



NATIONAL ENDOWMENT FOR THE HUMANITIES

WASHINGTON, D. C.

JANUARY 5, 2015

NATIONAL ENDOWMENT FOR THE HUMANITIES ANALYSIS OF FY 2013 SERVICE CONTRACT INVENTORY

Background

Section 743 of Division C of the Fiscal Year (FY) 2010 Consolidated Appropriations Act, P.L. 111-117, requires civilian agencies to prepare an annual inventory of their service contracts and to analyze the inventory to determine if the mix of Federal employees and contractors is effective or if rebalancing may be required.

Scope and Rationale

Information technology and telecommunication services were selected for review because of the amount of obligations. This analysis focused on software maintenance plans.

Product Service Code	Description	Obligated Amount
D319	IT AND TELECOM- ANNUAL SOFTWARE MAINTENANCE SERVICE PLANS	\$33,164

Methodology

The analysis was performed primarily for the purpose of identifying any inherently governmental functions that were being performed by contractors. Interviews were conducted with the contracting officer, management and staff.

Findings

Based on this review, the function studied did not require any rebalancing of the workforce. For the contract analyzed, the review found the following.

1. The contract is not for personal services.
2. Contractor employees are not performing inherently governmental functions.

3. Safeguards and monitoring systems are in place to ensure that work being performed by contractors has not changed or expanded during performance to become an inherently governmental function.
4. Contractor employees are not performing critical functions in such a way that could affect the ability of the agency to maintain control of its mission and operations.
5. There are sufficient internal agency resources to manage and oversee the contract effectively.

Actions

NEH does not have any open items from previous reviews. The agency will continue to monitor contractor performance and report any issues.

Responsible Officials

The official responsible for policy is Barry Maynes.

The official responsible for management of the Service Contract Inventory process is Barry Maynes



Barry Maynes
Contracting Officer
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