

**Pretrial Services Agency for the District of Columbia  
Fiscal Year 2011 Service Contract Inventory  
(December 27, 2012)**

**Background**

Section 743 of Division C of the *Fiscal Year 2010 Consolidated Appropriations Act*, P.L. 111-117, requires civilian agencies to prepare an annual inventory of their service contracts and to conduct an analysis to determine whether the mix of federal employees and contractors is effective. In addition, each agency is required to submit a report suitable for public disclosure discussing its analysis of the inventory and the use of contractors for any special interest functions that the agency selected to study.

On November 5, 2010, the Office of Management and Budget (OMB) provided initial guidance to federal agencies on the preparation of the inventory and provided subsequent guidance on December 19, 2011 on complying with this requirement. In accordance with OMB's guidance, this report provides the Fiscal Year (FY) 2011 inventory and analysis.

**Summary of FY 2011 Inventory**

Table 1 lists the Pretrial Services Agency's (PSA) contracts awarded during FY 2011 with values greater than \$25,000, by Product or Service Code (PSC) and obligation amount.

**Table 1**

<b>PSC</b>	<b>Product or Service Description</b>	<b>FY 2011 Obligations</b>
6640	Laboratory Equipment and Supplies	\$26,754.00
6910	Training Aids	\$158,331.04
7030	ADP Software	\$75,769.34
7435	Office Information System Equipment	\$34,866.00
7490	Miscellaneous Office Machines	\$35,000.00
3590	Miscellaneous Service and Trade Equipment	\$111,703.99
7030	ADP Software	\$33,991.80
7035	ADP Support Equipment	\$240,420.84
7045	ADP Supplies	\$224,549.62
7050	ADP Components	\$45,996.00
D301	IT and Telecom – Facility Operation and Maintenance	\$34,304.90
D302	IT and Telecom – Systems Development	\$438,000.00
D322	IT and Telecom – Internet	\$43,540.00
D325	IT and Telecom – Data Centers and Storage	\$29,635.92
D399	IT and Telecom – Other IT and Telecommunications	\$96,701.80
F108	Environmental Systems Protection – Environmental Remediation	\$83,000.00
G004	Social – Social Rehabilitation	\$2,295,798.64
N071	Install of Furniture	\$175,000.00
R430	Support – Professional: Physical Security and Badging	\$111,207.22
R431	Support – Professional: Human Resources	\$141,716.27

<b>PSC</b>	<b>Product or Service Description</b>	<b>FY 2011 Obligations</b>
R497	Support – Professional: Personal Services Contracts	274,396.59
R615	Support – Administrative: Background Investigation	25,000.00
R703	Support – Management: Accounting	333,715.00
R707	Support – Management: Contract Procurement/Acquisition Support	47,170.08
R710	Support-Management: Financial	45,248.00
S201	Housekeeping – Custodial Janitorial	36,008.28
S215	Warehousing and Storage Services	45,059.00
U001	Lectures for Training	49,914.00
Z2AA	Repair or Alteration of Office Buildings	249,186.78
<b>Grand Total</b>		<b>5,543,985.11</b>

## **FY 2011 ANALYSIS**

In accordance with OMB guidance, PSA has given priority consideration to special interest functions, which are those that require increased management attention due to heightened risk of workforce imbalance. The Agency has identified 11 special interest functions, which represent ~28% of its FY 2011 service contracts greater than \$25,000.

Table 2 lists the PSA contracts with special interest functions.

**Table 2**

<b>Special Interest Functions</b>		
<b>PSC</b>	<b>Product or Service Description</b>	<b>FY 2011 Obligations</b>
D301	IT and Telecom- Facility Operation and Maintenance	\$34,304.90
D302	IT and Telecom- Systems Development	\$438,000.00
D322	IT and Telecom- Internet	\$43,540.00
D325	IT and Telecom- Data Centers and Storage	\$29,635.92
R430	Support- Professional: Physical Security and Badging	\$111,207.22
R431	Support- Professional: Human Resources	\$141,716.27
R497	Support- Professional: Personal Services Contracts	\$274,396.59
R615	Support- Administrative: Background Investigation	\$25,000.00
R703	Support- Management: Accounting	\$335,715.00
R707	Support- Management: Contract/Procurement/Acquisition Support	\$47,170.08
R710	Support- Management: Financial	\$45,248.00
<b>Grand Total</b>		<b>\$1,525,933.98</b>

PSA has identified two special interest functions in the field of Professional and Management Services, one identified by OMB’s Office of Federal Procurement Policy (OFPP) memorandum on “Service Contract Inventories,” and one additional function of interest to PSA.

