

**SUPPORTING STATEMENT
FOR INFORMATION COLLECTION SUBMISSION
9000-0032, CONTRACTOR USE OF INTERAGENCY
FLEET MANAGEMENT SYSTEM VEHICLES**

A. Justification.

1. Administrative requirements. If it is in the best interest of the Government, the contracting officer may authorize cost-reimbursement contractors to obtain, for official purposes only, interagency fleet management system (IFMS) vehicles and related services. Federal Acquisition Regulation (FAR) 51.205 and the clause at FAR 52.251-2, Interagency Fleet Management System (IFMS) Vehicles and Related Services are to be used in solicitations and contracts when a cost reimbursement contract is contemplated and the contracting officer may authorize the contractor to use interagency fleet management system (IFMS) vehicles and related services.

Before a contracting officer may authorize cost-reimbursement contractors to obtain IFMS vehicles and related services, the contracting officer must have, among other requirements: (1) A written statement that the contractor will assume, without the right of reimbursement from the Government, the cost or expense of any use of the IFMS vehicles and services not related to the performance of the contract; (2) Evidence that the contractor has obtained motor vehicle liability insurance covering bodily injury and property damage, with limits of liability as required or approved by the agency, protecting the contractor and the Government against third-party claims arising from the ownership, maintenance, or use of an IFMS vehicle; and (3) Considered any recommendations of the contractor.

Authorized contractors shall submit requests for IFMS vehicles and related services in writing to the appropriate GSA point of contact in accordance with the FAR. Contractors' requests for vehicles or related services must include: (1) Two copies of the agency authorization; (2) The number of vehicles and related services required and period of use; (3) A list of employees who are authorized to request the vehicles or related services; (4) A listing of equipment authorized to be serviced; and (5) Billing instructions and address.

2. Uses of information. The information is used by the Government to determine whether it is in the Government's best interest to authorize a cost-reimbursement contractor to obtain, for official purposes only, IFMS vehicles and related services,

to ensure that contractors use IFMS vehicles and related services properly, and to keep track of such use.

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. If the collection is not conducted or is conducted less frequently, the Government would not be able to determine whether it is in the Government's best interest to authorize a cost-reimbursement contractor to obtain, for official purposes only, IFMS vehicles and related services, to ensure that contractors use IFMS vehicles and related services properly, and to keep track of such use.

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 was published in the *Federal Register* at 78 FR 23935, on April 23, 2013. No comments were received.

9. Explanation of any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees. 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. There is no centralized database in the Federal Government that captures information on agencies' use of the IFMS for this information collection; however, agencies annually report motor vehicle fleet data using the GSA Federal Automotive Statistical Tool (FAST), a web-based reporting tool cosponsored by GSA and the Department of Energy.

For this information collection requirement data from Fiscal Year (FY) 2012 was retrieved from the Federal Procurement Data System (FPDS) to determine the number of agencies that awarded cost reimbursable contracts that may utilize IFMS to provide vehicles to contractors for official purposes only. FPDS identified approximately 120 contracting agencies that awarded cost reimbursable contracts in FY 2012. Of these agencies, it is estimated that approximately fifty percent, or 60, contracting agencies may utilize IFMS to provide vehicles to contractors for official purposes only. It is further estimated that each of the 60 agencies would average approximately 3 contractor requests per year to utilize the IFMS, for a total estimate of approximately 180 contractor requests per year. The requests should be limited because certain travel costs are allowable under cost-reimbursement contracts, including the costs of contractor-owned or -leased automobiles.

FAR 31.205-46(d) provides that these costs are allowable, if reasonable, to the extent that the automobiles are used for company business. Consequently, the FY 2012 FPDS data will serve as the basis for the number of respondents per year. One burden hour was estimated per response to read and prepare information. This represents an increase from what was published in the *Federal Register* on March 5, 2010 (75 FR 10267).

No public comments were received in prior years that have challenged the validity of the Government's estimate.

Estimated respondents/yr	180
Number of responses annually	<u>x 1</u>
Total annual responses	180
Estimated hrs/response	<u>x 1</u>
Estimated total burden/hrs	180
Average wages/hr *	<u>x \$ 44.92</u>
Estimated cost to the public	\$ 8,085.60

* The average wages per hour are based on a GS-12, step 1 (equivalent), salary plus 36.25 percent burden per OMB Memorandum M-08-13, dated March 11, 2008.

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

Annual Reporting Burden and Cost

Estimated respondents/yr	180
Number of responses annually	<u>x 1</u>
Total annual responses	180
Reviewing time/hr	<u>x 1</u>
Estimated total burden/hrs	180
Average wages/hr *	<u>x \$ 44.92</u>
Estimated cost to the Government	\$ 8,085.60

* The average wages per hour are based on a GS-12, step 1 (equivalent), salary plus 36.25 percent burden per OMB Memorandum M-08-13, dated March 11, 2008.

15. **Explain reasons for program changes or adjustments reported in Item 13 or 14.** The information collection requirement in the FAR remains unchanged. The number of estimated respondents per year is being increased from 140 respondents to 180 respondents based on analysis of FY 2012 data obtained from FPDS. The estimated hours per response are being increased from 30 minutes to 1 hour based on a new evaluation of the FAR submission requirements. The estimated cost to the Government has been increased based on the increased estimated total burden hours resulting from analysis of new data available.

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.