

**SUPPORTING STATEMENT
FOR PAPERWORK REDUCTION ACT SUBMISSION
9000-0057, EVALUATION OF EXPORT OFFERS**

A. Justification.

1. **Administrative requirements.** Offers submitted in response to Government solicitations must be evaluated and awards made on the basis of the lowest laid down cost to the Government at the overseas port of discharge, via methods and ports compatible with required delivery dates and conditions affecting transportation known at the time of evaluation. Offers are evaluated on the basis of shipment through the port resulting in the lowest cost to the Government. This provision collects information regarding the vendor's preference for delivery ports.

2. **Uses of information.** The information is used to evaluate offers and award a contract based on the lowest cost to the Government.

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 being 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 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 recent notice was published in the *Federal Register* at 73 FR 76003 on December 15, 2008 to request comments from the public. 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 is 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 hour and cost burden. Time required to read and prepare information is estimated at 30 minutes for the first completion, 10 minutes for subsequent completions, or an average of 15 minutes per completion.

Estimated respondents/yr.....	100
Responses annually.....x	<u>4</u>
Total annual responses.....	400
Estimated hrs/response.....x	<u>.25</u>
Estimated total burden/hrs.....	100
Cost per hour.....x	<u>\$24</u>
Benefits and overhead.....+	<u>75%</u>
Estimated cost to public.....	\$4,200

14. Estimated cost to the Government. Time required for Governmentwide review is estimated at 30 minutes per response.

Annual Reporting Burden and Cost

Reviewing time/hr.....	.5
Responses/yr.....x	<u>400</u>
Review time/yr.....	200
Average wages/hr.....x	<u>\$20</u>
Average wages/yr.....	\$4,000
Benefits and overhead.....+	<u>100%</u>
Total Government cost.....	\$8,000

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.

Statistical methods are not used in this information collection.