

# **SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSION**

## **Department of State Mentor-Protégé Program Application OMB Number 1405-0161**

### **A. JUSTIFICATION**

1. The U.S. Department of State Office of Small and Disadvantaged Business Utilization Mentor-Protégé Program (MPP) is designed to motivate and encourage large business prime contractor firms to provide mutually beneficial developmental assistance to small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. In order to continue this program, data must be collected from both the Mentor and Protégé to establish an agreement and enter into the MPP, and an annual report must be submitted by each Mentor per Department of State Acquisition Regulation (DOSAR), 48 CFR 619.202-70.

The mentor and the protégé will provide the following data on the Mentor-Protégé Program agreement form (DS-4053): company name, contact information, company's primary NAICS code, types of developmental assistance, estimate of the cost of developmental assistance, milestones, metrics, potential subcontracts and mentor termination procedures. The Mentor will provide the following general information in its annual report to include the following information:

- Summary of the value of the Mentor-Protégé Agreement
  - How the Mentor:
    - Supports the Department of State mission and objectives
    - Increases the protégé's ability to participate in DOS, Federal, and/or commercial contracts and subcontracts
    - Improves small business subcontracting opportunities in industry categories where eligible protégés or other small business categories are not dominant in the mentor's vendor base
  - Progress in meeting agreed upon objectives
  - Recommendation for continuation of the agreement from the previous FY
2. The information provided on the DS-4053 and submitted by the proposed applicants is used by the Office of Small and Disadvantaged Business Utilization and responsible Contracting Officers to ensure that both mentor and protégé meet the eligibility requirements and that the appropriate information is included by both mentor and protégé applicants. In addition, the information collected is also used to determine if the mentor can develop a successful business relationship with the protégé and enter into the MPP Program. As a part of the MPP, the mentor is to motivate, provide developmental

assistance, and increase the number of contracts/subcontracts with the Department of State with its protégé.

3. The MPP application (Form DS-4053) is available to the public at the following web address: <http://eforms.state.gov/>. After completion of the application and agreement the mentor submits the package via e-mail, fax or mail via USPS to the attention of the OSDBU Mentor-Protégé Program Manager.
4. There are no duplicated efforts. Each reporting situation is unique and the data that must be collected is unique to the particular Mentor-Protégé application.
5. The paperwork requirements under this request may have minimal impact on the mentor partner. The Mentor-Protégé Program is designed to motivate and encourage large business prime contractors to provide mutually beneficial developmental assistance to small business concerns. The goal of the program is to improve prime and subcontractor performance under DOS contracts and subcontracts, and foster long-term business relations between large contractors and small businesses. The contractors voluntarily submit the data.
6. The information provided by the Mentor-Protégé applicants on the DS-4053 is evaluated to ensure both mentor and protégé applicants meet the requirements of the MPP and could potentially result in a Mentor Protégé Agreement. If data are not collected, the consequence is that contractors would not be eligible for the MPP. Additionally, OSDBU would not be able to adequately evaluate the effectiveness of the MPP.
7. To minimize the burden to program participants, reports will be submitted once a year during the period of the Mentor Protégé Agreement.
  - OSDBU will not require program participants to prepare a written response to a collection of information in fewer than 30 days after receipt.
  - All reports and program evaluation forms should be submitted electronically. If a program participant cannot submit a report or evaluation form by email, an original copy will suffice. No additional copies have to be submitted.
  - OSDBU does not require prospective program participants to retain records for more than three years.
  - No statistical survey will be performed.
  - OSDBU will not perform any type of statistical data classification at this time.
  - OSDBU will not require prospective program participants to submit proprietary trade secrets or any other confidential information.

8. The Department of State published a 60-day notice on November 18, 2013 in Volume 78, page number 69171 of the *Federal Register* for public comment. One public comment was received, but the comment was not germane to the collection.
9. Respondents of this collection shall receive no payments.
10. Responses will be kept private to the extent permitted by law. However, should a contractor believe the information is proprietary, the Department will handle such material in accordance with the Freedom of Information Act.
11. The request for information does not include any questions of a sensitive nature.
12. The annual estimated number of respondents is **20**; and the frequency of response per respondent is **(1) each year**. On average, each respondent should take **8** hours to complete a initial submission and **4** hours to complete the annual report, for a maximum burden of **12** hours. (Subsequent years for the same respondent will carry a 4-hour burden to complete the annual report.) Using this estimate, the total annual hour burden for this collection is **240** hours (20 respondents x 12 hours).

