

**SUPPORTING STATEMENT
FOR PAPERWORK REDUCTION ACT SUBMISSION
9000-0043, DELIVERY SCHEDULES**

A. Justification.

1. **Administrative requirements.** The time of delivery or performance is an essential contract element and must be clearly stated in solicitations and contracts. The contracting officer may set forth a required delivery schedule or may allow an offeror to propose an alternate delivery schedule.

2. **Uses of information.** The information is needed to assure supplies or services are obtained in a timely manner.

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 notice published in the Federal Register at 73 FR 31071, on May 30, 2008, made this requirement available to the public and requested comments. No comments or 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 10 minutes per completion.

Annual Burden and Cost to Public

Estimated respondents/yr.....	3,440
Responses annually.....x	<u>5</u>
Total annual responses.....	17,200
Preparation time per response.....x	<u>.167</u>
Total burden/hrs.....	2,872
Average wages (\$24 + 75% OH).....x	<u>\$42</u>
Estimated cost to public.....	\$120,624

14. **Estimated cost to the Government.** Time required for Governmentwide review is estimated at 10 minutes per response.

Annual Burden and Cost to Government

Total annual responses.....	17,200
Review time per response..... x	<u>.167</u>
Total burden hours.....	2,872
Average wages + overhead (\$20/hr. + 100% OH)..... x	<u>\$40</u>
Total Government cost.....	\$114,880

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.