



NATIONAL ENDOWMENT FOR THE HUMANITIES

OFFICE OF ACQUISITION

April 6, 2021

NATIONAL ENDOWMENT FOR THE HUMANITIES SERVICE CONTRACT INVENTORY PLANNED ANALYSIS FOR FISCAL YEAR 2020

1. Background. Public Law 111-117, Consolidated Appropriations Act, 2010 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 is required. The National Endowment for the Humanities (NEH) is required to develop an inventory of the Agency's service contracts as it is subject to Section 743 of Division C of the Act.

2. Planned Analysis. NEH will conduct analysis on all contract actions with a Product or Service Code (PSC) identified in the Office of Management and Budget (OMB), Office of Federal Procurement Policy (OFPP) Memorandum dated November 5, 2010, Subject: "Service Contract Inventories," as corresponding to a Special Interest Function (SIF).

NEH will use the data elements cited in Section 743 of Division C of the Consolidated Appropriations Act, 2010 and followed the guidance outlined in OMB-OFPP's Letter 11-01 "Performance of Inherently Governmental and Critical Functions" in its analysis.

3. The total population size for the FY 2020 Service Contract Inventory is 12; of the 12 actions, none of the contract actions align with a SIF identified by OMB. NEH has selected the below special interest functions for its FY 2020 Service Contract Inventory Analysis. These PSCs account for \$822.6K in obligated funds in FY 2020, 89% of the total funds obligated, and 75% of the actions awarded.

Table 1 –PSCs Identified as SIFs as Obligations per PSC and as a Percentage of NEH Total FY 2020 Contract Awards

PSC	PSC CATEGORY	# OF ACTIONS	\$ OBLIGATED	% OF ACTIONS	% OF OBLIGATED
D317	IT AND TELECOM- WEB-BASED SUBSCRIPTION	2	\$146,560.38	16.67%	17.0%
D318	IT AND TELECOM- INTEGRATED HARDWARE/SOFTWARE/SERVICES SOLUTIONS, PREDOMINANTLY SERVICES	3	\$500,070.32	25.00%	58.1%
D322	IT AND TELECOM- INTERNET	2	\$23,230.16	16.67%	2.7%
D399	IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS	2	\$32,000.00	16.67%	3.7%
R704	SUPPORT- MANAGEMENT: AUDITING	1	\$120,744.78	8.33%	14.0%

4. Accountable Official. The point of contact for the FY 2020 Service Contract Inventory is NEH's Head of the Contracting Activity, Lindsay Simon, who holds the title of Director, Office of Acquisition.