



**National Science Foundation FY 2012  
Service Contract Inventory Analysis Report**

National Science Foundation

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## Executive Summary

This National Science Foundation (NSF) report responds to the December 21, 2012 request by the Office of Management and Budget's Office of Federal Procurement Policy (OFPP) to analyze NSF's FY 2012 inventory of service contracts to determine if the mix of Federal employees and contractors is effective or if rebalancing may be required. It includes the following information:

- a) The special interest functions studied by the NSF, the dollars obligated to those specific product and service codes (PSCs) in FY 2012, and the rationale for focusing on the identified functions;
- b) The methodology used by the NSF to support its analysis;
- c) NSF findings, including a brief discussion of the extent to which the desired outcomes described in Section 743(e)(2) are being met. Where workforce issues are identified, the estimated number of contractor personnel and/or labor resources involved; and
- d) Actions taken or planned by the NSF to address any identified weaknesses or challenges. In addition, description of follow up steps on actions in the FY 2010 and 2011 inventory that were identified as pending or planned.

## NSF FY 2012 Service Contract Inventory Analysis Report

### Scope

In accordance with NSF's SCI Planned Analysis Report dated December 26, 2012, NSF analyzed the functions under PSC R707 and D307. These functions were selected since they were the remaining special interest functions with obligations which had not been analyzed in past Analysis Reports. The special interest functions consist of the 12 Product Service Codes (PSCs) that OMB/OFPP has determined require increased management attention due to heightened risk of workforce imbalance. Over the past 2 fiscal years (FY 2012 and FY 2013), OMB/OFPP special interest functions have represented less than 1% of NSF annual obligations. In NSF's FY 2011 and FY 2012 analyses, we have examined all of the the PSC codes in the OMB/OFPP designated special interest functions for which we have obligations.

The following are the contract actions that fell under R707:

PIID	Referenced IDV PIID	Vendor Name	Description of Requirement	Action Obligation
NSFDACS11T1244	NSFDACS07B1564	ACQUISITION SOLUTIONS INC.	ACQUISITION AND PROGRAM MANAGEMENT SUPPORT SERVICES	\$66,405.00
NSFDACS12T1603	NSFDACS12C1590	B3 Solutions, LLC	ACQUISITION AND PROGRAM MANAGEMENT SUPPORT SERVICES	\$250,000.00

The following are the contract actions that fell under D307:

PIID	Referenced IDV PIID	Vendor Name	Description of Requirement	Action Obligation
NSFDACS09C1234		EDJ ASSOCIATES, INC.	WEB SUPPORT FOR CBET PROGRAM	\$203,923.79
NSFDACS10P1676		WEBFIRST, INC.	WEBHOSTING	\$10,536.00

Under PSC R707, the contract NSFDACS12C1590 with B3 Solutions was reviewed as it was essentially the replacement for NSFDACS07B1564 with Acquisition Solutions. The reviewed contract accounts for 79% of the obligations of the contracts covered under PSC R707.

Under PSC D307, NSFDACS10P1676 was not reviewed since it was a small purchase order. The reviewed contract accounts for 95% of the obligations of the contracts covered under PSC D307.

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NSF's Division of Acquisition and Cooperative Support (DACS) prepared the NSF FY 2013 Service Contract Inventory (SCI) and the NSF FY 2012 SCI Analysis Report.

### **Methodology**

The primary methodologies used to support the analysis of the chosen contracts studied consisted of interviews with the CORs and Contracting Officers (COs) of the contracts chosen and a review of the contracts.

### **Findings**

1. NSF has no personal services contract obligations.
2. A review of the selected contracts under PSCs R707 and D307 indicated that they:
  - (a) were not contracts that were closely associated with inherently governmental functions;
  - (b) were not using contractor employees to perform inherently governmental functions;
  - (c) have specific safeguards and monitoring systems in place to ensure that work being performed by contractors has not changed or expanded during performance to become a inherently governmental functions;
  - (d) are 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 operation; and
  - (e) have sufficient agency resources to manage and oversee contracts effectively.
3. No workforce issues were identified as a result of this review.

### **Actions Taken or Planned**

Based on the preceding analysis, there are no actions taken or planned concerning the contracts under PSCs R707 and D307. None of the contracts reviewed are for personal services and none were found to be inherently governmental in nature. The mix of federal employees and contractors were considered to be effectively balanced for the contracts reviewed.

There are no remaining follow-up steps on actions in the FY 2010 and 2011 inventory analyses that were identified as pending or planned as all issues have been resolved and explained in previous inventory reports.