



CONSUMER FINANCIAL PROTECTION BUREAU (CFPB)
OFFICE OF PROCUREMENT
WASHINGTON, D.C. 20552

MEMORANDUM FOR THE EXECUTIVE OFFICE OF THE PRESIDENT, OFFICE OF MANAGEMENT AND BUDGET, OFFICE OF FEDERAL PROCUREMENT POLICY

FROM: David P. Gragan
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SUBJECT: Service Contract Inventory – FY 2012 Special Interest Functions for Analysis

DATE: 31 December 2012

The Executive Office of the President, Office of Management and Budget’s (OMB) memoranda dated 05 November 2010 and 19 December 2011 on “Service Contract Inventories” requires civilian agencies to submit to the Office of Federal Procurement Policy (OFPP) an analysis of FY 2011 inventory, FY 2012 inventory, and planned analysis of FY 2012 inventory by 31 December 2012. The purpose of this memorandum is to identify FY 2012 service contract inventory and CFPB-specific special interest functions planned for analysis in FY 2013.

The FY 2012 service contract inventory is attached as Appendix B and Appendix C.<sup>1</sup> Appendix B includes the inventory of all service contracts over \$25,000 awarded by the CFPB or on the CFPB’s behalf by the Bureau of Public Debt (BPD). Appendix C is a summary report of the CFPB’s top 10 largest service contract obligations and special interest functions as identified by OMB. No additional special interest functions were identified by the CFPB that are not already listed on the summary report.

The below table identifies special interest functions from the CFPB’s FY 2012 inventory which will be the subject of a focused analysis in FY 2013.

Table with 4 columns: Product Service Code (PSC), PSC Description, FY 2012 Obligation \$, % Total Obligations. Rows include R499 (Other Professional Services) and D321 (IT and Telecommunications Help Desk).

The above product service codes were chosen because they made up more than 10% of total obligated dollars for the CFPB in FY 2012. As part of the FY 2012 inventory analysis, the CFPB will monitor/evaluate contracted services to determine whether or not contractor personnel perform critical agency functions that could affect the CFPB’s ability to maintain control of its mission and operations.

In FY 2012, the CFPB incurred obligations for four (4) of the OMB-identified special interest functions, D302, D307, R408 and R707. Product Service Code D302 comprised 5.04%, D307 comprised .07%, R408 comprised 1.49%, and R707 comprised of .03% of total FY 2012 obligations. These contracts are task-based and do not present an overreliance on contractor personnel that would critically affect the

1 Appendix labels are consistent with the standard inventory format and labels identified in OMB’s memorandum dated 05 November 2010, “Service Contract Inventories.”



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CFPB's control of its mission and operations. As a result, these four product service codes are not included for further analysis.

Questions regarding this memorandum may be referred to Hoa Crews (202-435-7422; email: [Hoa.Crews@cfpb.gov](mailto:Hoa.Crews@cfpb.gov)).

Enclosures:

Appendix B    Service Contract Inventory  
Appendix C    Service Contract Inventory Summary