

Environmental Protection Agency FY 2013 Service Contract Inventory Analysis Plan

Environmental Protection Agency
Office of Acquisition Management

December 2013



**Environmental Protection Agency
FY 2013 Service Contract Inventory
Plan for Analysis**

The Environmental Protection Agency’s (EPA) FY 2013 analysis will be performed in accordance with the criteria set out in Consolidated Appropriations Act, 2010, (Pub. L. No. 111-117, § 743 (2009)), Appendix D of the November 5, 2010 OMB Memorandum on Service Contract Inventories, and the December 19, 2011 OMB Memorandum on Service Contract Inventories.

For its FY 2013 analysis, EPA will an established dollar threshold to determine our point of unacceptable risk. EPA will choose the PSCs with the greatest obligated contract dollar values excluding those PSCs previously addressed in the FY 2012 analysis. The PSCs with the highest obligated dollar values are outlined in the table below:

PSC	Description	Total Value 2013
R499	Other Professional Services	\$201,212,830
C211	A/E Svcs. (incl. landscaping interior)	\$110,578,126
F999	Other Environmental Assessments	\$ 87,698,642
R425	Engineering and Technical Services	\$ 57,303,106
C214	A&E Management Engineering Svcs.	\$ 52,851,496
D399	Other ADP & Telecommunications Svcs.	\$ 38,066,507
R421	Technical Assistance	\$ 34,910,271
R408	Program Management/Support Services	\$ 33,034,664
B510	Study/Environmental Assessments	\$ 26,095,125
D308	Program Services	\$ 19,665,796
R799	Other Management Support Services	\$ 13,356,077
D302	IT and Telecom – Systems Development	\$ 8,174,825
D314	IT and Telecom – Systems Acquisition Support	\$ 6,219,863

EPA will approach its analysis using the following method:

- Step 1: Consolidate the data described above;
- Step 2: Crosswalk the data with EPA’s contractor inventory and FPDS data;
- Step 3: Evaluate the data in accordance with Agency and Federal policy and guidance; and
- Step 4: Develop criteria to identify individual contracts for in-depth review.

Based on the criteria identified and in accordance with the Consolidated Appropriations Act, EPA will select individual contracts for detailed reviews in the following order:

- Tier 1: Potential for inherently governmental performance by contractors;
- Tier 2: Contracts providing professional and management services or information technology services;

Tier 3: Contracts that do *not* include professional and management services or information technology services, but were awarded on a non-competitive basis; and

Tier 4: Contracts that do *not* include professional and management services or information technology services, but meet any one of the remaining designated criteria as noted in OMB Memorandum dated November 5, 2010.

To perform its analysis, EPA will contact the cognizant Contracting Officers and Contracting Officer Representatives to gain access to the contracts and related documents as well as to gather information via survey, in-person interviews, and reviews of task orders, invoices, deliverables, and facilities, as appropriate.

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 (this designation is already required by section 5-4(e) of the Policy Letter) is Thomas Dussault, Director of Policy, Training, and Oversight Division.

The Senior Agency Management Official who is responsible for ensuring appropriate internal management attention is given to the development and analysis of service contract inventories is John Bashista, Senior Procurement Executive.

The individual who can serve on the work group is Linear Cherry, Financial Analysis and Oversight Service Center, email: cherry.linear@epa.gov; (202) 564-4403.