# Attachment A

**OMB Control Number 3038-0031 – Procurement Contracts**

Reporting Burden

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Regulation** | **Estimated Number of Respondents** | **Reports**  **by Each Respondent** | **Total Annual**  **Responses** | **Estimated Average Number of Hours per Response** | **Estimated Total Annual Number of Hours** | **Cost per response** | **Total Annual cost of all responses**  **(See note 1)** |
| **48CFR 1-53** | **146** | **2** | **292** | **N/A**  **Varies per form required** | **389** | **$25.00** | **$19,725** |
| **TOTAL** |  | **2** | **292** |  | **778** |  | **$19,725** |

Recordkeeping Burden

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Regulation** | **Estimated Number of Respondents** | **Reports**  **by Each Respondent** | **Total Annual**  **Responses** | **Estimated Average Number of Hours per Response** | **Estimated Total Annual Number of Hours** | **Cost per response** | **Total Annual cost of all responses**  **(See note 2)** |
| **48CFR 1-53** | **146** | **2** | **292** | **N/A**  **Varies per form required** | **389** | **N/A** | **$194,800** |
| **TOTAL** |  | **2** | **292** |  | **778** |  | **$194,800** |

Third Party Reporting or Recordkeeping Burden

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Regulation** | **Estimated Number of Respondents** | **Reports**  **by Each Respondent** | **Total Annual**  **Responses** | **Estimated Average Number of Hours per Response** | **Estimated Total Annual Number of Hours** | **Cost per response[[1]](#footnote-1)** | **Total Annual cost of all responses** |
| **See Note 3** | **N/A** |  |  |  |  |  |  |

NOTES:

1 Assume a record keeping burden of approximately 2 hour per respondent per year, for

a total of 789 hours. At $25/hour for administrative support, this translates into a cost of

$19,725.

2 It is estimated that it costs the Government $194,800 annually to collect and sufficiently

analyze the information received from the public on the forms that are required. This figure represents

a percentage of the annual salaries (including benefits and overhead) of contracting officers that is proportional

to the time spent in analyzing data submitted on the various contracting forms.

3 No Third Party Reporting or Recordkeeping Burden is being reported at this time. The agency is not aware of any such burden to report.

1. [↑](#footnote-ref-1)