

**U.S. Office of Special Counsel (OSC)**

**Analysis of FY 2010 Services Contract Inventory**

March 1, 2012

This memorandum serves as the report on the OSC analysis of the FY 2010 service contract inventory and the use of contractors for the special interest functions; as a matter of fact, when we conducted our inventory, there were zero contracts that were over the amount of the \$25,000.00, and that were included in OMB’s illustrative list of Special Interest Functions.

**A. Special Interest Functions studied by OSC**

The OSC has seven items over the minimum amount of \$25,000.00 for FY 2010:

<b>PSC Code</b>	<b>Description of Service Provided</b>	<b>Dollars Spent</b>	<b>Analysis</b>
AL16	employment (management/support);	\$29,000.00	For temporary services. Could be performed by government personnel, but we used contracted services due to a shortage of manpower, and the short-term nature of the work to be completed. This requirement was done in consultation with the agency’s Human Resources office to ensure there were no conflicts with Human Capital guidelines or procedures.
AL16	other professional services	\$40,000.00	For temporary Services. Could be performed by government personnel, but we used contracted services due to a shortage of manpower, and the short-term nature of the work to be completed. This requirement was done in consultation with the agency’s Human Resources office to ensure there were no conflicts with Human Capital guidelines or procedures.
J041	MAINT-REP OF REFRIGERATION - AC EQ	\$50,969.60	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
J041	MAINT-REP OF REFRIGERATION - AC EQ	\$30,600.00	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.
B547	Study/accounting/financial mgt	\$34,585.00	This was a service provided, our agency audit, which by statute, must be performed by an outside commercial auditing firm. .
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.
V999	Washington DC Smart Travel Benefits	\$78,000.00	Commercially, it is inherently non-governmental.

## **B. Methodology used to support the analysis**

Looking at our contract functions in FY 2010, we had the seven contracts that qualified as being above the \$25,000.00 limit, so our choice of contracts to study was based upon 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.

## **C. Findings**

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

- a) In conclusion, none of these seven items was considered a special interest functions for FY 2010.
- 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.

## **D. 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.