

**SUPPORTING STATEMENT  
FOR PAPERWORK REDUCTION ACT SUBMISSION  
NOVATION/CHANGE OF NAME REQUIREMENTS  
OMB CONTROL NO. 9000-0076**

**A. Justification**

1. **Administrative requirements.** When a firm performing under Government contracts wishes the Government to recognize (1) a successor in interest to these contracts, or (2) a name change, the contractor must submit certain documentation to the Government.

2. **Uses of information.** The information is used to justify the Government's recognition of a third party as successor in interest, since 41 U.S.C. 15 prohibits transfer of Government contracts.

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.** Similar information is not already available to the contracting officer or buyer.

7. **Special circumstances for collection.** Collection of information on a basis other than solicitation-by-solicitation is not practical. 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 was published in the *Federal Register* at 74 FR 18716 on April 24, 2009; the notice made this requirement available to the public and requested comments. No comments were received.

**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 burden and cost burden.** Time required to read and prepare information is estimated at 27.5 minutes per completion.

Annual Burden and Cost to Public

Respondents	1,000
Responses per respondent	X <u>1</u>
Total responses	1,000
Preparation hours per response	X <u>.458</u>
Total response burden hours	458
Hourly rate	X <u>\$42</u>
Total Cost to public(\$24 + 75% OH)	\$19,236

**14 Estimated cost to the Government.** Time required for Governmentwide review is estimated at 1 hour per response.

Annual Government Burden and Cost

Reviewing time/hr	1
Responses	X <u>1,000</u>
Review time/yr	1,000
Average wages/hr	X <u>\$20</u>
Average wages/yr	\$20,000
Benefits and overhead	<u>100%</u>
Total Government cost	\$40,000

**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.