

**SUPPORTING STATEMENT  
FOR PAPERWORK REDUCTION ACT SUBMISSION  
3090-0163, INFORMATION SPECIFIC TO A CONTRACT OR  
CONTRACTING ACTION (NOT REQUIRED BY REGULATION)**

**A. Justification**

**1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

The General Services Administration (GSA) has various mission responsibilities related to the acquisition and provision of supplies, transportation, ADP, telecommunications, real property management, and disposal of real and personal property. These mission responsibilities generate requirements that are realized through the solicitation and award of public contracts. Individual solicitations and resulting contracts may impose unique information collection/reporting requirements on contractors, not required by regulation, but necessary to evaluate particular program accomplishments and measure success in meeting special program objectives. It also includes collecting information that is central to contracting with up to 2,000 hotels that provide lodging for Federal travelers.

In addition, the Office of Small Business Utilization (OSBU) has an electronic form, Disaster and Emergency Operations Vendor Profile Form (GSA Form 3685). This form can be accessed at [www.gsa.gov/disastersupportform](http://www.gsa.gov/disastersupportform). The form is to be completed by all vendors interested in GSA contracting opportunities during times of natural or environmental disasters and national or civil emergencies. Vendors that supply products or services that may be needed to support this effort and who wish to be considered as potential sources of supply may be identified in the Disaster and Emergency Operations Vendor Profile Database. There are currently 1,519 vendors in the database.

**2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

Contracting officers use the information to evaluate and monitor unique contract requirements to meet specialized program objectives. Such information is also necessary for program managers to make informed decisions germane to those specialized areas.

The Disaster and Emergency Operations Vendor Profile Database is in Lotus Notes format. It can only be accessed by the National Office SBU staff, Regional Small Business Utilization Centers, and Small Business Technical Advisors in National Office FAS and National Office PBS. There are currently 1,519 vendors in the database. Among other market research methods in FAR Part 10, contracting officer may contact Regional GSA Offices of Small Business Utilization to assist in obtaining information regarding local small business firms capable of providing products or services during times of natural or environmental disasters and national or civil emergencies.

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**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.**

We use improved information technology to the maximum extent practicable. Where both the General Services Administration and contractors are capable of electronic interchange, the contractors may submit information requirements electronically.

The Disaster and Emergency Operations Vendor Profile Form (GSA Form 3685) is only an electronic form accessible at [www.gsa.gov/disastersupportform](http://www.gsa.gov/disastersupportform).

**4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

As indicated in 1 above, the requirements are not mandated by regulation and usually are germane to a particular solicitation or resulting contract(s).

The information collected on GSA Form 3685 may be available on the Central Contractor Registry (CCR); however, the data is not readily available, or easily searchable. The GSA data base places vendor information related to disaster and emergency products and services at the ready for GSA in a central database that easily searchable. The database should only include potential sources for meeting agency needs during disasters and emergencies. This is important because GSA has a number of different roles in preparedness, response and recovery in disaster or emergency situations. On a national level, GSA participates in governmentwide disaster preparedness and assistance through the National Response Plan, which is the federal government's unified approach to dealing with natural or manmade incidents.

**5. If the collection of information impacts small businesses or other small entities (item 5 of OMB 83-I), describe any methods used to minimize burden.**

Burdens usually apply equally to large and small businesses that want to contract with GSA. Burden is kept to the minimum necessary to meet the specific objectives of a solicitation or contract.

As indicated in 4 above, the Disaster and Emergency Operations Vendor Profile Form (GSA Form 3685) is only an electronic form accessible at [www.gsa.gov/disastersupportform](http://www.gsa.gov/disastersupportform).

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

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Specific program objectives would not be met or performance could not be measured.

GSA is lead on one of the 15 Emergency Support Function under the National Response Plan. GSA is responsible for providing centralized logistics management and resource support to Federal State and state governments. GSA support includes facility space, office supplies, office furniture, contracting services, and emergency relief supplies. Readily available information will assist GSA fulfill its responsibility as the lead for one of the Emergency Support Functions. Without the readily information centrally located internal to GSA, valuable time may be lost in meeting the needs of Federal State or local governments requiring support.

