

U.S. Office of Special Counsel (OSC)

Analysis of FY 2014 Services Contract Inventory

January 20, 2015

This memorandum serves as the report on the OSC analysis of the FY 2014 service contract inventory and the use of contractors for the special interest functions; The OSC has thirteen items over the minimum amount of \$25,000.00 for FY 2014, which is a 1200 percent increase from the previous fiscal year:

A. Special Interest Functions studied by OSC

When we compare 2014 to 2013, we found one item over the amount of the \$25,000.00, and that is included in OMB’s illustrative list of Special Interest Functions, whereas in FY 2013, there were none.

Product or Service Code	total dollars obligated	Vendor Name	Description of Requirement
D302	\$212,520.00	IDEATION, INC.	EFILING and Office 365 IMPLEMENTATION
7690	\$140,490.36	WEST PUBLISHING CORPORATION	ONLINE LEGAL SERVICES
J060	\$104,892.01	BLACK BOX CORPORATION	IGF::OT::IGF NORTEL/AVAYA PHONE SYSTEM UPGRADE
R410	\$85,996.72	IDEATION, INC.	IGF::OT::IGF IT STUDY
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R704	\$71,055.83	HARPER RAINS STOKES & KNIGHT P	AUDIT SERVICE
R710	\$54,849.55	ALLMOND MARVIN C	OTHER FUNCTION IGF::OT::IGF FINANCIAL AUDIT SUPPORT
J070	\$44,688.95	SOFTCHOICE CORPORATION	IGF::OT::IGF MICROSOFT LICENSES

7021	\$43,146.00	GOVCONNECTION INCORPORATED	DELL LAPTOPS AND DOCKING STATION
X1LZ	\$35,100.00	CENTRAL PARKING SYSTEM INC	IGF::OT::IGF PARKING SPACES&SERVICES
D399	\$30,151.82	IRON BOW TECHNOLOGIES, LLC	RMX RESOURCE LICENSE PACK IGF::OT::IGF
7021	\$30,091.40	FOUR POINTS TECHNOLOGY, L.L.C.	OSC LAPTOPS
7030	\$29,232.00	GOVCONNECTION INCORPORATED	MICROSOFT 365

B. Methodology used to support the analysis.

Looking at our contract functions in FY 2014, we had the thirteen 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.

C. Findings

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

- a. In conclusion, one of these thirteen items was considered a special interest function for FY 2014.
- b. All of our new large item purchase orders are processed via interagency agreement with the Interior Business Center (IBC), and OSC has no Contracting Officer among OSC staff. The Contracting Office function being under the control of the Interior 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

For the contract that's a special interest function, The Ideation team (Vendor, Ideation Inc.) coordinates closely with our CIO, to make sure that solutions implemented can receive the support needed once our internal IT team takes over the maintenance of our new efilng system and our new "365" solution. OSC conducts a weekly stakeholder

meeting that includes the vendor, IT, and agency management that helps oversee the contract work. OSC closely monitors all the services and product data provided annually by IBC every end of fiscal year. We receive a spreadsheet from IBC 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.

E. Responsible Officials

The OSC Official responsible for policy and for management of the Service Contract Inventory Report is one and the same: Mr. Karl Kammann, Chief Financial Officer, U.S. Office of Special Counsel.