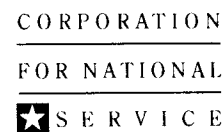


Office of Inspector General
1201 New York Avenue, NW
Washington, DC 20525



November 8, 2002

Subject: Removal of October 23, 2002 Suspension of Request for GSA Task Order Quotations in Support of Statement of Work "Consulting Services for Review of Corporation's Alternative Personnel System" dated October 11, 2002

The October 23, 2002 suspension as stated above is removed. The Office of Personnel Management (OPM) November 8, 2002 brief to the Corporation provided no substantial information that would affect the Office of Inspector General's (OIG) independent review. The Office of Inspector General (OIG) is continuing with the acquisition of consulting services for review of the Corporation for National and Community Service's Alternative Personnel System.

The results of the OPM review are tentatively scheduled for submission in January 2003. It is the OIG's intent to make those results available to the contractor for review (and possible comment) prior to the February 2003 Board of Directors meeting.

The original Statement of Work (SOW) "Consulting Services for Review of Corporation's Alternative Personnel System" dated October 11, 2002 is replaced with the attached, revised SOW "Consulting Services for Review of Corporation's Alternative Personnel System, November 8, 2002". The major changes are:

SOW paragraphs III.B and III.C highlighting the need for the evaluation to identify equal opportunity issues in relationship to any perceptions of inequity of the APS.

SOW paragraph III.D, Task Four has been added. The contractor shall be attending the February 2003 Board of Directors meeting.

SOW paragraph III.E. The paragraph for optional tasks has been renumbered.

SOW paragraph VIII Period of Performance. Although the final report due date has been extended to March 15, 2003, it is critical that the contractor be able to present substantial interim findings at the February 2003 Board of Directors meeting. It is not the OIG's intent to extend the performance to allow the contractor to delay significant performance until after the holidays.

Quotes are due in this office by noon November 15, 2002. Notification of award is anticipated by November 20, 2002.

Thank you for your continued interest in this requirement. If you have any questions, please do not hesitate to contact me at 202-606-5000 extension 401.

Sincerely,

A handwritten signature in cursive script that reads "Linda C. Wallis".

Linda C. Wallis
Contracting Officer

**STATEMENT OF WORK
CONSULTING SERVICES FOR THE REVIEW AND ASSESSMENT OF THE
ALTERNATIVE PERSONNEL SYSTEM AT THE CORPORATION FOR
COMMUNITY AND NATIONAL SERVICE**

November 8, 2002

I. Background

I.A The Corporation for National and Community Service

The National Service Trust Act of 1993, P.L. 103-82 (the Act), which amended the National and Community Service Act of 1990, established the Corporation for National and Community Service (referred to herein as the Corporation). The Corporation began its operations in fiscal year 1994. Corporation programs include AmeriCorps (consisting of AmeriCorps*State, AmeriCorps*National, the National Civilian Community Corps, and VISTA), Senior Programs, and Learn and Serve. The Corporation, pursuant to authority under the Act, awards grants and cooperative agreements to State commissions, non-profit entities and tribes and territories to assist in the creation of full- and part-time national and community service programs. Congress funded the Corporation in fiscal year 2002 in the amount of \$730,000,000. The Corporation has approximately 650 employees.

I.B. The Corporation's Alternative Personnel System

The National Service Trust Act gave the Corporation's Chief Executive Officer (CEO) the authority to designate positions in the Corporation as positions to which the CEO may make appointments, and for which the CEO may determine compensation, without regard to the provisions of Title 5 of the United States Code, governing appointments in the competitive service, and without regard to the provisions of Chapter 51 and Subchapter III of Chapter 53 of such title, relating to classification and General Schedule pay rates, to the extent the CEO determines that such a designation is appropriate and desirable to further the effective operation of the Corporation. The CEO was given the authority to provide for appointments to such positions on a limited term basis.

The CEO, after obtaining the approval of the Director of the Office of Personnel Management was required to issue regulations establishing a selection and compensation system for employees of the Corporation appointed without regard to the provisions of Title 5 mentioned above. The CEO was to appoint and determine the compensation of employees in accordance with this selection and compensation system.

