

**SUPPORTING STATEMENT  
FOR PAPERWORK REDUCTION ACT SUBMISSION  
3090-0250, Zero Burden Information Collection Reports**

**A. Justification.**

1. **Administrative requirements.** Frequently, the General Services Administration (GSA) needs to collect information from the private sector that is readily available to the public at large. This information is often exchanged by private business firms during the normal course of business. These types of information collections impose no additional reporting burdens upon the requestees as the collection requires no expenditure of resources to gather the information for submission.

Use of this general control number reduces OMB and GSA administrative workload with no loss of oversight protection for the public.

2. **Uses of information.** The Government will use the information to identify for customers ordering from Multiple Award Schedule Program electronic office equipment providing accessibility.

3. **Consideration of information technology.** Information technology is used 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.** We did not identify any duplication of information being collected. Our review did not identify any similar data.

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. The effect of business should be minimal since the information requested is readily available and does not differ from that necessary to conduct business in the commercial marketplace under the same circumstances. Under clause 552.238-70, "Identification of Electronic Office Equipment Providing Accessibility for the Handicapped," the offeror is encouraged to identify office equipment, including any special peripheral, that will facilitate electronic office equipment accessibility for handicapped individuals in its commercial catalogs and pricelists accepted by the Government. Under clause 552.238-74, "Industrial Funding Fee and Sales Reporting," the Contractor shall maintain a consistent accounting method of sales reporting, based on the Contractor's established commercial accounting practice.

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

7. **Special circumstances for collection.** Collection of information on a basis other than by individual contractors is not practical. The contractor is the only one who has the records necessary for the collection. Collection is consistent with guidelines in 5 CFR 1320.6.

8. **If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

**Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported. Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years - even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.**

GSA has published rules that fall under information collection 3090-0250. The rule that prescribed clause 552.238-70 "Identification of Electronic Office Equipment Providing Accessibility for the Handicapped" was published at 56 FR 29442, June 27, 1991, titled "Implementation of Public Law 99-506", with an effective date of July 8, 1991; and Clause 552.238-74 "Industrial Funding Fee and Sales Reporting" published at 68 FR 41286, July 11, 2003.

Notices published in the Federal Register at 70 FR 24043, May 6, 2005, and 70 FR 71505, November 29, 2005, made this requirement available to the public and requested comments. No comments were received regarding this requirement.

In addition, the GSA works very closely with its vendor partners, and interacts regularly in forums designed specifically to foster

open discussion of issues of concern to either party. Industry - Government Councils have been established for all of the Multiple Award Schedules, meeting quarterly to provide updates on issues of concern to either party, and to work together to develop a means of resolving some recurring issues. Industry is never hesitant to voice their concerns in these forums, and yet there has never been any concerns expressed (in any context) about either of the cited clauses.

**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. No assurance of confidentiality is provided to respondents.

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

**12 & 13. Estimated total annual public hour and cost burden.** Zero burden hours. Reports covered under this collection will impose no reporting burden upon the public. The information collected is that which is normally collect and exchanged during the normal course of business.

**14. Estimated cost to the Government.** None.

**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 General Services Administration Acquisition Manual (GSAM). The information collection requirement in the GSAM remains unchanged.

**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.