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**Federal Mediation and Conciliation Service**

**FY2016 Service Contract Inventory Planned Analysis**

1. **Background**

The Service Contract Inventory is a tool designed to help agencies develop a better understanding of how contracted services are being used to support mission and operations, and to determine whether contractor skills are being utilized in an appropriate manner. Section 743 of Division C of the Fiscal Year (FY) 2010 Consolidated Appropriations Act, Public Law (P.L.) 111-117, requires civilian agencies to prepare an annual inventory of their service contracts. It also requires that civilian agencies analyze their inventory to determine if the mix of Federal employees and contractors is effective or requires rebalancing.

Prior to issuing their inventories, civilian agencies are required to submit a planned analysis to the Office of Management and Budget’s (OMB) Office of Federal Procurement Policy (OFPP). This document, created by the Office of Procurement and Operational Support, fulfills that requirement for the Federal Mediation and Conciliation Service (FMCS).

1. **FY2016 Product and Service Codes (PSC) Selected for Review**

In accordance with OMB guidelines and recommendations, this planned analysis is designed to inform OFPP of the PSC that the FMCS will analyze from the FY 2015 inventory. Table 1 on page two will numerically display the codes that will be analyzed.

1. **Rationale for Selection**

For its FY2016 review, FMCS will identify PSC that were not the primary focus of the previous year’s analysis. Instead, FMCS will focus on the largest obligations of FY2016: The relocation of the National Office in Washington, DC. The agency relocated from the NW quadrant of the city, to the SW quadrant of Washington, DC. Contractors were used during this transition period and were overseen by staff to ensure that sufficient oversight of contractors was in place.

Table 1

|  |  |  |
| --- | --- | --- |
| **FY2016 Product and Service Codes for Review** | | |
| **PSC** | **PSC Description** | **Obligation Amount** |
| D313 | Computer Aided Design/Computer Aided Manufacturing Services | $94,938 |
| H163 | Quality Control Services/Alarm, Signal and Security Detection Systems | $283,406 |
| L071 | Technical Representative Services/Furniture | $141,428 |
| N071 | Installation of Furniture | $1,000,675 |
| R706 | Logistics Support Services | $357,246 |
|  | **Total Obligations:** | **$1,877,693** |

**Responsible Officials**

|  |  |
| --- | --- |
| Official responsible for the development of agency policies, procedures and associated training. | Cynthia Washington  Head of Contracting Activity (HCA)  Director, Procurement and Operational Support |
| Official responsible for ensuring appropriate internal management of service contract inventories. | Cynthia Washington  Head of Contracting Activity (HCA)  Director, Procurement and Operational Support |

*For government-wide inventory analysis see:* [*https://www.acquisition.gov/*](https://www.acquisition.gov/)