

December 16, 2013

**Memorandum for the Executive Office of the President, Office of Management and Budget, Office of Federal Procurement Policy**



**FROM** David P. Gragan, Senior Procurement Executive, Office of Procurement

**SUBJECT** Service Contract Inventory – FY 2013 Special Interest Functions for Analysis

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 2012 inventory, FY 2013 inventory, and planned analysis of FY 2013 inventory by 31 December 2013. The purpose of this memorandum is to identify FY 2013 service contract inventory and CFPB-specific special interest functions planned for analysis in FY 2014.

The FY 2013 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 the Fiscal Service (BFS). 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 2013 inventory which will be the subject of a focused analysis in FY 2014.

Product Service Code (PSC)	PSC Description	FY 2013 Obligation \$	% Total Obligations
D302	IT and Telecommunications – Systems Development	\$6,234,015	7.34%

The above product service code was chosen because in FY 2013, it was the largest percentage of total contract obligations that was also an OMB identified special interest function. As part

<sup>1</sup> Appendix labels are consistent with the standard inventory format and labels identified in OMB's memorandum dated 05 November 2010, "Service Contract Inventories."

of the FY 2013 inventory analysis, the CFPB will monitor/evaluate contracted services to determine whether contractor personnel perform critical agency functions that could affect the CFPB's ability to maintain control of its mission and operations.

In FY 2013, the CFPB incurred obligations for three (3) of the OMB-identified special interest functions, D302, D307, and R408. While the CFPB decided to analyze D302, the Product Service Code D307 comprised only .06%, and R408 comprised 2.92% of total FY 2013 obligations. These contracts are task-based and do not present an overreliance on contractor personnel that would critically affect the CFPB's control of its mission and operations. As a result, these two PSCs are not included for further analysis.

Questions regarding this memorandum may be referred to Scott Yurcheshen (202-435-9650; email: [Scott.Yurcheshen@cfpb.gov](mailto:Scott.Yurcheshen@cfpb.gov)) or 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