

COURT SERVICES AND OFFENDER SUPERVISION AGENCY
FOR THE DISTRICT OF COLUMBIA

FY 2011
SERVICE CONTRACT INVENTORY
ANALYSIS & REPORT

Background

The Consolidated Appropriations Act of 2010 requires civilian agencies to annually submit to the Office of Management and Budget (OMB) an inventory and analysis of service contract actions beginning in fiscal year (FY) 2010. The analysis of the contracts should include, but is not limited to the following:

- A description of the special interest functions studied by the agency and the dollars obligated to those specific product and service codes (PSCs) in FY 2011;
- The methodology used by the agency to support its analysis (e.g., sampled contract files, conducted interviews of members of the acquisition workforce working on specific contracts of interest); and
- A discussion on whether the agency is 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).

The Court Services and Offender Supervision Agency (CSOSA) has compiled the requested information in this report and Appendixes for FY2011.

Scope of Review

The FY2011 inventory consists of ninety seven (97) contracts with 250 contract actions and over forty-two (42) Product Service Code (PSC) categories.

The PSC codes that are the majority of CSOSA's service obligations for FY2011 are noted in Table 1. This list contains the PSC codes for which total obligations are over \$200,000 each. It also notes the amount of obligation and the related percentage of total obligations. Table 1 contains 21 PSC codes and reflects 96% of CSOSA's FY2011 service obligations. (A detailed listing by contract action is contained in Appendix B, Service Contract Inventory.)

The Special Interest functions identified for this report are listed below in Table 2 and in Appendix C. There are ten (10) special interest functions codes that cover 13% of CSOSA service obligations. The special interest function code selected by CSOSA for analysis is R418, Support Professional, Legal. This code, while covering less than 1% of the total obligations is a sensitive area that is closely related to inherently governmental functions and requires close and careful management to ensure that the work being performed by the contractors does not include decision or policy making actions.

Table 1 – PSC Codes & Obligations Over \$200K

PSC	PSC Description	Obligation	% of Total
B547	Study/Accounting/Financial Mgmt	\$ 303,454.00	1%
C219	Architect & Engineering	\$ 511,022.83	2%
D304	IT-Telecom Wireless Cell Phone	\$ 495,411.12	1%
D305	IT Hardware & Software Services	\$ 1,079,013.00	3%
D306	IT Systems Analysis	\$ 484,000.00	1%
D307	IT Strategy & Architecture	\$ 351,968.15	1%
D308	IT Programming	\$ 624,000.55	2%
D310	IT Cyber Security & Backup	\$ 407,782.94	1%
D319	IT Software Maintenance	\$ 1,249,092.07	4%
G004	Social Rehabilitation	\$ 15,036,264.82	45%
Q526	Medical Psychiatric Services	\$ 1,946,224.33	6%
R408	Program Management Support	\$ 1,657,546.30	5%
R418	Support Professional Legal	\$ 364,168.12	1%
R699	Support Administrative	\$ 277,910.44	1%
R707	Support Acquisition Contracts	\$ 351,286.54	1%
R710	Support Financial Services	\$ 374,676.64	1%
R799	Support Management Other	\$ 202,031.94	1%
S201	Housekeeping Janitorial	\$ 803,148.96	2%
S203	Housekeeping Food Services	\$ 773,566.66	2%
S206	Housekeeping Guard	\$ 4,702,415.38	14%
V119	Transportation Other	\$ 289,178.11	1%
	PSC's Under \$200k	\$ 1,336,695.93	4%
	TOTAL	\$ 33,620,858.83	

Table 2 – PSC Codes: Special Interest Functions

PSC	PSC Description	Obligation	% of Total
D307	IT Strategy & Architecture	\$ 351,968.15	1%
D308	IT - Programming	\$ 624,000.55	2%
D310	IT Cyber Security & Backup	\$ 407,782.94	1%
R407	Program Evaluation Services	\$ 69,530.23	0%
R408	Program Management	\$ 1,657,546.30	5%
R418	Professional Legal	\$ 364,168.12	1%
R425	Systems Engineering	\$ 80,991.04	0%
R497	Personal Services	\$ 46,625.00	0%
R699	Administrative	\$ 277,910.44	1%
R707	Management - Contracts	\$ 351,286.54	1%
	Total	\$ 4,231,809.31	13%

Methodology

To ensure all contract actions for FY2011 were included CSOSA pooled all contract actions used in this review from the data held in ORACLE, the CSOSA financial management system. All contract actions coded with a budget object classification as “Other Contractual Services” were used for this report. The data was then compared to that in the Federal Procurement Data System (FPDS) to ensure all have been captured. We found a significant amount had not been entered in FPDS. Additionally, several items were coded inconsistently with the PSC definitions. We currently have staff working to enter all required data into FPDS and to ensure items are coded properly. Procurement staff will receive training on this process to ensure the accuracy of FPDS data and future inventory reports.

In preparing the analysis for this report, both the General Counsel and contract attorney staff were interviewed to cover their functions and levels of authority for the analysis.

Findings

As stated, PSC code R418, Support- Professional- Legal has been selected for analysis. There are two contracts under this code that result in eight contract actions over \$25,000, totaling \$364,168.12.

The contractors under this code serve primarily as legal support for agency attorneys. This area is closely related to governmental functions due to the nature of the duties of the position. The contract attorneys are used to review policies and procedures for legal sufficiency, processing and responding to subpoenas, initial review of ethics questions, establishing classifications for DNA testing and the sex offender registration, as well as research and preparation for agency court cases.

Sufficient controls are in place to protect the agency and the contractors from unintentional noncompliance with laws and regulations. While reviewing policy and procedures, contractors do not develop nor have the authority to approve policy, procedures or make decisions. Contractors conduct the research and preparation for court cases but do not represent the agency in court cases. All contractor work is reviewed and approved by an agency full term employee attorney.

During the FY2011 period, the agency employed contract attorneys to support the above functions while the office underwent a transition in executive leadership. It is determined by this review sufficient controls are in place to ensure contract attorneys are not performing inherently governmental functions or critical functions that would affect the ability of CSOSA to maintain control of its mission or operations.