

Supporting Statement for Department of Veterans Affairs (VA)
Acquisition Regulation (VAAR) Clauses 819.7108,
Mentor-Protégé Program Application and 819.7113, Reports

A. Justification

1. This Paperwork Reduction Act (PRA) submission is to comply with the following: a requirement of the Verification of Veteran-owned and Service Disabled Veteran-owned Business (Public Law 109-461) and Executive Order 13360, Providing Opportunities for Service-Disabled Veteran Businesses to Increase Their Federal Contracting and Subcontracting. The collection covers solicitations and contracts using various clauses to be added to the Department of Veterans Affairs Acquisition Regulation (VAAR), as follows:

Clause 819.7108 Application process

Clause 819.7113 Reports

VA will use the data collected to institute a Mentor-Protégé Program, whereby a large business agrees to provide mutually developmental support to veteran-owned small businesses (VOSBs) or service-disabled veteran-owned small businesses (SDVOSBs). VA must approve the Mentor-Protégé Agreement entered into by the two parties, and VA requires both parties to report on the success of the program. Mentors can qualify for additional preference on negotiated solicitations by furnishing evidence of participation in the program with their offer.

2. The information gathered will be used by VA to review and evaluate the Mentor-Protégé applications for realism, validity, and accuracy of the information provided. It will be used to conduct a mid-term evaluation at the mid-point interval to measure protégé progress against the developmental plan contained in the approved agreement. The information will also be used to evaluate the status of a large business as a participant in VA's Mentor-Protégé Program for possible credit in negotiated contracts.

a. VAAR Clause 819.7108 Application process requires firms interested in participating in the VA Mentor-Protégé program submit a joint written agreement to VA OSDDBU for review and approval. The agreement will be evaluated on the extent to which the Mentor plans to provide developmental assistance.

b. VAAR Clause 819.7113 Reports requires the firms submit either a joint written progress report or a separate progress report at the mid-term of the Mentor Protégé agreement. The report should address the specific actions taken by the Mentor to increase the participation of the Protégé as a prime or subcontractor to VA. The report will also detail the actions taken to increase the

technical and corporate expertise of the Protégé. It will also detail the extent to which the Protégé firm has met the developmental objectives of the agreement. Additionally, the Mentor and the Protégé will brief the VA OSDDBU regarding its program accomplishments at the mid-term of the agreement. The firms must also submit an evaluation statement to the VA OSDDBU at the conclusion of the agreement.

3. The collection of information will not involve automated, electronic, mechanical, or other technological collection techniques. However, the information may be submitted via e-mail.

4. There are no duplicated efforts. Each reporting situation is unique and the data that must be collected is unique to the particular Mentor-Protégé application.

5. The paperwork requirements under this request could have an economic impact on small business. The VA Mentor-Protégé Program is designed to motivate and encourage large business prime contractors to provide mutually beneficial developmental assistance to SDVOSB and VOSB concerns. The goal of the program is to improve prime and subcontractor performance under VA contracts and subcontracts, foster long-term business relationships between large contractors and SDVOSB and VOSB. The contractors voluntarily submit the data.

6.

a. The consequence, if the data under VAAR 819.7108 is not collected, is contractors would not be eligible for the Mentor Protégé program. Also, failure to collect the information would have a negative impact on VA's ability to provide incentives to the SDVOSB and VOSB community.

b. The consequences, if the data under 819.7113 is not collected, is VA will not be able to adequately evaluate the effectiveness of the Mentor-Protégé program

7.

a.

(1) Information will be collected, in accordance with VAAR 819.7108, when contractors wish to participate in the VA Mentor-Protégé program.

(2) Information required under VAAR 819.7113 will be collected at the mid-term of the Mentor-Protégé agreement and the end of the Mentor Protégé program.

b. Information will not be useful in less than 30-day increments.

c. No more than one original will be required.

- d. There are no record retention requirements.
- e. This is not a statistical survey.
- f. This does not require the use of statistical data classification.
- g. This does not include a pledge of confidentiality.
- h. This does not require the submission of proprietary information. However, should a contractor believe the information is proprietary, VA will agree to protect the material from unauthorized disclosure in accordance with the Freedom of Information Act.

8. Notice regarding the use of these clauses will be published in the Federal Register on September 25, 2008, Volume 73, Number 187, pages 55598-55599. There were no comments received.

9. No payments or gifts will be provided to respondents.

10. No assurances of confidentiality will be provided to respondents. However, should a contractor believe the information is proprietary, VA will agree to protect the material from unauthorized disclosure in accordance with the Freedom of Information Act.

11. N/A. The request for information does not include any questions of a sensitive nature.

12. The following data is for clause 819.7108, Application and agreement process for Mentor-Protégé team to participate in the program:

- a. Estimated number of respondents: 50.
- b. Estimated frequency of responses: Mentor Protégé program participants will be required to submit one set of data consisting of the application.
- c. Estimated average burden per collection: 60 minutes.
- d. Estimated total annual reporting burden: 50 hours.
- e. Estimated annualized cost: \$1,750 (50 hours at \$35 per hour, estimated salary rate, including benefits, based on the likelihood that an individual at a level similar to a GS-9, Step 5, Management Analyst will compile the results).

The following data is for Clause 819.7113 Reports:

- a. Estimated number of respondents: 50.
- b. Estimated frequency of responses: Mentor Protégé program participants will be required to submit 3 sets of data consisting of the mid and end term report.
- c. Estimated average burden per collection: 60 minutes.
- d. Estimated total annual reporting burden: 150 hours.
- e. Estimated annualized cost: \$5,250 (150 hours at \$35 per hour, estimated salary rate, including benefits, based on the likelihood that an individual at a level similar to a GS-9, Step 5, Management Analyst will compile the results).

13.

- a. There are no capital costs or operating or maintenance costs.
- b. Costs are not expected to vary widely.
- c. There are no equipment costs.

14. Estimated annualized cost to the Government:

a. For 819.7108, annual estimated salary rate to analyze the data (100 hours at \$35.00 per hour)	\$ 3,500.00
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VA OSDBU personnel will review the information to determine if the Mentor-Protégé application should be approved for the program.

b. For 819.7113, annual estimated salary rate to analyze the data (100 hours at \$35.00 per hour)	\$ 3,500.00
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15. This is a new information collection.

16. The results will not be published.

17. This request seeks approval to not display the expiration date of OMB approval. This is an on-going requirement. There is a continuing and recurring need for this information when firms submit applications to enter into the VA Mentor-Protégé Program.

18. This submission does not contain any exceptions to the certification statements.

B. Collection of Information Employing Statistical Methods

The data collection does not employ statistical methods.