**7. Explain any special circumstances that would cause an information collection to be conducted in a manner requiring respondents to—**

- **Report information to the agency more often than quarterly;**
- **Prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- **Submit more than an original and 2 copies of any document;**
- **Retain records, other than health, medical, government contracts, grant-in-aid, or tax records, for more than 3 years;**
- **In connection with a statistical survey, that is not designed to produce valid, reliable results that can be generalized to the universe of study;**
- **Require the use of a statistical classification that has not been reviewed and approved by OMB;**
- **Include a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
- **Submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

Upon occasion due to urgency of a procurement or when conducting an acquisition of commercial items, respondents may be requested to prepare a written response to a collection of information (response to solicitation for offers) in fewer than 30 days after receipt of the request. Respondents may also be required by contract to submit information on a monthly basis.

The Disaster and Emergency Operations Vendor Profile Form (GSA Form 3685) is an electronic form that can be completed once. Updates may be required based on expansion of the vendor's product line or services; however, GSA does require an update. The form is voluntary. The form is for information purposes and does not imply any contract or promise of business.

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**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.**

A notice published in the Federal Register at 73 FR 16305, March 27, 2008 made this requirement available to the public and requested comments. No comments were received regarding this requirement. However, the GSA Form 3685 was not included in the Federal Register notice.

**9. Explain any decision to provide any payment or gift to respondents, other than reenumeration of contractors or grantees.**

GSA makes no such payments under this collection.

**10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.**

Confidentiality will be provided to contractors in accordance with prudent business practices and current regulations.

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

No sensitive questions are involved.

**12. Provide estimates of the hour burden of the collection of information. The statement should—**

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- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices;**
- **If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I; and.**
- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 13.**

The estimated number of respondents annually is 126,870; and responses per respondent is 1.36. Each response requiring .399 hours for a total of 68,900 hours. Time and cost estimates are based on professional judgment using data from the Federal procurement Data System for FY 03.

Estimated respondents/yr.....	<u>126,870</u>
Total Responses annually.....	172,500
Estimated hours/response.....	<u>.399</u>
Estimated total burden hours.....	68,900

\*There are no changes based on inclusion of GSA Form 3685 under this collection number.

**13. Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14.)**

- **The cost estimate should be split into two components: (a) total capital and start-up cost component (annualized over its expected useful life) and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling, and testing equipment, and record storage facilities.**
- **If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or**

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contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.

- Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995; (2) to achieve regulatory compliance with requirements not associated with the information collection; (3) for reasons other than to provide information or keep records for the Government or (4) as part of customary and usual business or private practices.

Given the nature of the requests, reliable cost estimates are not available. Costs are captured in burden hours as shown in paragraph 12.

**14. Provide estimates of annualized costs to the Federal Government. Also, provide a description of the method used to estimate cost, which should include qualification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies may also aggregate cost estimates from Items 12, 13, and 14 in a single table.**

Estimate of the burden hours to the Federal Government is 43,125 hours. Reviewing and processing each response should take approximately .25 hours; the total number of responses is estimated to be 172,500 each year.  $172,500 \text{ responses} \times .25 \text{ hours} = 43,125 \text{ hours}$ .

The total cost to the Government is \$1,725,000 (Based on the 43,125 burden hours to the Government, using the hourly salary \$40 multiplied by the total review time (43,125)).

Reviewing Time/hr	.25 minutes/hours
Requests/year	<u>172,500</u>
Review Time/year	43,125 minutes/hours
Average Cost/hr	<u>\$40</u>
Total Government Cost	\$1,725,000

\*There are no changes based on inclusion of GSA Form 3685 under this collection number.

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.**

There is no difference between the justifications for the collection as it previously existed and as it exists now.

**16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used.**

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**Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

Results will not be tabulated or published. Data collected will be used for internal administration of contracts.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

GSA is not seeking such approval for this collection.

**18. Explain each exception to the certification statement identified in Item 19, “Certification for Paperwork Reduction Act Submissions”, of OMB Form 83-I.**

GSA has no exceptions to the certification statement.

**B. Collections of Information Employing Statistical Methods**

Statistical methods are not used in this information collection.