Department of Homeland Security (DHS)
FY 2016 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 2016 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
Special Studies/Analysis — Not Research & Development (R&D)	
B505	Special Studies/Cost Benefit Analyses
Professional/Administrative/Management Support Services	
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
Information Technology Support Services	
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