

**Supporting Statement for Information Collection
3090-00XX – Modifications**

A. Justification

1. Circumstances that make the collection of information necessary. The General Services Administration (GSA) is proposing to amend the General Services Administration Acquisition Regulation (GSAR) to reinstate the clause, previously at 552.243-72 Modifications (Multiple Award Schedule), and add an Alternate I to the clause.

2. Use of information. The information collected will be use to evaluate and process modification requests from vendors.

3. Consideration of using information technology. We use improved information technology to the maximum extent practicable. Where both the General Services Administration and contractors are capable of electronic interchange, the contractors may submit information requirements electronically.

4. Describe efforts to identify duplication. We did not identify any duplication of information being collected. Our review did not identify any similar data.

5. If the collection of information impacts small businesses or other small entities (item 5), describe any methods used to minimize burden. The burden usually applies equally to small organizations that want to do business with GSA but is the minimum necessary to meet the specific objectives of the solicitation or contract.

6. Describe the consequence to Federal activities if the collection is not conducted or is conducted less frequently. Government would not have current and innovative products available to meet their Agency mission and programmatic needs.

7. Special circumstances for collection. None.

8. Efforts to consult with persons outside the agency. A notice published in the *Federal Register* at 77 FR 74631, on December 17, 2012. One comment was received.

Comment: Commenter suggests that GSA increase the estimated burden hours per response to reflect the additional time required for complex modification requests. Commenter also

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recommends that the number of estimated respondents per year be reduced, based on the logic that companies with zero sales under their contracts are not likely to submit modification requests.

Response: The current estimate of five burden hours per response already takes into consideration that modification requests can range from simple administrative changes to more complex changes involving the award of additional products and services. The current estimate of 20,500 respondents per year is based on the total number of contracts awarded under the Federal Supply Schedule program, and is utilized consistent with other Federal Supply Schedule burden calculations for clauses and provisions applicable to all contracts. Therefore, GSA does not concur with the commenter's suggested revisions to current burden estimates and no changes were made to the burden estimates.

9. Explanation of any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees. GSA makes no such payments under this collection.

10. Describe assurance of confidentiality provided to respondents. GSA makes no such payments under this collection.

11. Additional justification for questions of a sensitive nature. No sensitive questions are involved.

12. Estimated total annual public hour burden. The estimated number of respondents annually is 20,500 with 3 submissions per respondent. Each response is estimated at 5 hours for a total of 307,000 hours.

Based on estimates of number of contracts; estimated burden hours to the public:

Estimated respondents/yr	20,500
Number of submissions per respondent	<u>3</u>
Total responds annually	61,500
Estimated hours/response	<u>5</u>
Estimated total burden hours	307,500

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

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of information. (Do not include the cost of any hour burden shown in Items 12 and 14.)

- The cost estimate should be split into two components: (a) total capital and start-up cost component (annualized over its expected useful life) and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling, and testing equipment, and record storage facilities.
- If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.
- Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995; (2) to achieve regulatory compliance with requirements not associated with the information collection; (3) for reasons other than to provide information or keep records for the Government or (4) as part of customary and usual business or private practices.

We estimate the total annual public cost burden for these elements to be \$20,910,000 based on the following:

Respondents:	20,500
Responses per respondent:	<u>3</u>
Total annual responses:	61,500
Preparation hours per response:	<u>5</u>
Total response burden hours:	307,500
Average hourly wages(\$50.00+36% overhead):	<u>68.00</u>

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Estimated cost to the public: \$20,910,000.

14. Estimated cost to the Government. The estimated cost to the Government for the Modifications clause is as follows:

Estimate of the burden hours to the Federal Government is 92,250 hours and the estimated cost to the Federal Government is \$3,750,885. Reviewing and processing each response should take approximately 1.5 hours; the total number of responses is estimated to be 61,500 each year. 61,500 responses x 1.5 hrs = 92,250 review hours per year.

Reviewing time/hr	1.5
Responses/yr	<u>61,500</u>
Review time/yr	92,250
Average wages/hr	<u>\$40.66</u>
Total Government cost	\$3,750,885

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14. GSA is proposing to amend the GSAR to reinstate the clause, previously at 552.243-72 Modifications (Multiple Award Schedule) (Jul 2000), and add an alternate I to the clause.

16. Outline plans for published results of information collection. Data collected will be used for internal administration of contracts.

17. Approval not to display expiration date. GSA is not seeking such approval for this collection.

18. Explanation of exception to certification statement. GSA has no exceptions to the certification statement.

B. Collections of Information Employing Statistical Methods. Statistical methods are not used in this information collection.