

**National Science Foundation FY 2011
Service Contract Inventory Analysis Report**

National Science Foundation

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Executive Summary

This National Science Foundation (NSF) report responds to the December 21, 2012 request by the Office of Management and Budget's Office of Federal Procurement Policy (OFPP) to analyze NSF's FY 2011 inventory of service contracts to determine if the mix of Federal employees and contractors is effective or if rebalancing may be required. It includes the following information:

- a) The special interest functions studied by the NSF, the dollars obligated to those specific product and service codes (PSCs) in FY 2011, and the rationale for focusing on the identified functions;
- b) The methodology used by the NSF to support its analysis;
- c) NSF findings, including a brief discussion of the extent to which the desired outcomes described in Section 743(e)(2) are being met. Where workforce issues are identified, the estimated number of contractor personnel and/or labor resources involved; and
- d) Actions taken or planned by the NSF to address any identified weaknesses or challenges. In addition, description of follow up steps on actions in the FY 2010 inventory that were identified as pending or planned.

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Scope

In accordance with NSF's SCI Planned Analysis Report dated December 30, 2011, NSF analyzed the Program Management/Support Services function under Product Service Code (PSC) R408. At the time of the completion of the planned analysis, R408 had the highest obligation amount of any of the special interest functions contained in the FY 2011 SCI. However, in the 2nd quarter of FY 2012, NSF performed a review of FY 2010, FY, 2011 and FY 2012 data to ensure proper coding of services was being performed. As a result of this review, it was discovered that many NSF awards that were coded as being a part of the special interest functions were not actually appropriately coded. The coding of these awards was corrected in FPDS-NG in accordance with the review findings. Consequently, the total obligation under R408 in FY 2011 changed from \$13,097,440 prior to the review to \$1,912,216.29 after the review. The following are the contract actions that fell under R408 after the coding review:

PIID	Referenced IDV PIID	Vendor Name	Description of Requirement	Action Obligation
NSFDACS11C1602		SYNTHOSYS LLC	PROGRAM SUPPORT FOR STAR METRICS	\$250,751.00
NSFDACS11C1660		ALEX-ALTERNATIVE EXPERTS, LLC	PROGRAM MANAGEMENT AND TECHNICAL SUPPORT SERVICES FOR THE ARCTIC RESEARCH SUPPORT AND LOGISTICS PROGRAM.	\$846,711.09
NSFDACS11D1295	GS10F0406S	LJT & ASSOCIATES INC	RESOURCE ANALYSIS AND TRANSITION SUPPORT FOR THE ANTARCTIC SUPPORT CONTRACT	\$293,743.07
GSP1108YE0635	GS10F0093U	STUDLEY, INC.	PROVIDE STRATEGIC PORTFOLIO HOUSING PLAN	\$394,075.13
NSFDACS11D1243	GS23F8182H	ICF INCORPORATED	TELEWORK PILOT PROGRAM	\$126,936.00

Three of the five contracts listed above were reviewed for this analysis. GSP1108YE0635 GS10F0093U was not reviewed because it is a GSA accomplished contract order where NSF simply is providing the funds to GSA to provide a strategic housing plan in preparation for the upcoming expiration of NSF's building lease. NSFDACS11D1243 GS23F8182H was not reviewed since it was only had a period of performance of one year and was under \$150K. The reviewed contracts account for 73% of the obligations of the contracts covered under PSC 408.

NSF's Division of Acquisition and Cooperative Support (DACS) prepared the NSF FY 2012 Service Contract Inventory (SCI) and the NSF FY 2011 SCI Analysis Report.

Methodology

The primary methodologies used to support the analysis of the chosen contracts studied consisted of interviews with the CORs and Contracting Officers (COs) of the contracts chosen and a review of the contracts.

Findings

1. NSF has no personal services contract obligations.
2. A review of the selected contracts under R408 indicated that they:
 - (a) were not contracts that were closely associated with inherently governmental functions;
 - (b) were not using contractor employees to perform inherently governmental functions;
 - (c) have specific safeguards and monitoring systems in place to ensure that work being performed by contractors has not changed or expanded during performance to become a inherently governmental functions;
 - (d) are 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 operation; and
 - (e) have sufficient agency resources to manage and oversee contracts effectively.
3. No workforce issues were identified as a result of this review.

Actions Taken or Planned

Based on the preceding analysis, there are no actions taken or planned concerning the contracts under PSC 408. None of the contracts reviewed are for personal services and none were found to be inherently governmental in nature. The mix of federal employees and contractors were considered to be effectively balanced for the contracts reviewed.

The following is a description of the follow-up steps on actions in the FY 2010 inventory analysis that were identified as pending or planned:

Science, O&M Support

The FY 2010 analysis indicated: "In certain areas on the contracts studied, federal resources are no more than one deep requiring some federal

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personnel to work extended hours. The Program Office (OD/OPP) is planning to conduct a vigorous federal resource review over the next fiscal year to find ways to ensure continued mission success with a more reasonable and effective federal effort.”

Update: The above mentioned review was conducted as well as a Blue Ribbon Panel review of the U.S. Antarctic Program. As a result of both studies, the Program is in the process of recruiting for several positions:

Program Support/Contract (2 positions that will be shared between Antarctic and Arctic)
Systems Engineer
Operations/Cost Analyst
(the systems engineer and operations/cost analyst will also support both Arctic and Antarctic)
IT Program Manager for AIL

The Program is also recruiting for standing vacancies, but the above are new positions.

Support Management Services

The FY 2010 analysis indicated: “Based on an analysis conducted by the Program Office, a re-configuring is planned in two areas of the contractor’s operation that will be pulled in house, which is expected to result in a savings of \$2M a year with better quality and more meaningful results.”

Update: The Environmental Compliance Assessment/Impact Statement is planned to be pulled within house, but this has not been accomplished as of yet. The U.S. operator of the JOIDES Resolution (Consortium for Ocean Leadership) will still be responsible for this through FY2014 under their System Integration Contractor contract.

Contract Branch Support

The FY 2010 analysis indicated: “During the course of the Working Group’s interviews, concerns were raised as to the resources available in the Contracts Branch for two of the contracts analyzed.

- (1) A concern was expressed that there currently are not sufficient resources to effectively manage and oversee a large complex O&M Support contract. While other junior level support (including contractor support) is made available to assist in this effort, there is only one senior level FTE in the Branch overseeing this contract. This has posed a significant challenge since the senior level FTE is solely responsible for oversight and management of multiple related contracts and interagency agreement requirements. Given the critical nature of this contract, oversight and management is a priority; but, success has been achieved only through extreme effort

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including extensive overtime. Additional Federal resources in contracting are a must for continued success for this effort.

- (2) The program expressed concerns that the CO is overloaded and that some relief is needed for the Facility Operation contract and the Support Management Services contract. The same person administers both contracts. Based on planned future structural changes, this concern may evaporate.”

Update:

In regards to the O&M Support contract, the workload was restructured after the recompetition for these services was awarded in FY2012. The newly awarded contract now has a full-time senior level Contracting Officer (CO), a dedicated CO/buyer, and a contractor support position. This is allowing for proper contracting oversight without the extensive overtime.

The overload situation concerning the Facility Operation contract and the Support Management Services contract has been addressed through reshuffling of workload accomplished through the use of the ongoing monthly Workload/Work Distribution Meetings conducted by the NSF SPE.

In FY 2012 a Policy Analyst was added to DACS who is responsible for advanced acquisition forecast planning and providing guidance to the program offices in regards to conducting market research and preparing requirements documentation. This position will greatly assist Contracting Officers and Contract Specialists in accomplishing their contract management and oversight duties.