

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

FY 2021 Service Contract Inventory (SCI) Analysis Report and FY 2022 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 ordered to undergo such services by the courts, as part of a pre-sentence, sentence, or a condition of probation or parole.

Background

This report describes CSOSA’s analysis of its FY 2021 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 2022 inventory.

1. Scope of Analysis

In determining FY 2021 Product Service Codes (PSC) for analysis, CSOSA reviewed all of its FY 2021 service contract awards and identified two special interest functions to analyze. The following table identifies PSCs, service description for the PSCs and total obligated amounts.

PSC	Product of Service Description	FY 2021 Obligations	% of Obligations
DA01	IT AND TELECOM - BUSINESS APPLICATION/APPLICATION DEVELOPMENT SUPPORT SERVICES (LABOR)	\$13,209,999.85	12%
Q526	MEDICAL- MEDICAL/PSYCHIATRIC CONSULTATION	\$5,723,132.32	5%

PSC DA01 had seven contract actions exceeding the simplified acquisition threshold within this PSC. The total obligation was \$13,209,999.85 representing 12% of CSOSA’s total reportable

service contract dollars. The contract selected represents 100% of CSOSA's total reportable obligation within the PSC.

PSC Q526 had two contract actions exceeding the simplified acquisition threshold within this PSC. The total obligation was \$5,723,132.32 representing 5% 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 perform Personal services contracts in the inventory, if any, in accordance with applicable laws and regulations.
 - (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 2021 Service Contract Inventory Analysis

The agency selected PSCs identified below are based on a review of the FY 2022 SCI report provided in MAX.gov and the OMB recommendation.

PSC	Product of Service Description	Obligations	% of Obligations
R499	Support – Professional: Other	\$1,008,720.62	1%
R799	Support - Management: Other	\$3,262,916.44	3%
Total:		\$4,271,637.06	4%

3. Agency Findings

a. The results of CSOSA’s FY 2021 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 2021.
- (2) No services provided under analyzed contracts were closely associated with inherently governmental functions.
- (3) There were no services provided under analyzed contracts 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 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 performed by contractors had not changed or expanded during performance and were in accordance with contract terms and conditions.

(1) PSC R499 – (Two Contracts totaling \$1,008,720.62)

The contracts awarded under this PSC is for project management, administrative support and therapeutic 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 administrative support are contractors because it allows for flexibility to use resources when and where needed so that mission needs can be met.

(2) PSC R799 - (Seven Contracts totaling \$3,262,916.44)

This PSC includes 7 contracts representing 3% of the total obligations. The contracts are for Network Engineering, Business Intelligence Services, IT Systems administration, and administrative 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 2021 service contract inventory does 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.

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 2022 Service Contract Inventory Analysis Plan

The agency selected PSCs identified below are based on a review of the FY 2022 SCI report provided in MAX.gov. The total value of all awards included in the MAX.gov report is \$108,268,064.13.

Selected PSCs for FY 2022 SCI Analysis Plan

PSC	Product of Service Description	Obligations	% of Total Obligations
R430	SUPPORT- PROFESSIONAL: PHYSICAL SECURITY AND BADGING	\$ 17,058,437.57	16%
D399	IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS	\$4,662,340.20	4%
Total:		\$21,720,777.77	20%

PSC R430: The inventory includes one contract representing 16% of the total obligations. Services under this PSC are for Physical Security and Badging.

PSC D399: The inventory includes 2 contracts representing 4% of the total obligations. Services under this PSC is for Telecommunications, IT Systems Administration, and Administrative Support.

2. Any questions related to the FY 2021 service contract inventory analysis or the FY 2022 service contract inventory analysis plan should be directed to Elijah Anderson, Director, Office of Procurement at Elijah.Anderson@csosa.gov or via telephone at 202.220.5795.