

**SUPPORTING STATEMENT
FOR PAPERWORK REDUCTION ACT SUBMISSION
9000-0142, PAST PERFORMANCE INFORMATION**

A. Justification

1. **Administrative requirements.** The Federal Acquisition Regulation (FAR) specifies that agencies shall prepare an evaluation of contractor performance for each contract in excess of \$100,000, at the time the work under the contract is completed.

When past performance is to be evaluated, the FAR specifies that the solicitation shall describe the approach for evaluating past performance, including evaluating offerors with no relevant performance history, and shall provide offerors an opportunity to identify past or current contracts (including Federal, State and local government, and private) for efforts similar to the Government requirement. The solicitation shall also authorize offerors to provide information on problems encountered on the identified contracts and the offeror's corrective actions. The Government shall consider this information, as well as information obtained from any other sources, when evaluating the offeror's past performance.

The content and format of performance evaluation shall be established in accordance with agency procedures and should be tailored to the size, content, and complexity of the contractual requirements.

2. **Uses of information.** The information is used to support future award decisions.

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 the 5 CFR 1320.6 guidelines.

8. **Efforts to consult with persons outside the agency.** Under the procedures established for development of the FAR, agency and public comments were solicited before finalization of the text. A notice published in the *Federal Register* at 73 FR 45427, August 5, 2008, 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 reenumeration 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 regulations.

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

12 & 13. **Estimated total annual public hours and cost burden.** Time required to prepare the information is estimated at 2 hours per completion.

Number of responses	150,000
Number of responses per solicitation.	x 4
Total annual responses.	600,000
Preparation time per response	x 2
Total response burden hours	1,200,000
Average cost per hour (Wage (\$24) + 75% OH)	x \$42
Cost to respondents	\$ 50,400,000

14. **Estimated annual cost to the Government.** The time required for Government review is approximately 1 hour per response.

Total annual responses	600,000
Review time per response	x <u>1</u>
Total burden hours	600,000
Average cost per hour (Wage (\$20/hr) + 100% OH) x	<u>\$40</u>
Total Government cost.	\$24,000,000

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 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

Results of this information collection will not be published for statistical use.