<b>PSC</b>	<b>Product or Service Description</b>	<b>FY 2011 Obligations</b>
R431	Support- Professional: Human Resources	\$141,716.27
R707	Support- Management: Contract/Procurement/Acquisition Support	\$47,170.08
<b>Grand Total</b>		<b>\$188,886.35</b>

R431 (Support- Professional: Human Resources) represents 2.6% of the Agency’s total obligations, and R707 (Support- Management: Contract/Procurement/Acquisition Support) represents 0.9% of the Agency’s total obligations. PSA elected to analyze these functions because one was identified by OMB as a special interest category, but both are functions with high risk of using contractor employees to perform inherently governmental functions.

There were some challenges in preparing the FY 2010 service contract inventory report, including some missing data in the Federal Procurement Data System (FPDS) and some contract items that had been entered in FPDS which were coded inconsistently with the PSC definitions. As a result, PSA senior leadership recommended we begin fulfillment of this requirement with the FY 2011 contract inventory. Beginning in FY 2012, the contracting workforce will receive training on this process to ensure the accuracy of FPDS data and future inventory reports.

**Additional Enclosure:**

Appendix B: Standard Inventory Format – PRETRIAL SERVICES AGENCY FY 2011

Appendix C: Standard Inventory Summary Format – PRETRIAL SERVICES AGENCYFY 2011

## Appendix B: Standard Inventory Format - Court Services & Offender Supervision Agency FY 2012

PSC	Product or Service Code (PSC) Description	Contracting Agency	Contracting Department	Funding Agency	Place of Performance City	State	Country	Date Signed	Extent Completed	Fair Opportunity/ Limited Sources	Type of Contract	Description of Requirement	Vendor Name	Action Obligation	PIID	Referenced ID#
6640	Laboratory Equipment and Supplies	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	28-Sep-2012	NOT Available COMPETED		Cost	Reagents (July 2012 - September 2012) - FY2012	JP MORGAN CHASE	319,000.00	PSA-12-001866	144982985
6640	Laboratory Equipment and Supplies	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	26-Sep-2012	FULL AND OPEN COMPETITION		FIRM FIXED PRICE	OT-220-94793-40: QP-2010 Ultra EI Promotional Package- GCMS IAW QUOTE # : INERT EL ION SOURCE & REPELLER F/A QP-2010 PLUSE (2). I&F (INSTALL & CUST. FAMILIARIZATION). 1 YEAR WARRANTY & GCMS SPECIAL CONFIGURATION USER COURSE IAW RFQ722703-AXS	SHIMADZU SCIENTIFIC INSTRUMENTS INC	136,162.73	PSA-12-003053	
6640	Laboratory Equipment and Supplies	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	13-Mar-2012	FULL AND OPEN COMPETITION	FAIR OPPORTUNITY GIVEN	FIRM FIXED PRICE	OT-Services: Non-Personal, Contractor Shall Provide Mait. Services for GCMSMS instrument. Essential Support Plan - MSPEC - LC - MS (serial #20085240).In Accordance With Contractor & Agency Agreement	THERMO ELECTRON NORTH AMERICA LLC	27,699.00	PSA-12-000294	138388090
