



# Analysis of Department of Homeland Security (DHS) FY 2013 Planned Analysis of Service Contract Inventory

## Special Interest Functions in FY 2013 Inventory for Analysis

DHS will evaluate all 15 codes identified as “Special Interest Functions” by the Office of Management and Budget’s (OMB) Office of Federal Procurement Policy (OFPP) memorandum on “Service Contract Inventories,” dated November 5, 2010; two additional codes of interest to DHS will also be included. These 17 functions are the focus of the DHS Balanced Workforce Strategy (BWS) pilot requiring thorough Component review of new services functions prior to procurement, and therefore, closely monitoring all contracting in these categories will be a priority throughout the next fiscal year.

In FY 2014, DHS will deploy the Balanced Workforce Assessment Tool (BWAT) replacing the previous automated BWS Tool, v.2. The BWAT consolidates the Balanced Workforce Strategy (BWS) process and the Acquisition Alert 11-30 Written Determination Template. As part of this consolidation process, DHS will determine if the “Special Interest Functions” identified by the Office of Management and Budget’s (OMB) Office of Federal Procurement Policy memorandum on “Service Contract Inventories” will still apply for new proposed requirements for services. The 17 total Product and Service Code (PSC) functions outlined below will require Component review of new services prior to procurement until DHS makes this determination.

| PSC  | DESCRIPTION OF FUNCTION                        |
|--|--|
| <i>Special Studies/Analysis — Not Research &amp; Development (R&amp;D)</i> |  |
| B505   | Special Studies/Cost Benefit Analyses          |
| <i>Professional/Administrative/Management Support Services</i>             |  |
| R406   | Policy Review/Development Services             |
| R408   | Program Management/Support Services            |
| R410   | Program Evaluation/Review/Development Services |
| R413   | Specifications Development Service             |
| R423   | Intelligence Services                          |
| R425   | Engineering and Technical Support Services     |
| R297   | Personal Services Contracts                    |
| R299   | Other Professional Support Services            |
| R699   | Other Administrative Support Services          |
| R707   | Contract/Procurement/Acquisition Support       |
| R799   | Other Management Support Services              |
| <i>Information Technology Support Services</i>                             |  |
| D302   | IT & Telecom Systems Development Services      |
| D307   | IT & Telecom – IT Strategy and Architecture    |
| D310   | IT & Telecom – Cyber Security & Data Back-up   |
| D314   | IT & Telecom – System Acquisition Support      |
| D399   | IT & Telecom – Other IT & Telecommunications   |