The selection and compensation system was required to provide for the selection of employees through a competitive process and on the basis of the qualifications of the applicants and the requirements of the positions. The system was to include a scheme for the classification of positions in the Corporation and required that the compensation of an employee be determined in part on the basis of job performance of the employee, and in a manner consistent with the principles described in Section 5301, Title 5, of the United States Code. The rate of compensation for each employee compensated under the system was not to exceed the annual

rate of basic pay payable for level IV of the Executive Schedule under Section 5315, Title 5, of the United States Code.

Despite this grant of authority, the Corporation has issued no regulations to formally establish a selection and compensation system, relying instead on an undated, unnumbered, and unsigned Corporation Personnel Handbook.

A significant aspect of the alternative personnel system adopted by the Corporation is that employees who were in competitive service positions at the time the Corporation converted to the Alternative Personnel System were to remain in the competitive service and would not automatically convert to the new system. These employees were to later be provided an opportunity to voluntarily convert to an excepted service position in the new system. The competitive service employees who did not elect to convert were to remain in the competitive service until they left the Corporation or until they were selected for, and accepted, an offer to fill an excepted service position within the Corporation. Hence, Corporation employees are in one of two separate systems for classification, retention, salary, bonuses, and promotion.

Applicable Federal Legislation: Section 195 of the National Service Trust Act of 1993, P.L. 103-82 (42 U.S.C. § 12651f)

II. Objective

The Office of Inspector General (OIG) seeks to procure the services of a consulting firm with expertise in personnel management to determine if the Corporation's Alternative Personnel System is serving the needs of the Corporation.

III. Tasks

III.A. Task One – Assess the implementation of the Alternative Personnel System

The contractor shall review the policies, procedures, and practices of the Corporation's Office of Human Relations (OHR) in their implementation of the Alternative Personnel System, and determine if those policies, procedures, and practices are adequate to accomplish, and are accomplishing, the Corporation's need to maintain adequate staffing and to administer, in a fair and equitable manner, the use of term appointments, performance bonuses, salary increases, hiring actions, and promotions.

III.B. Task Two – Assess employee perceptions of inequity caused by the Alternative Personnel System

The contractor shall, using the contractor's own methodology, interview a sufficient number of a representative sampling of Corporation employees and officials, both at the Corporation headquarters and in the field, to fully identify and address perceptions of inequity with regard to, but not necessarily limited to, staffing, the length, and use of term appointments, the awarding of performance bonuses, salary increases, hiring practices, and promotions. Interviews may be conducted telephonically for the sake of timely completion of this work.

Interviews of employees at locations other than the Washington, DC headquarters, shall be conducted telephonically. Travel is not authorized. The interviews should be documented in such a manner so as to fully support subsequent reports. The contractor shall inform each interviewee of the purpose of the interview, that the interview is done at the direction of the OIG, and that the interviewee's identity will be afforded full confidentiality as provided by law.

Perceptions of inequity often give rise to increased equal opportunity complaints. The contractor shall identify equal opportunity issues as they relate to perceived inequities in the personnel system. In addition to the interviews, the contractor should consider data obtained from the Corporation's Equal Opportunity Office.

III.C. Task Three - Recommended Options for Improvement of the Alternative Personnel System

Based upon the information and findings developed in Task One and Task Two above, the contractor is to develop options for changes to improve the Corporation's Alternative Personnel System that would enable it to more effectively meet the needs of the Corporation and dispel misperception of inequity with regard to staffing, the use of term appointments, performance bonuses, salary increases, hiring actions, and promotions. The report shall also identify equal opportunity issues that may be attributed to weaknesses or deficiencies in the APS or to the management of the APS. The report shall discuss the advantages and disadvantages of each option presented.

III.D. Task Four – Presentation of Interim Information and Findings

The contractor shall present, discuss or provide answers to inquiries regarding interim information and findings at the February 2003 Corporation Board of Directors meeting.

III.E. Optional Task – Presentation of Information and Findings at Other Meetings

As an optional task, the key project manager may be required to be present, discuss or provide answers to inquiries regarding the final reports at a maximum of two meetings (an OIG Senior Management Meeting and a Corporation Senior Management Meeting) to be held in the Washington, D.C. area. The exact dates are unknown but should be between February 15, 2003 and March 30, 2003. If attendance is required, this option may be exercised for one meeting at a time.

IV. Notifications

If the contractor receives information that indicates, or that makes the contractor suspect, that a criminal violation has occurred, the contractor shall notify the Task Monitor no later than close of business the day following the contractor receiving the information.

