



Department of Homeland Security (DHS) FY 2015 Planned Analysis of Service Contract Inventory

Expansion of BWS to Include Analysis of All Proposed Requirements for Services

In response to the Undersecretary for Management’s (USM) “Balanced Workforce Assessment Tool (BWAT) Implementation and Use” memorandum dated January 7, 2014, all components fully implemented the BWAT by February 2014.

For the FY 2015 Service Contract Inventory analysis, DHS will evaluate all proposed requirements for services valued at greater than or equal to the \$150,000 Simplified Acquisition Threshold (SAT). This includes 17 Product and Service Codes (PSCs) identified as DHS’ “Special Interest Functions – those considered critical to the department’s mission, and all other Balanced Workforce Strategy (BWS) designated PSCs. Excluded from the analysis are those listed on DHS PSC exemption list, identified by the department as non-critical, low risk, routine, etc.

Please contact the BWS Division for the full PSC exemption list and other types of exemptions: OCHCOBalancedWorkforceTeam@HQ.DHS.GOV.

Listed in the chart below are the DHS “Special Interest Functions (SIF).”

| PSC | DESCRIPTION OF FUNCTION |
|--|--|
| <i>Special Studies/Analysis — Not Research & Development (R&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 |
| R497 | Personal Services Contracts |
| R499 | 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 |