

## Supporting Statement for Paperwork Reduction Act Submissions

### **OMB Control # 1103-NEW**

#### Part A. Justification

##### 1. Necessity of Information:

To ensure that agencies can continually consider and improve their performance in early vendor engagement efforts and internal acquisition practices, they need robust, timely, and specific feedback from key stakeholders. Building upon the Office of Federal Procurement Policy's (OFPP) efforts on building strong vendor relationships as outlined in the December 4<sup>th</sup>, 2014 Transforming the Marketplace memorandum<sup>2</sup> and earlier "Myth-Busting" efforts, all Chief Financial Officers ("CFO") Act agencies shall take the additional steps to improve how they receive and use industry and internal feedback to strengthen their acquisition function from pre-award activities up to, and including, contract award and debriefings.

##### 2. Needs and Uses:

###### Soliciting Actionable Feedback from External and Internal Stakeholders:

To gain experience with collecting and using this important information, at a minimum agencies shall implement the surveys described below for the lesser of 50 or 5% of new awards for complex information technology (IT) development, systems, or services by the end of Fiscal Year 2015. Prioritizing new, high dollar IT awards will allow for further insight into the acquisition process for complex procurements, and will further support the Administration's Smarter IT Delivery efforts to ensure that we attract the best businesses as partners and continue to improve our IT acquisition practices. However, agencies are strongly encouraged to expand the application of these surveys as necessary to meet their management needs.

##### 3. Use of Technology:

The surveys attached to the Office of Federal Procurement Policy, Acquisition 360 Memorandum dated March 18, 2015 will be used via an on-line survey monkey.

##### 4. Efforts to Identify Duplication:

This is the only Acquisition 360 survey request that the Department of Justice will do for 2015.

##### 5. Methods to Minimize Burden on Small Businesses:

This information will have no significant impact on small business entities. Small business will have minimal impact from this collection.

6. Consequences of Less Frequent Collection:

This is the only Acquisition 360 survey request that the Department of Justice will do for 2015.

7. Special Circumstances Influencing Collection:

There are no special circumstances influencing collection.

8. Public Comments and Consultations:

The 60-day and 30-day notice of information collection has been published in the Federal Register. Only one request for further information was received. No comments were received.

9. Payment of Gift to Claimants:

The DOJ does not provide any payment or gift to respondents.

10. Assurance of Confidentiality:

Information requested in this collection may be considered confidential business information. Its release is governed by law, regulations, and agency procedures.

11. Justification for Sensitive Questions:

This collection does not include questions of a sensitive nature.

12. Estimate of Hour Burden:

- 1 An estimated 450 respondents will take 20 minutes to complete the survey.
- 2 *An estimate of the total public burden (in hours) associated with the collection:* The estimated annual public burden associated with this collection is 150 hours.

|                        |               |
|------------------------|---------------|
| Number of respondents  | 450           |
| Frequency of response  | once per year |
| Total annual responses | 450           |
| Minutes per response   | 20 minutes    |
| Annual hour burden     | 150 hours     |

13. Estimate of Cost Burden:

Respondents will not incur any costs other than their time to respond. Respondents will not incur any capital, start up, or system maintenance costs associated with this information collection.

14. Estimated Annualized Costs to Federal Government:

Note: The survey monkeys are received and processed by the same personnel. Therefore, the associated costs were added together on one line.

Personnel Salaries and Analysis: \$121,635. (GS-14 – Step5)  
Estimated Time to Complete 2 weeks  
Total Cost: \$4663.

15. Reasons for Change in Burden:

There is no planned change in burden.

16. Plans for Publication:

There are no plans to publish the information collected. The information will be used solely by the DOJ to improve service. The information as required will be shared with the Office of Federal Procurement Policy.

17. Expiration Date Approval:

Due to the administrative burdens the DOJ is requesting approval to not display the expiration date for OMB approval of the information collected.

18. Exceptions to the Certification Statement:

There are no exceptions to the certification statement

Part B. Statistical Methods

The DOJ does not employ statistical methods in this information collection.