

**SUPPORTING STATEMENT  
FOR INFORMATION COLLECTION SUBMISSION  
9000-0055, FREIGHT CLASSIFICATION DESCRIPTION**

**A. Justification.**

- 1. Circumstances that make the collection of information necessary.** When the Government purchases supplies that are new to the supply system, nonstandard, or modifications of previously shipped items, and different freight classifications may apply, offerors are requested to indicate the full uniform freight classification or national motor freight classification.
- 2. Uses of information.** The information is used to determine the proper freight rate for the supplies.
- 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 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.** A notice was published in the *Federal Register* at 77 FR 45611 on August 1, 2012 to request comments from the public. One respondent submitted comments. These comments were in agreement with submitting the collection to OMB, and also offered the respondent's assistance in interpreting the proper description of

commodities and packing requirements for solicitations. The comments are noted.

9. **Explanation of any decision to provide any payment or gift to respondents, other than remuneration 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.** Transportation management specialists indicate that there is no centralized database system that maintains statistics on the number of contractors that supply the Government with information regarding the freight classification description. They estimate that 3,000 contractors a year submit the required information. GSA estimates that it takes approximately 10 minutes for each contractor to read and prepare the information needed for the classification description.

Estimated respondents/yr.....	3,000
Responses annually.....	x <u>3</u>
Total annual responses.....	9,000
Estimated hrs/response.....	x <u>.167</u>
Estimated total burden/hrs.....	1,503
Cost per hour.....	\$28*
Benefits and overhead.....	+ <u>75%</u>
Estimated cost to public.....	\$73,647

14. **Estimated cost to the Government.** Time required for Governmentwide review is estimated at .5 hours per response.

Annual Reporting Burden and Cost

Reviewing time/hr.....	.5
Responses/yr.....	x <u>9,000</u>
Review time/yr.....	4,500
Average wages/hr.....	x <u>\$28*</u>
Average wages/yr.....	\$126,000
Benefits and overhead.....	+ <u>100%</u>
Total Government cost.....	\$252,000

**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 increased slightly due to the estimated respondents/year changing from 2,640 to 3,000 based on transportation management specialist estimates.

**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.