

2700- : Security Checks for Attendance at Pre-proposal Conferences.

A. Justification.

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.

In accordance with NASA FAR Supplement, 1852.215-77(c), Pre-proposal/ Pre-bid Conference, prospective offerors are required to submit personal information, such as but not limited to, name, address, social security number, and citizenship status, for their employees attending pre-proposal conferences on NASA sites. Attendance is optional. Pre-proposal conferences are offered to permit the exchange of information between the Government and industry prior to the receipt of bids and proposals.

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.

Prospective contractors must furnish personal information on any employee attending a pre-proposal conference on a NASA site. On average, NASA hosts 12 pre-proposal conferences annually, and participating contractors typically send two attendees to two conferences. It is estimated that NASA's 12 annual conferences are each attended by approximately 30 offerors or 60 individuals.

The collected information is used by NASA to perform security checks on individuals prior to admission to Federal facilities.

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 prospective offerors are encouraged to use a secure NASA website to submit this sensitive information.

4. Describe efforts to identify duplication.

There is no duplication because, for security purposes, the personal information must be submitted, reviewed, and approved for each attendance at each conference, regardless of whether individuals have submitted the same information before. However, for individuals who have been previously cleared by NASA, the Government burden will be less as it will take less time for a Government employee to approve.

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 collection impacts small entities. For security reasons, small entities must submit the same information as other attendees. There is no way to minimize burden specifically for small entities while maintaining the integrity of secure processing procedures.

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 be forced to rent off-site meeting space, at considerable expense, and all attendees would be at a greater security risk.

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 Notice. Comments on ICR are to be solicited concurrently with comments on the proposed rule.

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 personal identity information is required under the Privacy Act.

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 submitting reports:	30
Average annual reports per respondent:	<u>12</u>
Total annual responses:	360
Hours per report:	<u>.25</u>

TOTAL ANNUAL HOURS: _____ 90

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

The estimated annual contractor cost is calculated by multiplying the estimated number of hours in submitting reports (90) by an estimated cost rate of \$40 per hour (equivalent to GS-12/5), totaling \$3600.00.

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.

The estimated annual cost to NASA for the processing, review, and approval of personal information for purposes of granting entrance to NASA facilities for pre-proposal conferences is \$14,400. This estimate is calculated by multiplying the average number of annual attendees, 720, X .50 hours average processing time X \$40 per hour (GS-12/5).

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-1.

This is a new collection. There are no changes or adjustments.

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

The collected information will not be published.

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.