

**SUPPORTING STATEMENT
FOR PAPERWORK REDUCTION ACT SUBMISSION
9000-0145, USE OF DATA UNIVERSAL NUMBERING SYSTEM (DUNS) AS
PRIMARY CONTRACTOR IDENTIFICATION**

A. Justification

- 1. Administrative requirements.** The Data Universal Numbering System (DUNS) number is the nine-digit identification number assigned by Dun and Bradstreet Information Services to an establishment. The Government uses the DUNS number to identify contractors in reporting to the Federal Procurement Data System (FPDS). The FPDS provides a comprehensive mechanism for assembling, organizing, and presenting contract placement data for the Federal Government. Federal agencies report data on all contracts in excess of \$25,000.00 to the Federal Procurement Data Center that collects, processes, and disseminates official statistical data on Federal contracting. Contracting officers insert the Federal Acquisition Regulations (FAR) provision 52.204-6, Data Universal Numbering System (DUNS) Number in solicitations they expect will result in contracts in excess of \$25,000.00. This provision requires offerors to submit their DUNS number with their offer. If the offeror does not have a DUNS number, the provision provides instructions on obtaining one.
- 2. Uses of information.** Information is used to categorize data related to Federal contracts.
- 3. Consideration of information technology.** We use improved information technology to the maximum extent practicable. Where both the Government agency and contractors are capable of electronic interchange, the contractors may submit this information collection requirement electronically.
- 4. Efforts to identify duplication.** This requirement is 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 of information 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 in the December 18, 2002, Federal Register made this requirement available to the public and requested comments. Dun and Bradstreet Information Services provided the number of requests for DUNS numbers by Federal registrants and the Federal Procurement Data Center provided the number of contract awards based on their FY 2001 Federal Procurement Report.

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

10. **Describe assurance of confidentiality provided to respondents.** This information will be disclosed only to the extent consistent with prudent business practices and current regulatory and statutory requirements.

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

12. & 13. **Estimated total annual public hour and cost burden.**

The estimated time for offerors to enter the DUNS number is 1 minute.

a. Estimated Annual Hour Burden

Number of contracts awarded	35,694
(used as estimated number of respondents)	
Number of Respondents to FAR 52.204-6	35,694
Number of submissions per respondent.	<u>4</u>
Total annual responses.	142,776
Preparation time per response	<u>X .0166 hours</u>
Total response burden hours	2,370
Number of new DUNS numbers requested.	5,791
Time needed to request a DUNS number.	<u>X .0833 hours</u>
Total hours to receive DUNS number	482
Total Burden Hours	2,852

b. Estimated Annual Cost

Total Burden Hours	2,852
Cost per Hour*.	<u>X \$40.85</u>
Cost to respondents	\$116,504

*Cost per hour based on GS-11 step 5 hourly rate (\$23.34) plus overhead of 75 percent.

14. **Estimated cost to the Government.** The time required for Government review of the requirement is approximately 1 minute per response.

Total annual responses	142,776
Review time per responses	<u>.X .0166 hours</u>
Total burden hours	2,370
Average cost per hour wage (\$23.34/hr + 100% OH) .X	<u>\$46.68</u>
Total Government cost.	110,632

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 remains the same.

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.

B. Collections of Information Employing Statistical Methods.

Statistical methods are not used in this information collection.