

**Supporting Statement for Request for Approval under the Paperwork
Reduction Act
Section A. JUSTIFICATION**

1. United States Agency for International Development must collect information for reporting purposes to Congress and OAA Contract Administration. This collection is to gather information from applicants applying for personal services contractor positions. This form will be utilized to collect information to determine the most qualified person for a position without gathering information which may lead to discrimination or bias information towards or gathered from applicant. This information is being gathered in this fashion due to complaints regarding the traditional method of solicitation via the OF 612 and SF 171. There have been complaints made to the agency's General Counsel and Equal Opportunity Office about the age, gender, etc., information gathered on other forms.
2. This is a new collection.
3. At this time, USAID does accept information for offerors electronically.
4. This information is not collected anywhere else in the information process. While applicants do have to certify that they are not on The List of Parties Excluded from Federal Procurement and Non-procurement Programs, not all of the individuals and organizations identified by Executive Order 13224 have been specifically included on the list.
5. Not applicable.
6. The consequence to the U.S. Government would be mismanagement of personnel and funds if the information is not collected from proposed form. In order to provide the best customer service to all offerors, the information on the form must be collected and maintained in a data base to ensure a level playing field for all involved parties. As a result if this information is not collected, involved parties may determine unfair handling of offeror information and discrimination. In addition, if this information is not collected, implementation of programs may be delayed or cancelled. This information is collected for accuracy and transparency regarding all matters.
7. This is the offeror form for each individual making an offer for a personal service contract
8. Notice of this information collection was published in the Federal Register on October 31, 2008, Volume 73, Page 64907. USAID received no comment in response to this notice.
9. Not applicable: there were no decisions to provide any payments or gifts to respondents.
10. There is no assurance of confidentiality.

11. There are no questions of a sensitive nature.

12. The estimated number of respondents per year is 5000, and the average frequency of response time is twice a year. We estimate the annual burden to be 10,000 hours, based on 60 minutes for each form. The estimated time is based on the amount of time needed to read and review the certification. We estimate the annual cost to respondents to be about \$596,250. The respondents are mostly individuals of various sources.

(1) Preparation by semi-professional personnel:

Salary per hour	\$18.00
Fringe benefits & Overhead	<u>22.50</u>
Cost per hour	40.50

Hours to prepare 10000 forms
at 30 min. each x 5000

Est. cost for semi-professional personnel: \$202,500

(2) Management review and execution:

Management salary per hour	\$35.00
Fringe benefits & Overhead	<u>43.75</u>
Cost per hour	78.75

Hours to review 10000 forms
at 30 min. each x 5000

Est. cost for management review
and execution \$393,750

(3) Total est. cost to respondents \$596,250

There are no additional mailing costs for these forms, since they are included with the application.

13. There are no start-up or maintenance costs.

14. We estimate the annual cost to the Federal Government to be approximately \$332,650 per year based on the following breakdowns:

(1) Review that the certification has been signed	
GS 12, step 5 hourly rate	\$30.24
Fringe benefits & Overhead	<u>36.29</u>
Cost per Hour	\$66.53

Hours to review 10000 forms
at 30 min. each x 5000 \$332,650

15. M/OAA is requesting the use of AIDForm 302-3 for all personal services contract offerors. Prior to 2009, M/OAA was using OPM forms SF 171 and OF 612 for Personal Service Contract Offerors. In accordance with the agency's GC and EEO offices, the use of these forms were out of order. Personal service contract offerors are not federal government applicants. In addition, OPM has determined that the SF 171 and OF 612 forms are obsolete in their form library. As a result, AIDForm 302-3 was created by USAID and approved by OMB for the use of USAID Personal Service Contract Offerors.

16. The results of this information collection requirement will not be published.

17. Not applicable

18. No exceptions are taken to the provisions of item 19 of OMB Form 83-1

B. Collections of Information Employing Statistical Methods

This collection of information does not employ statistical methods.