**Total Burden Hours for Applications and Annual Reports 240**

Monetized Time Burden = Average Hourly Wage multiplied by 1.4 multiplied by number of hours

Note average hourly wage was determined using data from the Bureau of Labor Statistics (specific data table located at <http://www.bls.gov/ncs/ocs/sp/nctb1475.pdf>) and is an average mean hourly wage of civilian earnings, private industry workers and state/local government workers

Monetized Time Burden = 57.00 x 1.4 x 240 = \$19,152.00

**ANNUALIZED ANALYSIS (RESPONDENTS, Item 12)**

The annual burden hour is broken down as follows:

Action	Hours X	Estimated Hourly Wage =	Estimated Cost (Rounded)
Read requirement and gather information for application Protégé Staff Person	2	\$55.00	\$110.00
Mentor and Protégé coordinate information for application Mentor Staff Person	1	\$60.00	\$60.00

Develop answers and prepare response for application Protégé Staff Person	3	\$55.00	\$165.00
Mentor and Protégé attend Application Review Mentor Staff Person	1	\$60.00	\$60.00
Protégé Staff Person	1	\$55.00	\$55.00
<b>Sub-Total for Application</b>	<b>8</b>		<b>\$450.00</b>
Mentor and Protégé coordinate information for Annual Review Mentor Staff Person	1	\$60.00	\$60.00
Protégé Staff Person	1	\$55.00	\$55.00
Mentor and Protégé attend Annual Review Mentor Staff Person	1	\$60.00	\$60.00
Protégé Staff Person	1	\$55.00	\$55.00
<b>Sub-Total for Annual Review</b>	<b>4</b>		<b>\$230.00</b>
<b>Total</b>	<b>12</b>		<b>\$680.00</b>

**Total direct labor hour costs**

**Labor Costs**

**\$680.00**

**\$680 X 20 agreements (respondents)**

**\$13,600.00**

**(An average of 15 Mentor-Protégé Agreements per year)Annual Reporting Burden**

	<u>Application</u>	<u>Annual Report</u>
Number of hours	8	4
Agreements (Responses)	X 20	20
<b>Total Hours</b>	<b>160</b>	<b>80</b>

13. The estimated cost to industry and other resources is minimal. Other than the labor costs addressed above, the non-labor costs are approximately 0.4% of labor costs, which equates to **\$40**. This includes the production of materials paper, binders, CDs, mailing or delivery costs.

14. The annual cost to the Department for processing and maintaining of applications and annual reports is estimated at **\$5,160.00**.

**ANNUAL COST ANALYSIS (FEDERAL GOVERNMENT, Item 14)**

**Total Costs to Federal Govt. \$5,160.00**

These costs are broken down as follows:

The annualized cost to the Department for processing and maintaining Mentor-Protégé applications and annual reports is estimated to be **\$258.00 for each MPP application**. This estimated amount is based on the following:

<b>Action</b>	<b>Hours x</b>	<b>Estimated Hourly Wage =</b>	<b>Estimated Cost (Rounded)</b>
Review application Procurement Analyst (GS-13)	1.5	\$42.80	\$64.00
Review and Sign Office Director (GS-15)	.5	\$59.50	\$30.00
Meet with Mentor-Protégé team Procurement Analyst (GS-13)	1	\$42.80	\$43.00
Review Narrative Annual Report Procurement Analyst (GS-13)	1	\$42.80	\$43.00
Maintenance duties to include filing, printing, mailing, phone calls, etc. Procurement Analyst (GS-13)	1	\$42.80	\$43.00
<b>Total</b>	<b>5</b>		<b>\$223.00</b>

Labor costs	\$223.00
Materials (equipment usage, paper, files)	\$ <u>35.00</u>
Per Mentor-Protégé agreement	<b>\$258.00</b>

**\$258** per Mentor-Protégé agreement x **20** agreements = **\$5,160.00**

15. The estimated cost to industry labor costs, non-labor costs and hour burden have been updated. It should be noted that the cost estimates have been updated from the previous supporting statement to reflect more accurate estimates and as a result show an overall cost savings. This is because the previous estimates were overestimated by approximately 40%. Finally, the labor rates used in the calculations were adjusted for cost of living.
16. The results will not be published.
17. The information collection will display the expiration date.
18. This submission does not contain any exception to the certification statements.

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

This collection does not employ statistical methods.