

PRETRIAL SERVICES AGENCY
FOR THE DISTRICT OF COLUMBIA

**SERVICE CONTRACT INVENTORY
SUMMARY & ANALYSIS PLAN
Fiscal Year 2015**

I. 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) 2015 exceeding \$25,000. 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 2015 analysis in accordance with criteria set forth in Section 743 of P.L. 111-117. For its FY 2015 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 previous analyses.

II. Summary of FY 2015 Service Contract Inventory

Table 1 below lists PSA's service contracts awarded during FY 2015 with action obligation values greater than \$25,000, by PSC and total obligation amount.

| PSC | PSC Description | FY 2015 Obligations |
|------------|---|----------------------------|
| D304 | IT and Telecom-Telecommunications and Transmission | \$346,043.53 |
| D399 | IT and Telecom-Other IT and Telecommunications | \$600,000.00 |
| G004 | Social – Social Rehabilitation | \$1,890,037.54 |
| H265 | Equipment and Materials Testing-Medical, Dental, and Veterinary Equipment and Supplies | \$49,500.00 |
| R699 | Support – Administrative – Other | \$285,130.42 |
| S205 | Housekeeping-Trash/Garbage Collection | \$51,006.28 |
| V999 | Transportation/Travel/Relocation – Other: Other | \$45,165.76 |

Table 1 – Summary of Service Contract Inventory

Table 2 below lists PSA’s service contracts exceeding \$25,000 awarded during FY 2015 for Special Interest Function PSCs identified by OMB.

| PSC | PSC Description | FY 2015 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

III. Role Contracted Services Play in Achieving Agency Objectives

PSA’s mission is to promote pretrial justice and enhance community safety. In support of its mission, PSA has identified the following strategic and management objectives:

- Strategic Objective I: Use evidence-based practices in defendant risk assessment, supervision and treatment
- Strategic Objective II: Use innovative approaches in technology and organizational learning
- Strategic Objective III: Leverage strategic partnerships
- Management Objective I: Enhance performance-based management
- Management Objective II: Maximize workforce productivity

PSA has reviewed the service contracts included in the inventory to ensure each contract plays a role, either directly or indirectly, in achieving one or more of the agencies objectives. A summary of our findings for each PSC is presented below.

PSC D304: The inventory includes one contract within this PSC, representing 11% of the total obligations within the inventory. Services provided under this PSC included technology upgrades to several of PSA’s meeting spaces (conference rooms, workgroup rooms, and training rooms). Technology upgrades included audio, video and web conferencing improvements to improve day-to-day remote integrations with colleagues, partners and clients. The upgrades improved productivity and increased collaboration in direct support of PSA’s Strategic Objective II and both Management Objectives.

PSC D399: The inventory includes one contract action within this PSC, representing 18% of the total obligations within the inventory for location monitoring services. This contract provides for radio frequency electronic monitoring and a GPS location monitoring service for defendants placed under high risk supervision by the court and plays a role in meeting each of the strategic objectives and the first management objective.

PSC G004: The inventory includes 24 contract actions within this PSC, representing 58% of the total obligations within the inventory.

Services within this PSC provide for residential, intensive outpatient, outpatient, transitional housing and/or social detoxification substance use disorder assessment and treatment services of defendants, directly supporting PSA's first strategic objective.

Also included within this PSC is a contract for psychologist services to provide mental health services (psychotherapy) to trauma-impacted defendants, as well as psychological testing and services to defendants suffering from mental illness, substance related disorders, co-occurring substance use and mental health disorders, or emotional distress secondary to personality disorders. The psychologist services support PSA's first strategic objective.

PSC H265: The inventory includes one contract action representing approximately 2% of the total obligations within the inventory. The contract provides maintenance and training for specialized equipment utilized by PSA's Office of Forensic Toxicology Services. PSA's laboratory uses state-of-the-art science techniques to detect substance use as a component of risk assessment and provides timely and accurate drug testing results to partner agencies, which are directly linked to PSA's second strategic objective.

PSC R699: The inventory includes one contract action representing 9% of the total obligations within the inventory. The contract provides for operation of PSA's Support Services Center (SSC). The SSC indirectly supports all agency goals by providing a wide range of services to PSA's operational and administrative offices to include mail/courier services, central point for receipt and distribution of supplies, and photocopying services.

PSC S205: The inventory includes two contract actions representing 2% of the total obligations within the inventory. The contracts provide for hazardous waste collection and disposal of medical waste generated by the Agencies forensic toxicology laboratory. Services provided by the forensic toxicology laboratory are directly linked to PSA's second strategic objective.

PSC V999: The inventory includes one contract action representing 1% of the total obligations within the inventory. During fiscal year 2015, the forensic toxicology laboratory was relocated from a District of Columbia facility to a new location. Services provided within this PSC included the packing, moving and relocation of laboratory supplies, equipment, and other materials from the old location to the new location. Services provided by the movers directly supported the laboratory, which is directly linked to PSA's second strategic objective.

IV. 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 2014 Obligations |
|------|--|---------------------|
| G004 | Social-Social Rehabilitation | \$1,890,037.54 |
| D399 | IT and Telecom – Other IT and Telecommunications | \$600,000.00 |

Table 3 – Special Interest Functions Selected for Further Analysis

PSC G004 was selected for further analysis due to the fact that it represents 58% of the Agency’s total reportable service contract dollars. Additionally, this classification includes a contract awarded on other than a fixed price basis. PSC D399 was selected for further analysis due to the fact that it accounted for 18% of the Agency’s total reportable service contract dollars.

V. Inventory Supplement

The Inventory Supplement provides information on the amount invoiced and the direct labor hours expended on covered services contracts identified in FAR 4.1703. PSA’s inventory includes one contract meeting the reporting requirements, which is a labor-hour contract exceeding the simplified acquisition threshold. Pertinent information is provided in Table 4 below.

| Contract Number | Contractor Name | Direct Labor Hours | Amount Invoiced | Data reported by Subcontractors |
|-----------------|-----------------------------|--------------------|-----------------|---------------------------------|
| PSA-13-003861 | Guerzon and Associates, LLC | 1305.25 | \$134,440.75 | NA |

Table 4 – Inventory Contracts Meeting Reporting Requirement of FAR 4.1703

The above contract is for psychologist services to provide mental health services (psychotherapy) to trauma-impacted defendants, as well as psychological testing and services to defendants suffering from mental illness, substance related disorders, co-occurring substance use and mental health disorders, or emotional distress secondary to personality disorders. The contract was issued in September 2013 and includes a one year base period and four one-year option periods with an aggregate value not to exceed \$771,680.00.

VI. Agency Contact

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.