

Department of the Treasury
Office of Small and Disadvantaged Business Utilization
Supporting Statement and Request for Clearance
Electronic Capability Statement

1. Circumstances necessitating the collection of information

The Small Business Act, Public Law 85-536, 15 U.S.C. Section 631, requires Federal agencies to maintain a small business program to assist, counsel, and advise small businesses of the procedures for contracting with the Department of the Treasury. An additional Office of Small and Disadvantaged Business Utilization (OSDBU) function is to ensure that small businesses have maximum practicable opportunity for award of Department of the Treasury contracts. The Troubled Assets Relief Program (TARP) provides for participation of small, minority, and women-owned businesses in the procurement process. Due to the TARP and Recovery Act procurement opportunities, there has been a significant increase in small businesses that want to do business with the Department of the Treasury which has increased the administrative burden on the OSDBU and acquisition staff in affected Bureaus. Use of the Electronic Capability Statement will allow small businesses to submit information regarding their capabilities to the Department of the Treasury.

The Department of the Treasury lacks a central repository of capability statements from small businesses. The information submitted will be captured and analyzed for use by Department of the Treasury acquisition personnel. Additionally, the Department of the Treasury utilizes storage space to maintain paper submissions.

2. Use of the data

The capability statements in the database will be accessible by Bureau acquisition personnel, TARP personnel and the Office of the Procurement Executive to facilitate market research for small business participation in future acquisitions. Use of the data will facilitate the Department of the Treasury meeting its small business goals.

Collection of the information will allow the OSDBU to report on the number of small businesses that have submitted their capabilities to the Department of the Treasury, the number of new registrants per year, and allow for specialized search and reporting. Further, there will be a reduction in the collection and storage of paper documents and will allow for easy search, retrieval and use of a small business's information for procurement purposes.

There is no duplication of data reporting.

3. Use of information technology

Completed forms may be submitted via electronic commerce.

4. Efforts to identify duplication

The information that will be collected via the Electronic Capability Statement does not represent a duplication of data. Capability statements currently being received via email or hardcopy are not stored in a database and are not searchable by acquisition personnel throughout the Department of the Treasury.

5. Impact on small entities

Electronic submission of a small business's capability statement will save the firm graphics and printing expenses. Electronic submissions will provide wider dissemination of the small business's capability statements throughout the Department of the Treasury and will facilitate identification of small businesses for future solicitations.

6. Consequences of less frequent collection and obstacles to burden reduction

Currently, the Department of the Treasury struggles to meet its small business goals. Implementation of the Electronic Capability Statement will provide the centralized repository that is critically needed. There has been a significant increase in the submission of capability statements as a result of the TARP and Recovery Act. Without the database, Department of the Treasury acquisition personnel will continue to spend hours searching paper documents to identify potential small businesses for procurement opportunities. Use of the Electronic Capability Statement will provide an efficient means of identifying small, minority and women-owned businesses for participation in Department of the Treasury, TARP and Recovery Act procurement opportunities.

7. Circumstances requiring special information collection

None

8. Solicitation of comments on information collection

The information collected will be used by Department of the Treasury Bureau acquisition staff and TARP personnel. Department of the Treasury officials have determined that with the current market challenges, there is not sufficient time to seek public comment on the TARP-related information collections. If Department of the Treasury determines that there is a need to seek renewal of this collection after the 6-month emergency clearance, we will seek public comment in the Federal Register per the statutory requirements. Also, as the Electronic Capability Statement database is used by Department of the Treasury Acquisition staff, we will consider comments provided.

9. Provision of payments to recordkeepers

Not applicable.

10. Assurance of confidentiality

The information collection of capability statements provided voluntarily by the firms will be maintained as confidential consistent with applicable provisions of the Trade Secrets Act and Freedom of Information Act. See application instructions.

11. Justification of sensitive questions

Not Applicable

12. Estimated burden of information collection

Firms will spend approximately 30 – 45 minutes to complete and submit the Electronic Capability Statement. Use of the tool should result in a cost savings to firms who traditionally submit paper capability statements which result in printing, warehousing and postage costs. Updates to company information can be accomplished electronically.

13. Estimated total annual cost burden to respondents

The Department estimates that there will be no annualized capital/start-up costs for the respondents to submit this information.

14. Estimated cost to the Federal government

There will be no annualized capital/start-up costs for the government to receive this information.

15. Reasons for change in burden

This is a new collection.

16. Plans for tabulation, statistical analysis and publication

General information such as the number of registered firms, business size, NAICS and socio-economic status may be used for annual Budget and Scorecard reporting purposes.

17. Reasons why displaying the OMB expiration date is inappropriate

Display of the OMB expiration date may result in firms not submitting the data via the Electronic Capability Statement because of the misperception that their information may not be used by the Department of the Treasury as the expiration date approaches.

18. Exceptions to certification requirement of OMB Form 83-I

Regarding this request for OMB approval, there are no exceptions to the certification statement in item 19 of Form 83-I.