

FY 2019  
SERVICE CONTRACT  
INVENTORY ANALYSIS

and

FY 2020  
SERVICE CONTRACT  
INVENTORY  
ANALYSIS PLAN



*COURT SERVICES  
AND OFFENDER  
SUPERVISION  
AGENCY FOR  
THE DISTRICT  
OF COLUMBIA*

**COURT SERVICES AND OFFENDER SUPERVISION AGENCY  
FOR THE DISTRICT OF COLUMBIA**

**FY 2019 Service Contract Inventory (SCI) Analysis Report and FY 2020 SCI Analysis Plan**

**Introduction**

The Court Services and Offender Supervision Agency (CSOSA) was established under Section 11232 of the National Capital Revitalization and Self-Government Improvement Act of 1997 to effectuate the reorganization and transition of functions relating to pretrial services, parole, adult probation and offender supervision in the District of Columbia to a Federal Executive Branch agency.

The mission of CSOSA is to increase public safety, prevent crime, reduce recidivism, and support the fair administration of justice in close collaboration with the community. CSOSA also provides treatment services to persons who have been ordered to undergo such services by the courts, either as part of a sentence or pre-sentence, or as a condition of probation or parole.

**Background**

The FY 2010 Consolidated Appropriations Act, P.L. 111-117, requires civilian agencies to prepare an annual inventory of their service contracts and analyze their inventory to determine if the mix of Federal employees and contractors is effective or if rebalancing may be required.

This report describes CSOSA’s analysis of its FY 2019 service contract inventory and the use of contractors for the special interest functions selected for study. Also documented is CSOSA’s plan for analyzing the FY 2020 inventory.

**1. Scope of Analysis**

- a. In determining CSOSA’s FY 2019 Product Service Codes (PSC) to be analyzed, CSOSA reviewed all of its FY 2019 service contract awards and identified two special interest functions to analyze which are identified in the following table.

b.

<b>PSC</b>	<b>Product of Service Description</b>	<b>FY 2019 Obligations</b>
D302	IT and Telecom –Systems Development	\$2,876,843.35
R430	Support - Professional: Physical Security & Badging	\$10,045,691.96

**PSC D302** had only one contract action exceeding the simplified acquisition threshold within this PSC. The total obligation was \$ 2,876,843.35 representing 4% of CSOSA's total reportable service contract dollars. The contract selected represents 100% of CSOSA's total reportable obligation within the PSC.

**PSC R430** had only one contract action exceeding the simplified acquisition threshold within this PSC. The total obligation was \$ 10,045,691.96 representing 9% of CSOSA's total reportable service contract dollars. The contract selected represents 100% of CSOSA's total reportable obligation within the PSC.

## **2. Purpose**

- a. In accordance with the Consolidated Appropriations Act, 2010, Division C, Title VII§ 743(e), CSOSA's FY 2019 inventory analysis includes a review of contracts and information in the inventory for the purpose of ensuring that:
  - (1) CSOSA does not have any personal services contracts in the inventory. CSOSA does not have statutory authority to enter into personal services contracts and therefore, take necessary precautions to ensure the agency does not award personal services contracts
  - (2) CSOSA is giving special management attention, as set forth in the Federal Acquisition Regulation (FAR) 37.114, to functions that are closely associated with inherently governmental functions;
  - (3) CSOSA is not using contractor employees to perform inherently governmental functions;
  - (4) CSOSA has specific safeguards and monitoring systems in place to ensure that work being performed by contractors has not changed or expanded during performance to become an inherently governmental function;
  - (5) CSOSA is 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 operations; and
  - (6) There are sufficient internal agency resources to manage and oversee contracts effectively.
- b. The analysis technique involved the following review and data collection:
  - Contract monitoring practices and mechanisms;
  - Contracting Officer Representative (COR) questionnaires; and
  - Contract files, including scopes of work.

### Selected PSCs for FY 2019 Service Contract Inventory Analysis

PSC	Product of Service Description	Obligations	% of Obligations
G004	Social-Social Rehabilitation	\$15,485,467.78	17%
R499	Support- Professional: Other	\$3,578,823.39	4%
R799	Support-Management: Other	\$4,187,790.07	5%
	<b>Total</b>	<b>\$38,404,098.08</b>	<b>26%</b>

### 3. Agency Findings

a. The results of CSOSA’s FY 2019 Service Contract Inventory Analysis reflects consistency with the desired outcomes described in Consolidated Appropriations Act, 2010, Division C, Title VII§ 743(e). Specifically, the analysis resulted in the following findings:

