

Estimate of Retrieval, Redaction, & Delivery of 9 Electronically Filed Forms 990					
Business Unit	Cost	Direct Labor	Benefits	Overhead	Total
Staff		\$3,633.24	\$1,017.31	\$1,548.48	\$6,199.03
Supplies	\$2.27				\$2.27
Software					
Total		\$3,633.24	\$1,017.31	\$1,548.48	\$6,201.30

In response to a request from Counsel, staff of the Research, Analysis and Statistics (RAS) office produced an estimate of the resources necessary - on an exigent basis - to retrieve from IRS processing database, redact non-disclosable information, and deliver to a requester nine electronically-filed (XML format) Forms 990. RAS staff took on the estimation task because the TE/GE (Tax Exempt Government Entities) Exempt Organization division at that time did not staff available with knowledge of the content of the forms, programming in XML, and electronic production of data suitable for provision to an outside requester. Certain RAS staff were familiar with those processes because they currently provide programming expertise to TE/GE's Exempt Organization office as one expert group supporting TE/GE's SEIN (SOI Exempt Image Network) system, a cross-IRS-divisional production process. That programming expertise is a critical component of the TE/GE operation, but nonetheless, makes up only a small portion of the personal and IT resources employed by TE/GE for that purpose. The process estimated is one designed to provide the data with minimum delay. Therefore, the process envisioned here is, by definition, one of short duration - measured in months - because the analytical experts and subject matter experts in RAS pulled in to provide those copies on the rush basis are not well-suited to performing those tasks repeatedly and do not make up the type of staff, nor nearly the scale of staff, necessary to perform those tasks for an indeterminate time and at a substantially larger scale. Further, the IT and programming resources required to perform the tasks for a longer time and at a larger scale far exceed such resources that could be provided by RAS, a research and analytical office that does not deploy large-scale filing IT infrastructure. Such a boost in those resources could be provided only by TE/GE through an allocation of additional IRS resources, possibly traded off against other major IRS demands.

The estimated cost for RAS to retrieve all data for the nine electronically-filed Forms 990, redact non-disclosable and private information, and reformat the data into XML for delivery on CD is \$6,200, or about \$690 per return. The estimate includes redaction and review to prevent the release of non-disclosable taxpayer data or personal information. While this reduces the risk of releasing such information, it does not remove it entirely.

The costing detailed here only reflects the immediate cost of completing the redaction for nine electronically-filed Forms 990. The cost does not include the creation of any system or process which would allow for repeated use. Repeated requests would be best served by a formally developed automated process. Such an endeavor would be owned by TE/GE and would require the development of program specifications, creation and testing of specialty redaction software, quality review of the resulting output, and implementation of a public release mechanism. This would not including oversight costs and additional software, hardware, or measurable computing time that might be required for an automated process. Additionally, to mitigate risk, the automated process should meet FISMA (Federal Information Security Management Act) requirements and it should be supported by a dedicated, specialized staff with formal training and infrastructure to ensure the protection of personally identifiable information.

RAS - February 6, 2014

**Government
Exhibit**

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Itemized Task List

	Cost	Hours	Series
Software:			
XML Spy License Cost	No cost--Enterprise (IRS-wide License for this softw		
XML Spy Installation Cost--1st IT Specialist		0.5	GS-0399-04-01
XML Spy Installation Cost--2nd IT Specialist		0.5	GS-2210-13-10
Training:			
Redaction Training (Self Study)--1st SME		3	GS-0110-14-05
Redaction Training (Self Study)--2nd SME		3	GS-1530-14-10
Redaction Requirements^{1,2}:			
Redaction Requirements Development		24	GS-0110-14-05
Redaction Requirements Quality Review		8	GS-1530-14-10
Image Review:			
Manual Review of Images--1st SME		1.5	GS-0110-14-05
Manual Review of Images--2nd SME		1.5	GS-1530-14-10
Data Pull:			
Magnetic Tape Pull--1st IT Specialist		3	GS-2210-12-02
Magnetic Tape Pull--2nd IT Specialist		1	GS-2210-14-10
Redaction:			
Manual Redaction of XML		4.5	GS-0110-14-05
Creation of Redacted XML Files		2.25	GS-0110-14-05
Review:			
Quality Review		2	GS-1530-14-10
Privacy Review		3	GS-1530-14-10
Managerial Review--SME Manager		1	GS-1530-14-10
Managerial Review--IT Manager		1	GS-2210-14-10
Clerical Review of Imaged Version		3	GS-1531-09-05
CD Creation:			
CD Creation:		0.25	GS-0110-14-05
CD Verification:		0.1	GS-1530-14-10
Supplies:			
CD Creation			
CD and Sleeve Cost	\$	0.98	
Shipping folder	\$	0.47	
Postage	\$	0.82	

Notes:

SME= Subject Matter Expert

¹ XML/Data SMEs not previously trained in redaction and would need to review desk guides and II² In addition to the existing redaction requirements for paper returns, manual XML redaction will require redaction requirements in addition to those outlined in IRM 3.20.12.2.3. For example, the XML data include taxpayer filing PINs and other information that should not be released.

