

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number:-1090-0011

TITLE OF INFORMATION COLLECTION: OMB Acquisition 360 Survey-2nd Iteration

PURPOSE: To solicit feedback on the pre-award solicitation process. We will use the information internally to identify areas that will help us improve relationships with industry and assess our performance and identify our strengths and weaknesses

On March 18, 2015, the Office of Management and Budget (OMB) issued a memorandum to Chief Acquisition Officers and Senior Procurement Executives titled “Acquisition 360-Improving the Acquisition Process through Timely Feedback from External and Internal Stakeholders”. This memo directs agencies to solicit industry and internal feedback to strengthen their acquisition function from pre award activities up to, and including contract award and debriefings. This the second iteration of the effort which was issued via memorandum sent on behalf of Leslie Field, Deputy Administrator for Federal Procurement Policy.

The second iteration of Acquisition 360 uses the same question sets as the first effort. Agencies are required to use the survey questions (provided as an attachment to the OMB memorandum) developed by OMB to seek feedback. Agencies must identify 65 new procurements and ensure that 15 Information Technology procurements are surveyed.

DESCRIPTION OF RESPONDENTS: Vendors/ Points of Contact for companies who have responded to a solicitation.

TYPE OF COLLECTION: (Check one)

- | | |
|---|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (<i>e.g.</i> , Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Waleska M. Pierantoni

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Point of Contact provided by a company responding to a solicitation	250	10 minutes	2500 minutes
Totals	250		42 hours

FEDERAL COST: The estimated annual cost to the Federal Government is \$13,964.70. It is anticipated that it will take the lead procurement analysts at the bureau level approximately 24 hours to manage, distribute email with instructions, follow up with emails, and analyze the results for a total amount of \$ 11,847.60. There are 9 bureaus and the average grade of the lead procurement analyst is a GS14 Step 3. (\$54.85 per hr x 24 hours x 9 bureau procurement analyst).

The Department lead Procurement Analyst will manage, draft and distribute emails with instructions to the bureaus, and evaluate the generated report for a total cost of \$2,117.10. (\$70.57 per hr x 30 hours x 1 Department Procurement Analyst at the GS 15 Step 6).

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)?
 If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

Target respondents are the points of contacts provided by companies responding to a solicitation.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

Web-based or other forms of Social Media

Telephone

In-person

Mail

Other, Explain

2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.