



National Transportation Safety Board

Washington, D.C. 20594

Office of Administration

SUBJECT: Analysis of FY2012 Service Contract Inventory

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. Additionally, each agency shall submit a report suitable for public disclosure discussing its analysis of the FY 2012 service contract inventory and the use of contractors for the special interest functions that the agency selected to study. The National Transportation Safety Board (NTSB) selected the following special interest functions, by Product and Services Code (PSC), from the FY2012 inventory. Also annotated is the funding obligated to each of the PSCs during FY2012:

R425 – Professional Engineering/Technical Support - \$2,294,357
M127 – Operation of Government Electronics and Communications System Facility - \$905,727
D307 – IT and Telecom – IT Strategy and Architecture - \$886,973
D399 – IT and Telecom – Other IT and Telecommunications - \$870,547
R408 – Program and Management/Support Services - \$574,311

These PSCs were selected due to their inclusion in the special interest functions identified by the Office of Management and Budget (OMB), the role these PSCs have in supporting the NTSB mission, and the dollar amounts obligated to these PSCs.

During the analysis, the NTSB reviewed the specific contract files covered by the selected PSCs and discussed the contract performance with the Contracting Officer, the Contracting Officer's Representative (COR), and other interested stakeholders. The analysis took into account the desired outcomes of Section 743(e) of Division C of the Fiscal Year (FY) 2010 Consolidated Appropriations Act, P.L. 111-117, which includes:

- (i) Each contract in the inventory that is a personal services contract has been entered into, and is being performed, in accordance with applicable laws and regulations;
- (ii) The agency is giving special management attention, as set forth in FAR 37.114, to functions that are closely associated with inherently governmental functions;
- (iii) The agency is not using contractor employees to perform inherently governmental functions;
- (iv) The agency has specific safeguards and monitoring systems in place to ensure that work being performed by contractors has not changed or expanded during performance to become an inherently governmental function;
- (v) The agency is not using contractor employees to perform critical functions in such a way that could affect the ability of the agency to maintain control of its mission and operations; and
- (vi) There are sufficient internal agency resources to manage and oversee contracts effectively.

Under PSC R425 - Professional Engineering/Technical Support, the contract awarded and analyzed provided contractor support services under several task orders for onsite IT configuration and integration, NTSB Case Management System analysis, NTSB Docket Management System analysis, IT helpdesk support, and enterprise architecture support. Personal services were not performed. The services performed were not inherently governmental nor were contractors being used to perform critical functions in such a way that could affect the ability of the agency to maintain control of its mission and operations.

The functions performed by the contractor were not changed or expanded to become inherently governmental. The contract had a designated COR who was delegated authority to oversee contractor activities. The COR adequately coordinated with the contractor's program manager to explain the tasks and to ensure the correct skill sets were provided to complete the tasks. Additionally, the COR coordinated with the Contracting Officer to ensure contractor performance was in line with the scope of the contract. Based on the analysis, the NTSB will continue to appropriately procure services under this PSC to fulfill requirements in the Information Technology area.

M127 – Operation of Government Electronics and Communications System Facility, the contract awarded and analyzed was required to provide 24/7 operations of the NTSB Communications Center, which functions as the communications hub for the agency. Its core mission is to provide logistical support for accident launches and investigations. Personal services were not performed. The services performed were not inherently governmental nor were contractors being used to perform critical functions in such a way that could affect the ability of the agency to maintain control of its mission and operations. The functions performed by the contractor were not changed or expanded to become inherently governmental. The contract had a designated COR who was delegated authority to oversee contractor activities. The COR adequately coordinated with the contractor's program manager to explain the tasks and to ensure the correct skill sets were provided to complete the tasks. Additionally, the COR coordinated with the Contracting Officer to ensure contractor performance was in line with the scope of the contract. Based on the analysis, the NTSB will continue to appropriately procure services under this PSC to fulfill requirements for the operation of the NTSB Communications Center.

D307 - IT and Telecom – IT Strategy and Architecture, the contract awarded and analyzed was required to provide development services for the NTSB's Enhanced Accident Data Management System (eADMS) database. The NTSB maintains eADMS for the storage, retrieval, and management of information associated with its aviation accident/incident investigations. Personal services were not performed. The services performed were not inherently governmental nor were contractors being used to perform critical functions in such a way that could affect the ability of the agency to maintain control of its mission and operations. The functions performed by the contractor were not changed or expanded to become inherently governmental. The contract had a designated COR who was delegated authority to oversee contractor activities. The COR adequately coordinated with the contractor's program manager to explain the tasks and to ensure the correct skill sets were provided to complete the tasks. Additionally, the COR coordinated with the Contracting Officer to ensure contractor performance was in line with the scope of the contract. Based on the analysis, the NTSB will continue to appropriately procure services under this PSC to fulfill requirements for IT development, if necessary.

D399 - IT and Telecom – Other IT and Telecommunications, the contract awarded and analyzed was required to migrate the NTSB website to a Cloud environment. Personal services were not performed. The services performed were not inherently governmental nor were contractors being used to perform critical functions in such a way that could affect the ability of the agency to maintain control of its mission and operations. The functions performed by the contractor were not changed or expanded to become inherently governmental. The contract had a designated COR who was delegated authority to oversee contractor activities. The COR adequately coordinated with the contractor's program manager to explain the tasks and to ensure the correct skill sets were provided to complete the tasks. Additionally, the COR coordinated with the Contracting Officer to ensure contractor performance was in line with the scope of the contract. Based on the analysis, the NTSB will continue to appropriately procure services under this PSC to fulfill requirements for Cloud related services, if necessary.

Under PSC R408 – Program and Management/Support Services, the contract awarded and analyzed provided contractor support services in the Human Resources area. Personal services were not performed. The services performed were not inherently governmental nor were contractors being used to perform

critical functions in such a way that could affect the ability of the agency to maintain control of its mission and operations. The functions performed by the contractor were not changed or expanded to become inherently governmental. The contract had a designated COR who was delegated authority to oversee contractor activities. The COR adequately coordinated with the contractor's program manager to explain the tasks and to ensure the correct skill sets were provided to complete the tasks. Additionally, the COR coordinated with the Contracting Officer to ensure contractor performance was in line with the scope of the contract. Based on the analysis, the NTSB will continue to appropriately procure services under this PSC to fulfill requirements in the Human Resource area.