

**SUPPORTING STATEMENT  
FOR PAPERWORK REDUCTION ACT SUBMISSION  
9000-0066, PROFESSIONAL EMPLOYEE COMPENSATION PLAN**

**A. Justification.**

1. **Administrative requirements.** 48 CFR 22.1103 requires that all professional employees shall be compensated fairly and properly. Accordingly, a total compensation plan setting forth proposed salaries and fringe benefits for professional employees with supporting data must be submitted to the contracting officer for evaluation.

2. **Uses of information.** The Government will use this information to determine if professional employees are compensated fairly and properly.

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. Nothing in the FAR precludes the use of electronic interchange.

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 74 FR 30093, June 24, 2009, made this requirement available to the public and requested comments. No major problems or comments regarding this requirement were reported.

9. **Explanation of any decision to provide any payment or gift to respondents, other than re-enumeration 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 per completion.

Annual Public Burden and Cost

Estimated responses.....	8,670
Estimated hrs/response.....	x <u>.5</u>
Estimated total burden/hrs.....	4,335
Average cost per hour.....	x <u>\$42</u>
Total cost to the public.....	\$182,070

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

Annual Government Burden and Cost

Reviewing time/hr.....	.5
Responses/yr.....	x <u>8,670</u>
Review time/yr.....	4,335
Average cost per hour.....	x <u>\$40</u>
Total Government cost.....	\$173,400

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 has been increased by 40% to reflect the increase in negotiated services contract awards over \$500,000.

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.