6640	Laboratory Equipment and Supplies	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	07-Jun-2012	NOT COMPETED		FIRM FIXED PRICE	OT-Drug Testing Management System (DTMS) - FY2012	TREASURY FRANCHISE FUND, US	53,100.00	PSA-12-000314	
6910	Training Aids	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	31-Jul-2012	NOT COMPETED		IAA	OT-End User Licenses, iContent and tier one support for Learning Management System OY5 (08/01/2012-07/31/2013) through Interagency Agreement with OPM (30% PSA)	OFFICE OF PERSONNEL MANAGEMENT (OPM)	86,126.00	PSA-12-002054	
7030	ADP Software	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	28-Feb-2012	NOT COMPETED		IAA	OT-DOJ Payroll/Personnel System NFC Expenses (FY2012)	DEPARTMENT OF JUSTICE	77,436.00	PSA-12-000074	15030001
7110	Office Furniture	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	24-Aug-2012	NOT COMPETED		FIRM FIXED PRICE	OT-CXO Mid Back Task Chair (Black) #CXO6201BLK0301. Installation, setup and trash removal.	FEDERAL PRISON INDUSTRIES INC	150,233.20	PSA-12-002514	103385519
7110	Office Furniture	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	05-Sep-2012	FULL AND OPEN COMPETITION	FAIR OPPORTUNITY GIVEN	FIRM FIXED PRICE	OT-Replacement lobby, reception and conference room furniture for OFM and OHCM (\$50,878.96) and installation (\$2,495.00) - Installatio must be performed on Saturday. The POC for this award is Marketia Davis she may be reached at 202-220-	PAOLI INC	53,373.96	PSA-12-002684	006364764
7490	Miscellaneous Office Machines	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	05-Sep-2012	FULL AND OPEN COMPETITION		FIRM FIXED PRICE	OT-Ricoh C651 EX Production Mainframe Color Copier (Per Quote Number 120905TD)	RICOH AMERICAS CORPORATION	43,789.00	PSA-12-002705	168391886
7490	Miscellaneous Office Machines	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	13-Mar-2012	NOT COMPETED		FIRM FIXED PRICE	OT-Postage for Agency Neo-Post Machine Agency Account Number 73147659	UNITED STATES POSTAL SERVICE	41,754.00	PSA-12-000146	
3590	MISCELLANEOUS SERVICE AND TRADE EQUIPMENT	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	21-Aug-2012	FULL AND OPEN COMPETITION	FAIR OPPORTUNITY GIVEN	FIRM FIXED PRICE	OT-MONITORING DEVICES	BI INCORPORATED	274,777.21	PSA-12-001939	094160959
5805	TELEPHONE AND TELEGRAPH EQUIPMENT	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	09-Mar-2012	FULL AND OPEN COMPETITION	FAIR OPPORTUNITY GIVEN	FIRM FIXED PRICE	OT-Verizon Cell Phone and Blackberrys, Services includes Broadband and Wireless.	CELLCO PARTNERSHIP	131,599.51	PSA-12-000010	GS35F0119P 968904698

