

**SUPPORTING STATEMENT
FOR PAPERWORK REDUCTION ACT SUBMISSION
9000-0048, AUTHORIZED NEGOTIATORS**

A. Justification.

1. **Administrative requirements.** Firms offering supplies or services to the Government under negotiated solicitations must provide the names, titles, and telephone numbers of authorized negotiators to assure that discussions are held with authorized individuals.

2. **Uses of information.** The information collected is referred to before contract negotiations and it becomes part of the official contract file.

3. **Consideration of information technology.** We use improved information technology to the maximum extent practicable. FAR clause 52.215-1(c)(2)(iv) encourages the contractor to use the methods that are permitted in the solicitation, proposals, and modifications to proposals (e.g. electronic commerce or facsimile) to submit proposal information requested in the solicitation. Unless otherwise stated in the solicitation or until the electronic contract writing system is implemented, the proposals will be submitted in paper media in a sealed envelope or package. Since this collection is a part of one of the 24 E-Government initiatives, which will provide a web-based central repository for annual entry of representations and certifications, consideration for information technology will increase significantly for this clearance.

4. **Efforts to identify duplication.** This requirement is being issued under the Federal Acquisition Regulation (FAR) which has been developed to standardize Federal procurement practices and eliminate unnecessary duplication.

5. **If the collection of information impacts small businesses or other entities, describe methods used to minimize burden.** The burden applied to small businesses is the minimum consistent with applicable laws, Executive orders, regulations, and prudent business practices.

6. **Describe consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently.** Collection of information on a basis other than solicitation-by-solicitation is not practical.

7. **Special circumstances for collection.** Collection is consistent with guidelines in 5 CFR 1320.6.

8. **Efforts to consult with persons outside the agency.** Under the procedures established for development of the FAR, agency and public comments were solicited and each comment addressed before finalization of the text. A notice published in the Federal Register at 68 FR 52574, September 4, 2003, under FAR case 1995-029, made this requirement available to the public and requested comments. No major problems regarding this requirement were reported.

9. **Explanation of any decision to provide any payment or gift to respondents, other than re-enumeration of contractors or guarantees.** Not applicable.

10. **Describe assurance of confidentiality provided to respondents.** This information is disclosed only to the extent consistent with prudent business practices and current regulations.

11. **Additional justification for questions of a sensitive nature.** No sensitive questions are involved.

12 & 13. **Estimated total annual public hour and cost burden.** Time required to read and prepare information is estimated at 1 minute (.017 hr.) per completion.

Estimated respondents/yr.....	65,660
Responses annually.....	x <u>8</u>
Total annual responses.....	525,280
Estimated hrs/response.....	x <u>.017</u>
Estimated total burden/hrs.....	8,930
Average wage (\$26 + 75% OH).....	x <u>\$46</u>
Estimated cost to public.....	\$410,780

14. **Estimated cost to the Government.** Time required for Governmentwide review is estimated at 1 minute (.017 hours) per response.

Annual Reporting Burden and Cost

Total annual responses.....	525,280
Review time per response.....	x <u>.017</u>
Total burden hours.....	8,930
Average wages + overhead (\$26/hr. + 100% OH).....	x <u>\$52</u>
Total Government cost.....	\$464,360

15. **Explain reasons for program changes or adjustments reported in Item 13 or 14.** This submission requests an extension of OMB approval of an information collection requirement in the FAR. The information collection requirement in the FAR increased due to increase in competitive actions.

16. **Outline plans for published results of information collections.** Results will not be tabulated or published.

17. **Approval not to display expiration date.** Not applicable.

18. **Explanation of exception to certification statement.** Not applicable.