

## 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
<b>TOTAL</b>		<b>2</b>	<b>292</b>		<b>778</b>		<b>\$19,725</b>

#### 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
<b>TOTAL</b>		<b>2</b>	<b>292</b>		<b>778</b>		<b>\$194,800</b>

#### 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 <sup>1</sup>	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.

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