

U.S. Office of Special Counsel (OSC)

Plan for Analysis of FY 2012 Services Contract Inventory

February 25, 2012

This memorandum serves as the plan for OSC's analysis of the FY 2012 service contract inventory and the use of contractors for the special interest functions. Our total number of contracts for FY 2012 was 46 for the entire agency. Only 9 of these, or approximately 20% were over the minimum amount of \$25,000.00. Due to such a small set of data being included in OMB's illustrative list of Special Interest Functions, we plan to study all these qualifying service contracts for FY 2012.

PSC Code	Description of Service Provided	Number of Contract Employees	Dollars Spent	Analysis
AD21	Wireless Telecommunications Services		\$27,540.00	This item, being technical in nature, requires subject matter expertise that we do not have in house. It would not be beneficial to hire Government staff for a short term project
AD21	CPA Basic Services		\$42,392.00	This was a service provided, our agency audit, which by statute, must be performed by an outside commercial auditing firm.
AD21	Washington DC Smart Travel Benefits	0	\$89,000.00	Commercially, it is inherently non-governmental.
AD21	Computers		\$107,507.58	This item, being technical in nature, requires subject matter expertise that we do not have in house. It would not be beneficial to hire Government staff for a short term project
AD26	Management Support Services for Computer and software		\$29,443.56	This item, being mechanical in nature, requires subject matter expertise that we do not have in house. It would not be beneficial to hire Government staff for a short term project
B544	Technology Study		\$37,500.00	This item, being technical in nature, requires subject matter expertise that we do not have in house. It would not be beneficial to hire Government staff for a short term project
N047	Install of Pipe Tubing hose		\$37,107.98	This item, being mechanical in nature, requires subject matter expertise that we do not have in house. It would not be beneficial to hire Government staff for a short term project.
R703	Accounting Services		\$25,102.00	This was a service provided, our agency audit, which by statute, must be performed by an outside commercial auditing firm.
V999	Washington DC Smart Travel Benefits	0	\$89,000.00	Commercially, it is inherently non-governmental.

A. Methodology used to support the analysis.

Looking at our contract functions in FY 2011, we had the nine contracts that qualified as being above the \$25,000.00 limit, so our choice of contracts to study was based on the amount expended for the service provided. So we used price first, then the ability of any of our employees to perform the contracted service.

B. Findings

The following findings are noted as a result of the OSC analysis:

- a. In conclusion, none of these nine items was considered a special interest function for FY 2011.
- b. Since all of our new large item purchase orders are processed via interagency agreement with the National Business Center, and OSC has no Contracting Officer among OSC staff. The Contracting Office function being under the control of the National Business Center provides checks and balances and reduces the likelihood that inherently government work would be disproportionately allocated to contractors to carry out.

C. Actions Taken or Planned

OSC closely monitors all the services and product data provided annually by NBC every end of fiscal year. We receive a spreadsheet from NBC outlining these costs. We also run travel reports and purchase/travel card reports. Being such a small agency, our Finance Officer is able to easily monitor all expenditures. Procurements will be done in consultation with the Human Resources Director to ensure there is no conflict with the agency's or governmental Human Capital plans or policies. We do not plan on taking any additional actions related to service contracts awarded with OSC funds.