



UNITED STATES INTERNATIONAL TRADE COMMISSION

Washington, DC 20436

REPORT ON FY 2018 SERVICE CONTRACT INVENTORY AND PLANNED ANALYSIS OF FY 2019 SERVICE CONTRACT INVENTORY

This report contains the United States International Trade Commission's (USITC) analysis of its FY 2018 service contract inventory, responsive to Section 743 of Division C of the Fiscal Year 2010 Consolidated Appropriations Act, P.L. 111-117. The Act requires civilian agencies to prepare an annual inventory of their service contracts and analyze the inventory to determine if the mix of Federal employees and contractors is effective or if re-balancing may be required.

Pursuant to the Office of Federal Procurement Policy's (OFPP) guidance memoranda on service contract inventories, dated November 5, 2010 and December 19, 2011, the USITC selected special interest function(s) to include in the study. USITC then evaluated the use of contractors versus government employees for purposes of determining if contract labor is being used in an appropriate and effective manner.

A. Analysis

The USITC planned for and analyzed the following Product Service Code (PSC) function from its FY 2018 service contract inventory:

PSC	Description	2018 Action Obligation
R604	Support -Administrative: Mailing/ Distribution Services	\$338,185.

USITC chose to analyze PSC R604 due to the fact that it represented 2.2% of USITC's total reportable contract dollars and had not previously been evaluated under the service contract inventory analysis.

B. Methodology

The analysis was performed by the Director of Procurement. The service contract inventory that was reviewed included procurement awards using data obtained from the Federal Procurement Data System-Next Generation (FPDS-NG).

C. Agency Findings

In accordance with the Consolidated Appropriations Act, 2010, Division C, Section 743(e):

1. USITC awarded no personal services contracts in Fiscal Year 2018 (FAR 37.104).
2. USITC monitors functions that are closely associated with inherently governmental functions.
3. USITC is not using contractor employees to perform inherently governmental work.
4. USITC monitors contractor work to ensure that the work does not change or expand during performance to become inherently governmental. Every USITC services contract/effort has an appointed FAC-COR (Contracting Officers Representative), who is responsible for tracking contractor performance, project deliverables, and overseeing work completed.
5. USITC does not use contractor employees to perform critical functions in such a way that could affect the ability of USITC to maintain control of its operations and mission.
6. USITC has allocated resources to manage and oversee its contracts effectively. USITC's policies and procedures provide for oversight of contract administration. Both Contracting Officers and CORs are properly trained and FAC certified to manage and oversee contracts.
7. USITC continues its commitment to monitor and evaluate contracted services in determining whether contractor personnel perform critical agency functions that could affect the USITC's ability to maintain control over operations and its mission.

D. Summary

Overall, the USITC maintains a balance between contract and government employees. USITC's practice is to train and keep current its Contracting Officers and Contracting Officers Representatives in the proper award and administration of its service contracts. The USITC is committed to maintaining excellence in its service contracting.

E. Planned Analysis of Fiscal Year 2019 Inventory

As directed by OFPP's notice dated September 7, 2018, the USITC has selected the following function by Product Service Code for planned evaluation from its FY 2019 service contract inventory.

PSC	Description	2019 Action Obligation
D321	IT and Telecom -Help Desk	\$2,832,807.

The USITC has chosen to evaluate this function because of the critical nature of these services to the agency, because focus on this PSC has not recently been evaluated as part of this analysis, and because it represents 27.8% of total obligated dollars

USITC Point of Contact

Questions regarding this analysis may be directed to Debra Bridge, Office of Procurement, at (202) 205-2004, or debra.bridge@usitc.gov.

Link to the Government-Wide Service Contract Inventory is:

<https://www.acquisition.gov/service-contract-inventory>

The U. S. International Trade Commission's (USITC) FY 2019 service contract inventory data is included in the government-wide inventory posted at www.acquisition.gov. The Government-wide inventory can be filtered to display the inventory data for the USITC.