the inventory that is a personal services contract has been entered into, and is being performed, in accordance with applicable laws and regulations;
- The Agency is giving special management attention to functions that are closely associated with inherently governmental functions;
- The Agency is not using contractor employees to perform inherently governmental functions;
- The Agency has specific safeguards and monitoring systems in place to ensure that work being performed by contractors has not changed or expanded during performance to become an inherently governmental functions;
- The Agency is not using contractor employees to perform critical functions in such a way that could affect the ability of the agency to maintain control of its mission and operations; and
- There are sufficient internal Agency resources to manage and oversee contracts effectively.

The two special interest functions selected for further analysis are identified in Table 3 below.

PSC	PSC Description	FY 2013 Obligations
G004	Social-Social Rehabilitation	\$767,022.58
R699	Support Administrative Other	\$274,620.14

Table 3 – Special Interest Functions Selected for Further Analysis

PSC G004 was selected for further analysis due to the fact that it represents 56% of the Agency's total reportable service contract dollars. Additionally, this classification includes a

contract awarded on other than a fixed price basis. PSC R699 was also selected for further analysis due to the fact that it accounted for 20% of the Agency's total reportable service contract dollars.

Jeff Brakebill, PSA's Head of Contracting Activity (HCA), is the senior Agency management official who will be responsible for developing Agency policies and procedures associated with the procurement and acquisitions, as well as the development and analysis of the service contract inventories for PSA.