



NATIONAL ENDOWMENT FOR THE HUMANITIES

OFFICE OF ACQUISITION

August 25, 2021

NATIONAL ENDOWMENT FOR THE HUMANITIES SERVICE CONTRACT INVENTORY PLANNED ANALYSIS FOR FISCAL YEAR 2021

- 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." 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.

The total population size for the FY 2021 Service Contract Inventory is not yet determined. As of August 25, 2021, NEH has awarded 21 actions with a total obligated just under \$1.6M; the below table is a consolidated list of all PSCs for contract actions awarded to-date. It is highly likely that these will be the PSCs reviewed and analyzed for NEH's FY 2021 Service Contract Inventory Analysis. These PSCs account for 87% of the total funds obligated to-date, and 68% of the actions awarded to-date.

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

PSC	PSC CATEGORY	# OF ACTIONS	\$ OBLIGATED	% OF ACTIONS	% OF OBLIGATED
D305	IT AND TELECOM - TELEPROCESSING, TIMESHARE, CLOUD COMPUTING, AND HIGH PERFORMANCE COMPUTING	1	\$12,120.00	5.26%	1.23%
D318	IT AND TELECOM- INTEGRATED HARDWARE/SOFTWARE/SERVICES SOLUTIONS, PREDOMINANTLY SERVICES	1	\$177,500.00	5.26%	18.03%
DA01	IT AND TELECOM - BUSINESS APPLICATION/APPLICATION DEVELOPMENT SUPPORT SERVICES (LABOR)	1	\$122,100.00	5.26%	12.41%
DH10	IT AND TELECOM - PLATFORM AS A SERVICE: DATABASE, MAINFRAME, MIDDLEWARE	3	\$105,723.72	15.79%	10.74%
R410	SUPPORT- PROFESSIONAL: PROGRAM EVALUATION/REVIEW/DEVELOPMENT	1	\$187,550.00	5.26%	19.05%
R499	SUPPORT- PROFESSIONAL: OTHER	1	\$3,261.60	5.26%	0.33%
R604	SUPPORT- ADMINISTRATIVE: MAILING/DISTRIBUTION	1	\$29,431.32	5.26%	2.99%
R607	SUPPORT- ADMINISTRATIVE: WORD PROCESSING/ TYPING	1	\$23,152.00	5.26%	2.35%
R704	SUPPORT- MANAGEMENT: AUDITING	2	\$137,886.61	10.53%	14.01%
R799	SUPPORT- MANAGEMENT: OTHER	1	\$59,340.00	5.26%	6.03%

- 3. 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.