If the contractor is refused any information requested of the Corporation, or requested of any employee of the Corporation, the contractor shall notify the Task Monitor no later than close of business the day following the contractor being refused the information.

V. Government Furnished Information and Space

The OIG will solicit input from Corporation employees for consideration by the contractor when the contractor is assessing employee perceptions of inequity. The input received by the OIG will be forwarded to the contractor no later than close of business the first working day after award or after receipt, whichever is first. The preferred method will be by e-mail, with FedEx as the alternate method.

The OIG will provide up to two private offices for conducting the interviews mentioned in paragraph III.B above.

VI. Restrictions

All personal data (including but not limited to name, social security number, date of birth, place of birth, maiden name, mother's maiden name, other names used, addresses, telephone numbers and former employers) pertaining to Corporation employees, former Corporation employees, and those individuals that have applied for positions with the Corporation shall be safeguarded against unauthorized disclosure and shall not be released to any third party without first obtaining written permission from the contracting officer.

Information, notes, and documents obtained, generated, or received during interviews mentioned in paragraph III.B. above shall be treated as sensitive material and will not be released outside the OIG by the contractor in a manner that would allow the information, notes, or documents to be attributed to a particular employee.

VII. Deliverables

VII.A. Two (2) printed copies of a fully supported written report documenting the contractor's assessment of the implementation of the Corporation's Alternative Personnel System. Supporting documentation should identify employees by name, but it must be severable, with no employee names appearing in the report. Upon completion of the final report, a digital copy of the report in Microsoft Word format shall be sent via email to the primary and alternate OIG technical points of contact at r.shadowens@cncsoig.gov and at a.boehm@cncsoig.gov.

VII.B. Two (2) printed copies of a fully supported written report documenting the contractor's assessment of Corporation employees' perceptions of inequity within the Corporation's Alternative Personnel System. Supporting documentation should identify employees by name, but it must be severable, with no employee names appearing in the report. Upon completion of the final report, a digital copy of the report in Microsoft Word format shall be sent via email to the primary and alternate OIG technical points of contact at r.shadowens@cncsoig.gov and at a.boehm@cncsoig.gov.

VII.C. Two (2) printed copies of a fully supported written report documenting recommended options for improving the Corporation's Alternative Personnel System.

Supporting documentation should identify employees by name, but it must be severable, with no employee names appearing in the report. Upon completion of the final report, a digital copy of the report in Microsoft Word format shall be sent via email to the primary and alternate OIG technical points of contact at r.shadowens@cncsoig.gov and at a.boehm@cncsoig.gov.

VII.D. A weekly telephone status report with the Task Monitor is a deliverable under this order. The status report should be made each Monday morning, no later than 11:00 a.m., for all weeks of the duration of this contact. The status report shall describe work performed, progress to date, and any difficulties that arose.

VIII. Period of Performance

The contractor shall start work no later than 3 calendar days after award of the purchase order. On or about January 31, 2003, the contractor shall provide a preliminary briefing to the OIG regarding the interim findings/report prior to the presentation required by Task Four, paragraph III.D above. The final report is to be completed no later than March 15, 2003.

Any delays or problems that may cause revisions to the performance schedule (e.g., lack of response or cooperation by interviewees) shall be brought to the attention of the OIG task monitor verbally, and then followed-up in writing (e-mail correspondence is sufficient) to the contracting officer. The contractor shall monitor this deadline closely and is responsible for fully justifying any requests for extensions of the contract performance completion date. Only the contracting officer can authorize deviations in the performance schedule.

Exercise of the optional task (Paragraph III.E) may extend the contract period. The exercise of the optional task would not extend the completion date for submission of the reports.

IX. OIG Technical Point of Contact

The OIG technical point of contact for this task order is Robert D. Shadowens, Deputy Inspector General for Investigations and Operations, (202) 606-5000, extension 393. Mr. Shadowens is the primary OIG technical point of contact for this action. The alternate OIG technical point of contact in the absence of Mr. Shadowens is Alan F. Boehm, Assistant Inspector General for Investigations, (202) 606-5000, extension 397. Mr. Shadowens, or in his absence Mr. Boehm, will inspect and accept all deliverables under this order. Changes to the order shall be in writing and can only be issued by the contracting officer.