

COURT SERVICES AND OFFENDER SUPERVISION AGENCY
FOR THE DISTRICT OF COLUMBIA

FY 2012
SERVICE CONTRACT INVENTORY
& ANALYSIS PLAN

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 Act also requires the submission of an analysis plan of a special interest function code included in the inventory. The plan 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 2012; and
- The methodology to be 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);

Planned Analysis of Special Interest Functions

The FY2012 inventory consists of ninety-six (96) contracts with 193 contract actions and thirty-seven (37) Product Service Code (PSC) categories.

The Special Interest PSC codes for FY2012 are noted in Table 1 and in Appendix C. Table 1 also notes the amount of obligation and the related percentage of total obligations for each PSC code. (A detailed listing by contract action is contained in Appendix B, Service Contract Inventory.)

There are nine (9) special interest function codes for FY2012 that cover 15% of CSOSA service obligations. The special interest function code selected by CSOSA for the FY2012 analysis is D310, Information Technology, Cyber Security and Data Backup. This code contains three (3) contracts and covers 3% of the total obligations. It is a sensitive area that is a combination of closely related to inherently governmental functions and functions that are classified as other than inherently governmental. The decision to analyze this area is based on those functions that are classified as closely related because of the processing of secured data which, without appropriate oversight and controls, may affect the agency's ability to maintain control of its mission and operations.

NOTE: This planned analysis coincides with CSOSA's internal review of its acquisition functions. Additional information ascertained from this internal review may be used to update this submission.

Table 1 – FY2012 PSC Codes: Special Interest Functions

PSC	PSC Description	Obligation	% of Total
D302	IT Systems Development	\$527,376.61	2%
D307	IT Strategy & Architecture	\$583,771.61	2%
D308	IT Telecom - Programming	\$145,600.00	0%
D310	IT Cyber Security & Backup	\$886,534.49	3%
R408	Program Management	\$1,375,000.00	4%
R418	Professional Legal	\$740,442.40	2%
R425	Systems Engineering	\$36,797.00	0%
R699	Support Administrative	\$370,710.81	1%
R707	Support Management Contracts	\$386,089.04	1%
	TOTAL	\$ 5,052,321.96	15%

Methodology

To ensure all contract actions for FY2012 were included in the inventory report, CSOSA pooled all contract actions used in this report 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 addition to the above information, the below actions will be performed in preparation of the FY2012 analysis report:

- A review of each contract under PSC code D310 for the number of contractor personnel and their related functions;
- Interviews with the Office of Information Technology staff for levels of authority and any workforce issues; and
- An interview with the Contracting Officer Technical Representative for any information on contractor compliance with contractual requirements.

The completed analysis will be submitted with the FY2013 Service Contract Inventory Report, December 2013.

As requested, Jim Williams, Associate Director, Management and Administration is the senior management official responsible for the development of agency policies and procedures associated with Procurement and Acquisitions, as well as the development and analysis of the service contract inventories for CSOSA.

Attachments:

Appendix B, FY2012 Service Contract Inventory

Appendix C, Special Interest Functions