## Appendix B: Standard Inventory Format - Court Services & Offender Supervision Agency FY 2012

PSC	Product or Service Code (PSC) Description	Contracting Agency	Contracting Department	Funding Agency	Place of Performance City	State	Country	Date Signed	Extent Completed	Fair Opportunity/ Limited Sources	Type of Contract	Description of Requirement	Vendor Name	Action Obligation	PIID	Referenced ID#	
7050	ADP COMPONENTS	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	21-Aug-2012	FULL AND OPEN COMPETITION	ONLY ONE SOURCE - OTHER	FIRM FIXED PRICE	OT-Dell PowerEdge M-610 Blade servers (aty of 3)-Installatin and Implementation of additional hosts into an existing EqualLogic SAN, 4 Hosts.	DELL MARKETING LP	29,775.96	PSA-12-000938	GS35F4076D	877936518
7490	MISCELLANEOUS OFFICE MACHINES	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	17-Aug-2012	COMPETED UNDER SAP		FIRM FIXED PRICE	OT-Dell Optiplex 9010 SFF,Item(225-2595),Core i5-3550,3.3Ghz,4GB 1600MHz Ram,250GB HD w/WIn-7 Pro 32bit,DVD+/- RW, P2210-22" widescreen LCD.	DELL MARKETING LP	154,415.25	PSA-12-002337		877936518
7490	MISCELLANEOUS OFFICE MACHINES	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	29-Aug-2012	NOT COMPETED		FIRM FIXED PRICE	OT-Microsoft VLA Enterprise Processor software assurance all languages (A5434968).	DELL MARKETING LP	226,340.57	PSA-12-002589		877936518
D301	IT and Telecom- Facility Operation and Maintenance	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	15-Feb-2012	COMPETED UNDER SAP		FIRM FIXED PRICE	CL-Services Non-Personal; Contractor Sahli Provide Electrical Service to PSA LAN Room @ 601Indiana Avenue, NW Fiscal Year 2012	BHB LIMITED PARTNERSHIP	39,605.00	PSA-12-000114		122304314
D302	IT AND TELECOM- SYSTEMS DEVELOPMENT	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	23-Sep-2012	FULL AND OPEN COMPETITION	FAIR OPPORTUNITY GIVEN	FIRM FIXED PRICE	CT-The three phases of the Software Development involves-Gathering user requirements & technical solution and Implementation of Risk Assessment and Diagnostic Process enhancements, per attached PWS with performance period of 09/17/12-08/02/13.	USMAX CORPORATION	554,766.00	PSA-12-002193	GS06F0769Z	014974096
D305	IT and Telecom- Teleprocessing, Timeshare, and Cloud Computing	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	23-Sep-2012	FULL AND OPEN COMPETITION AFTER EXCLUSION OF SOURCES	FAIR OPPORTUNITY GIVEN	FIRM FIXED PRICE	CL-The project involves Software Development services to Redesign PSA.gov website with performance period from 09/27/12 to 01/21/13 as per attached PWS.	ACUITY INC	146,060.56	PSA-12-002196	GS06F1248Z	103312802
D399	IT and Telecom- Other IT and Telecommunications	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	28-Jun-2012	FULL AND OPEN COMPETITION		FIRM FIXED PRICE	OT-BASE YEAR IBM TIVOLI	IMMIXTECHNOLOGY INC	32,331.00	PSA-12-001330		098692374
F108	Environmental Systems Protection- Environmental Remediation	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	31-Jan-2012	NOT COMPETED		FIRM FIXED PRICE	CT-Services Non-Personal; Contractor shall perform all services In Accordance With current agency agreement. Hazardous Waste Collection and Disposal Services for Fiscal Year 2012), for 300Lab, 500Lab & ADU/DTCU boxes.	SECURE WASTE INC	67,045.00	PSA-12-000107		110716029
G004	Social- Social Rehabilitation	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	31-Oct-2011	FULL AND OPEN COMPETITION		FIRM FIXED PRICE	CT-Group Sessions (FY12)	COMPREHENSIVE TREATMENT SERVICES, INC	302,860.00	PSA-11-000256		055315308
G004	Social- Social Rehabilitation	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	05-Sep-2012	FULL AND OPEN COMPETITION		FIRM FIXED PRICE	CT-Psychology Services - Option Year 4 Dr. Ronald Klein 09/22/12-09/21/13	DR RONALD JACK KLEIN PHD ABPP	99,840.00	PSA-08-010342		138843110
G004	Social- Social Rehabilitation	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	27-Oct-2011	FULL AND OPEN COMPETITION		FIRM FIXED PRICE	CT-Outpatient (FY12)	GOSPEL RESCUE MINISTRIES OF WASHINGTON DC INC	30,840.00	PSA-11-000257		082348632

