

**2700- 0087: Acquisition Process, Bids and Proposals for Contracts with a Value of Less than \$500,000****A. Justification.****1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.**

NASA does not have sufficient personnel in-house to accomplish its mission without the support of contractors. This information collection is necessary to evaluate bids and proposals submitted to NASA for the award of contracts with a value less than \$500,000 for goods and services in support of NASA's mission. Solicitations for bids and proposals are prepared in accordance with the OFPP Policy Act as amended by P.L. 96-83, the NASA Space Act, 42 U.S.C. *et seq.*, and approved mission requirements.

**2. Indicate how, by whom, how frequently, and for what purpose the information will be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

As the need arises for goods and services, Federal agencies are required to follow the procedure set forth in Parts 12, 14, and 15 of the FAR for the issuance of Invitation for Bids (IFBs) and Request for Proposals (RFPs) before a contract can be awarded. Similarly, in bids and proposals voluntarily submitted in response to IFBs and RFPs, contractors must furnish all information required by the FAR, the NFS, and Agency needs. This solicited information is used by NASA project and procurement managers to determine the responsiveness of bids and proposals and come to a decision on which contractor can provide the greatest benefit to the Agency, and ultimately, who will be awarded a contract. Each contract is a stand-alone action that is based upon unique project requirements.

**3. Describe whether, and to what extent the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology. Also describe any consideration of using information technology to reduce burden.**

NASA encourages the use of computer technology and participates in Federal efforts to extend the use of information technology to more processes. Currently, NASA utilizes, "fedbizopps.gov," to post notices of new requirements and provide a link to solicitation documents. Additionally, the NASA Acquisition Internet Service (NAIS), the vehicle used by NASA to transmit notices to, "fedbizopps.gov," provides the ability for a contractor to register with the NAIS email Notification Service and begin receiving announcements of opportunity

immediately upon release and be directed to the exact location for downloading files. Whenever possible, contractors are encouraged to submit information electronically or utilize different media, such as CDs, with proposal information.

**4. Describe efforts to identify duplication.**

10 U.S.C. 2304 and 41 U.S.C. 253 require, with certain limited exceptions, that contracting officers promote and provide for full and open competition in soliciting offers and awarding Government contracts. Due to Government encouragement of competition, several contractors may respond to the same IFB or RFP. However, generally a single contract is awarded. NASA procurement procedures are continually reviewed to determine duplication of effort and other inefficiencies.

**5. If the collection of information impacts small businesses or other small entities (Item five of form OMB 83-I, the Paperwork Reduction Act Submission form), describe any methods used to minimize burden.**

The use of NASA's NAIS system is especially helpful to small businesses in obtaining business from the Agency. The burden is the minimum necessary consistent with prudent business practices.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

If any restrictions were placed on the collection of information, NASA would not be able to meet its mission requirements.

**7. Explain any special circumstances that would cause an information collection to be conducted in certain manners (as listed).**

Not applicable.

**8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR § 1320.8 (d), soliciting comments on the information collection before submission to OMB.**

See attached Federal Register notices. No comments on the collection were received.

**9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

Not applicable.

**10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

The confidentiality of information provided in response to a solicitation is governed by statutes, the Freedom of Information Act, and FAR and NFS (NASA FAR Supplement) provisions and clauses contained in the solicitation.

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.**

Not applicable.

**12. Provide estimates of the hour burden of the collection of information.**

Number of respondents:	3,722
Total annual responses:	3,722
Average Hours per response	325
<b>Totals</b>	<b><u>1,225,900</u></b>

**TOTAL ANNUAL HOURS REQUESTED                      1,225,900**

**13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information.**

Estimated annual contractor costs are calculated by multiplying the estimated hours for preparation of bids and proposals (1,225,900) by an estimated cost rate of \$40.00 per hour. This totals \$49,036,000. However, since the information collected is voluntary, there is no mandatory cost to respondents.

**14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses, and any other expense that would not have been incurred without this collection of information.**

Estimated annual cost to NASA for preparation of solicitation documents and evaluation of bids and proposals, for contracts estimated to be valued less than \$500,000, is \$4.4 million. This estimate is calculated by determining the average salary costs of procurement personnel and multiplying that by the percentage of the workload that is allocated to the solicitation process.

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.**

Adjustments are made to reflect the prior year FPDS-NG data. Additionally, the decrease in total hourly burden results from a reduction in the number of bids and proposals received, and the elimination of post-award actions from the total number of proposals received.

**16. For collections of information intended for publication, outline plans for tabulation and publication.**

Various levels of vendor information will be available to the public via the Internet. However, sensitive information is not intended for publication.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display may be inappropriate.**

Not applicable.

**18. Explain each exception to the certification statement identified in item 19, "Certification for Paperwork Reduction Act Submissions" of OMB Form 83-1.**

Not applicable.

**B. Collections of Information Employing Statistical Methods.**

Not applicable.