Instructions: For each project, fill in the required information (light green cells) on each of the bright red colored tabs. What is entered here gets fed through to different parts of the workbook. Be sure to update grade/step/hourly rates annually, as necessary.

Business Unit:	RAS
Agreement type:	N/A
Customer:	DOJ
Agreement / project number	N/A
Fiscal year:	2014
Project lead:	N/A
RAS Contact:	Ludlum/Rosenmerkel
Date of estimate (current date):	6-Feb-13

Benefits percentage:	28.00%
Standard overhead rate:	41.28%

Overhead Expenses (enter N if the cost does apply, Y if it does not)	
ADP Operations:	N
Communications:	N
Equipment Non-ADP:	Y
Leasehold Improvements:	Y
Miscellaneous Expenses:	Y
Moving Expenses:	Y
Printing:	Y
Rent:	N
Service and Supplies:	Y
Space and Housing:	Y
Training:	Y
Travel Operating:	Y

Personnel							
	Name	Office	Position	Grade	Step	Hourly^{1 2}	Hours
1	SOI Statistician (DC) ¹	RAS	Economist	14	10	66.19	17.6
2	SOI Economist (DC) ¹	RAS	Statistician	14	5	57.7	35.5
3	DMD Supervisory IT Specialist (DC) ¹	RAS	Management	14	10	66.19	1
4	SOI Supervisory Statistician (DC) ¹	RAS	Management	14	10	66.19	1
5	DMD IT Trainee (DC) ¹	RAS	Trainee	4	1	16.70	0.5
6	DMD IT Specialist (DC) ¹	RAS	IT Specialist	13	10	56.01	0.5
7	DMD IT Specialist (UT) ²	RAS	IT Specialist	14	10	60.83	1
8	DMD IT Specialist (DC) ¹	RAS	IT Specialist	12	2	37.44	3
9	W&I Statistical Assistant (UT) ²	W&I	Statistical Assistant	9	5	26.02	3

¹ http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/14Tables/html/DCB_h.aspx

² http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/14Tables/html/RUS_h.aspx

FY 2014 Reimbursable Overhead Worksheet

Business Unit:	RAS
Reimbursable Name:	Estimate of Retrieval, Redaction, & Delivery of 9 Forms 990
Direct Labor Cost:	\$ 4,650.55

Category considered for exemption	Exemption	Standard Overhead Rate	Customized Overhead Rate	Overhead Cost	Reason for Exemption
	Yes or No				
Labor- Sustaining Organizations	N/A	16.28%	16.28%	757.07	N/A
Agency-Wide Shared Services	N/A	2.89%	2.89%	134.19	N/A
Communications & Liaison	N/A	0.19%	0.19%	8.77	N/A
Chief Financial Officer	N/A	0.42%	0.42%	19.64	N/A
Executive Leadership & Direction	N/A	0.92%	0.92%	42.99	N/A
Human Capital Officer	N/A	1.60%	1.60%	74.45	N/A
Information Technology	N/A	8.76%	8.76%	407.48	N/A
Privacy, Governmental Liaison, & Disclosure	N/A	0.43%	0.43%	20.16	N/A
Unemployment Compensation	N/A	1.06%	1.06%	49.40	N/A
Non-Labor					
ADP Operations	No	8.10%	8.10%	376.67	
Communications	No	2.22%	2.22%	103.40	
Equipment Non-ADP	Yes	0.08%	-	0.00	
Leasehold Improvements	Yes	0.24%	-	0.00	
Miscellaneous Expenses	Yes	1.83%	-	0.00	
Moving Expenses	Yes	0.00%	-	0.00	
Printing	Yes	0.22%	-	0.00	
Rent	No	6.69%	6.69%	311.35	
Service and Supplies	Yes	3.32%	-	0.00	
Space and Housing	Yes	1.80%	-	0.00	
Training	Yes	0.30%	-	0.00	
Travel Operating	Yes	0.20%	-	0.00	
Total Percentage of Overhead		41.28%	33.30%	1,548.48	

Full Exemption (to request a full exemption, please provide justification below.)

Signature

	<div style="border: 1px solid black; height: 100px; margin-bottom: 5px;"></div> <p>Jason Bumiller Director, Budget Execution Corporate Budget</p>
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