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PSC	Product or Service Code (PSC) Description	Contracting Agency	Contracting Department	Funding Agency	Place of Performance City	State	Country	Date Signed	Extent Completed	Fair Opportunity/ Limited Sources	Type of Contract	Description of Requirement	Vendor Name	Action Obligation	PIID	Referenced IDV
G004	Social- Social Rehabilitation	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	27-Oct-2011	FULL AND OPEN COMPETITION		FIRM FIXED PRICE	CT-Outpatient (FY12)	HOLY COMFORTER-ST CYPRIAN COMMUNITY ACTION GROUP INC	55,259.12	PSA-11-000255	797261369
G004	Social- Social Rehabilitation	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	27-Oct-2011	FULL AND OPEN COMPETITION		FIRM FIXED PRICE	CT-Outpatient (FY12)	LA CLINICA DEL PUEBLO INC	64,732.00	PSA-11-000258	169085818
G004	Social- Social Rehabilitation	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	31-Oct-2011	FULL AND OPEN COMPETITION		FIRM FIXED PRICE	CT-Residential Men (FY12)	PHOENIX HOUSES OF THE MID-ATLANTIC INC	27,134.10	PSA-09-001008	077798445
G004	Social- Social Rehabilitation	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	27-Oct-2011	FULL AND OPEN COMPETITION		FIRM FIXED PRICE	CT-Residential (FY12)	PHOENIX HOUSES OF THE MID-ATLANTIC INC	307,581.46	PSA-11-000253	077798445
G004	Social- Social Rehabilitation	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	27-Oct-2011	FULL AND OPEN COMPETITION		FIRM FIXED PRICE	CT-Residential (FY12)	R A P INC	295,020.00	PSA-11-000250	074833302
G004	Social- Social Rehabilitation	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	27-Oct-2011	FULL AND OPEN COMPETITION		FIRM FIXED PRICE	CT-Outpatient (FY12)	RENAISSANCE MEDICAL GROUP INC	46,593.00	PSA-11-000251	968031823
G004	Social- Social Rehabilitation	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	27-Oct-2011	FULL AND OPEN COMPETITION		FIRM FIXED PRICE	CT-Residential (FY12)	SECOND GENESIS INC	246,139.50	PSA-11-000252	070112800
G004	Social- Social Rehabilitation	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	05-Sep-2012	FULL AND OPEN COMPETITION		FIRM FIXED PRICE	CT-Psychotherapist Services - Option Year 4 Dr. Suzanne Guerzon- 09/29/12-09/28/13	SUZANNE GUERZON	99,840.00	PSA-09-001191	830270596
G004	Social- Social Rehabilitation	PRETRIAL SERVICES AGENCY	PRETRIAL SERVICES AGENCY	959P	Washington	DC	US	27-Oct-2011	FULL AND OPEN COMPETITION		FIRM FIXED PRICE	CT-Residential (FY12)	THE SALVATION ARMY HARBOR LIGHT CTR	232,140.00	PSA-11-000254	158749361

## Appendix C: Standard Inventory Summary Format - PRETRIAL SERVICES AGENCY FY 2012

numbers are illustrative				Contract Type Analysis (as % of PSC obligations)				Competition Analysis (as % of PSC obligations)			Time of Obligation Analysis (as % of PSC obligations)				Small Business Analysis (as % of PSC obligations)						
		Obligations	% Total Obligations	Fixed Price	Cost	T&M/LH	Other	Competed	Not Competed	Not Available for Competition	Q1	Q2	Q3	Q4	Small Business	SDB	8(a) Program	VOSB	SDVOSB	HUBZone	WOSB
<b>Special Interest Functions</b>																					
D301	IT and Telecom- Facility Operation and Maintenance	\$39,605.00	0.7%	100%				100%			0%	100%	0%	0%	100%						
D302	IT AND TELECOM- SYSTEMS DEVELOPMENT	\$554,766.00	9.2%	100%				100%			0%	0%	0%	100%							
D305	IT and Telecom- Teleprocessing, Timeshare, and Cloud Computing	\$146,060.56	2.4%	100%				100%			0%	0%	0%	100%							
R430	Support- Professional: Physical Security and Badging	\$232,200.00	3.8%				100%		100%			100%									
R431	Support- Professional: Human Resources	\$138,864.00	2.3%			36%	64%		100%				100%								
R497	Support- Professional: Personal Services Contracts	\$279,139.43	4.6%	100%						100%				100%							
R615	Support- Administrative: Background Investigation	\$56,798.00	0.9%				100%		100%				100%								
R703	Support- Management: Accounting	\$395,331.00	6.5%				100%		100%			100%									
R707	Support- Management: Contract/Procurement/Acquisition Support	\$81,579.85	1.3%			100%		100%					100%						100%		
R710	Support- Management: Financial	\$48,929.00	0.8%			100%		100%						100%	100%						
<b>Biggest Percentage of Obligations (Top 5)</b>																					
7490	MISCELLANEOUS OFFICE MACHINES	\$380,755.82	6.3%	100%				41%	59%					100%							
R703	Support- Management: Accounting	\$395,331.00	6.5%				100%		100%			100%									
6640	Laboratory Equipment and Supplies	\$535,961.73	8.9%	100%				30.57%	9.91%	59.52%		5%	10%	85%	25%						
D302	IT AND TELECOM- SYSTEMS DEVELOPMENT	\$554,766.00	9.2%	100%				100%			0%	0%	0%	100%							
G004	Social- Social Rehabilitation	\$1,807,979.18	29.9%	100%				100%			89%			11%	28%						

