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## UNITED STATES INTERNATIONAL TRADE COMMISSION

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WASHINGTON, DC 20436

April 26, 2012

### MEMORANDUM

**FROM:** Celeste H. Rueffert, Director  
Office of Procurement

**SUBJECT:** Identification of Special Interest Functions for Analysis in FY 2012 from the FY 2011 Service Contracts Inventory

Pursuant to Section 743 of Division C of the Fiscal Year 2010 Consolidated Appropriations Act, P.L. 111-117, and Guidance issued by the Office of Federal Procurement Policy on December 19, 2011, the United States International Trade Commission (USITC) has identified the following special interest functions from the FY 2011 service contracts inventory for analysis in FY 2012:

PSC	Description	Amt. Obligated FY 11
D302	ADP SYSTEMS DEVELOPMENT SERVICES	\$2,485,761.34
D307	AUTOMATED INFORMATION SYSTEM SVCS	\$1,121,442.90
R707	MGT SVCS/CONTRACT & PROCUREMENT SUPPORT	\$1,760,740.28
R408	PROGRAM MANAGEMENT/ SUPPORT SERVICES	\$778,822.04

USITC chose to study these functions because they represent USITC's largest contract dollar obligations in FY 2011 and are areas where additional analysis and insight may be helpful in determining the appropriate contractor to government employee ratio.