- (1) CSOSA did not award any personal services contracts in FY 2019;
- (2) No services provided under analyzed contracts are identified as closely associated with inherently governmental functions;
- (3) No services provided under analyzed contracts are identified as inherently governmental in nature and, therefore, CSOSA is not using contractor employees to perform any inherently governmental functions;
- (4) CSOSA has specific safeguards and monitoring systems in place to ensure that work being performed by contractors has not changed or expanded during performance to become an inherently governmental function;
- (5) CSOSA is not overly reliant upon contractor support to such an extent as to adversely impact our ability to maintain control of our mission and operations; and
- (6) CSOSA has sufficient internal Agency resources to manage and oversee contracts effectively.

b. Analysis of contracts under PSCs G004, R499 and R799

In addition to the detailed information noted below, our review of the selected PSC contracts determined the following:

- The Statement of Work (SOW) for all reviewed contracts were found to include well defined work to be performed by the contractor;

- The SOWs did not contain any inherently governmental functions or any functions closely associated with inherently governmental functions; and
- CORs monitored contractor performance on each assigned contract to ensure that work being performed by contractors had not changed or expanded during performance and were in accordance with contract terms and conditions.

(1) PSC G004 – (Four Contracts totaling \$15,485,467.78)

This PSC provides for residential, intensive outpatient, and transitional housing and/or treatment services. Offenders under agency supervision routinely require select treatment services above. To support agency mission requirements, the agency will acquire services through contract to meet treatment needs of offenders.

(2) PSC R499 - (Six Contracts totaling \$3,578,823.39)

The contracts awarded under this PSC is for project management and other therapeutic professional support. Due to limited budgets, CSOSA concentrates on staffing full time equivalents in specific mission related areas such as program managers, finance, and Community Supervision Officers who oversee the offenders. A large majority of CSOSA's professional services support are contractors because it allows flexibility to use resources when and where the agency must meet mission needs.

(4) PSC R799 - (Ten Contracts totaling \$4,187,790.07)

This PSC provides for IT, EEO and management support.

#### **4. Actions to be Taken or Planned**

As stated above, CSOSA has determined that its reliance upon contractors for identified services is appropriate. CSOSA's FY 2019 service contract inventory awards do not include any contracts for personal services, nor services that are inherently governmental functions. CSOSA recognizes the importance of government oversight of the services performed by its contractors and takes the necessary steps to ensure the government remains in control of its mission and operations. To that end, CSOSA assigns a COR from the program office to each awarded contract. The COR serves as the subject matter expert for the services identified in the contract and is responsible for oversight of the contractors. In conjunction with the Contracting Officer, the COR ensures service contractors perform in accordance with contract terms and conditions and that the services provided are acceptable.

In addition, CSOSA recognizes the need to continue a training program for acquisition professionals so that assigned CORs and Contracting Officers can ensure CSOSA continues to restrict contracts for personal services or contracts that include any inherently governmental functions. CSOSA implemented an annual COR and Contract Specialist training program in FY2017, hosting 15 classes in FY2018 and 7 classes for FY2019. During FY2020, because of COVID, COR's had to complete all courses online. All classes were Federal Acquisition Institute Training Application System (FAITAS) approved courses.

## 5. Accountable Official

Mr. Reggie R. James, Senior Procurement Executive, is the senior agency management official who is accountable for the development of agency policies, procedures, and training associated with OFPP Policy Letter 11-01 addressing the performance of inherently governmental and critical functions.

### CSOSA FY 2020 Service Contract Inventory Analysis Plan

The PSCs identified below were selected based on a review of the FY 2020 SCI report provided in MAX.gov. The total value of all awards included in the MAX.gov report is \$89,010,918.38

#### Selected PSCs for FY 2020 SCI Analysis

PSC	Product of Service Description	Obligations	% of Total Obligations
D399	IT AND TELECOM - OTHER IT AND TELECOMMUNICATIONS	\$ 4,494,302.16	5%
Q526	MEDICAL - MEDICAL/PSYCHIATRIC CONSULTATION	\$ 5,734,244.03	6%
	<b>Total</b>	<b>\$10,228,546.19</b>	<b>11%</b>

PSC D399: The inventory includes three contracts representing 5% of the total obligations. Services under this PSC are for software support services, telecommunication support services and office automation operations and support.

PSC Q526: The inventory includes nine contracts representing 6% of the total obligations. Services under this PSC is for Psychiatric and Substance Abuse treatment to chemically dependent patients.

2. Any questions related to the FY 2020 service contract inventory analysis or the FY 2021 service contract inventory analysis plan should be directed to Elijah Anderson, Director, Office of Procurement at [Elijah.Anderson@csosa.gov](mailto:Elijah.Anderson@csosa.gov) or via telephone at 202.220.5795.