

**Supporting Statement  
Information Collection 9000-0159  
[System for Award Management Registration]**

**A. Justification.**

1. **Administrative requirements.** Federal Acquisition Regulation (FAR) Subpart 4.11 prescribes policies and procedures for requiring contractor registration in the System for Award Management (SAM) database to: (1) Increase visibility of vendor sources (including their geographical locations) for specific supplies and services; and (2) establish a common source of vendor data for the Government.

2. **Uses of information.** Prospective contractors shall be registered in the SAM database prior to award of a contract or agreement, except in certain limited cases. Contractors are required to provide certain business information, including their Taxpayer Identification Number (TINs) and Electronic Funds Transfer (EFT) information only once into a common Governmentwide data source. The Government will use this common Governmentwide data sources to more efficiently meet the requirements of the Debt Collection Improvement Act of 1996 (Section 31001 of Public Law 104-134).

3. **Consideration of information technology.** We use improved information technology to the maximum extent practicable. Where both the Government agency and contractors are capable of electronic interchange, the contractors may submit this information collection requirement electronically.

4. **Efforts to identify duplication.** This requirement is being issued under the Federal Acquisition Regulation (FAR), which has been developed to standardize Federal procurement practices and eliminate unnecessary duplication. The SAM was developed to centralize contractor information; therefore, eliminating duplicative bidder and contractor information systems and the need for multiple submissions of bidder data.

5. **If the collection of information impacts small businesses or other entities, describe methods used to minimize burden.** The burden applied to small businesses is the minimum consistent with applicable laws, Executive orders, regulations and prudent business practices.

6. **Describe consequence to Federal program or policy activities if the collection is not conducted or is conducted less**

**frequently.** If the collection of contractor registration data is hampered or delayed, the Government will be creating an additional contractor database to maintain. Collection of information on a basis other than solicitation-by-solicitation is not practical.

**7. Special circumstances for collection.** Collection is consistent with guidelines in 5 CFR 1320.6.

**8. Efforts to consult with person outside the agency.** A 60-day notice was published in the Federal Register at 81 FR 6515 on February 8, 2016. No comments were received. A 30-day notice was published in the Federal Register at 81 FR 22604 on April 18, 2016.

**9. Explanation of any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.** Not applicable.

**10. Describe assurance of confidentiality provided to respondents.** The information is disclosed only to the extent consistent with prudent business practices and current regulations.

**11. Additional justification for questions of a sensitive nature.** No sensitive questions are involved.

**12 & 13. Estimated total annual public hours and cost burden.** It is estimated that for current SAM vendors, an average of 1 hour is needed to update the information in the system. For new SAM registrants, it is estimated that 3 hours will be required for each respondent to fill out the documentation in the system. An overall average of 1.69 hours is required to review and update the documentation for current registrants and to review, prepare, and complete the registration for new registrants. FPDS shows 110,350 unique vendors who received awards in FY 2015. For FY 2015, it is estimated that 70,922 current Government vendors received new awards, and 39,428 new vendors were awarded contracts. These are the vendors that are required to input data in SAM in order to receive Federal contract awards. We used the number of new registrants and current registrants in SAM for FY 2015 to calculate the percentage split of new registrants and current registrants of the FY15 unique vendors awarded contracts required to enter data in SAM.

Annual Reporting Burden and Cost (Renewal)

Estimated respondents/yr.	70,922
Responses per respondent	<u>x 1</u>
Total annual responses	70,922
Estimated hours per response	<u>x 1</u>
Estimated total annual burden hours	70,922
Average wages + overhead	<u>x \$38*</u>
Estimated cost to public	\$2,695,036

\*The estimated cost per response is approximately \$38

Annual Reporting Burden and Cost (New)

Estimated respondents/yr.	39,428
Responses per respondent	<u>x 1</u>
Total annual responses	39,428
Estimated hours per response	<u>x 3.0</u>
Estimated total annual burden hours	118,234
Average wages + overhead	<u>x\$38*</u>
Estimated cost to public	\$4,492,892

It is estimated that the total population of respondents is 110,350, and the total estimated response hours is 189,156, resulting in a weighted average of 1.7141 hours per respondent for SAM reporting by current and potential federal Government vendors. The estimated cost per response is roughly \$113.95.

\* Based on the salary table for GS-11/step 5 salary (\$28.14 an hour for base salary) plus 36.25 percent burden, rounded to the nearest dollar, or \$38 an hour. The burden rate used is that mandated by OMB memorandum M-08-13 for use in public-private competition, as updated by OMB for the current year. Reference Salary Table 2016-GS, Effective January 2016, found at [www.opm.gov](http://www.opm.gov)).

**14. Estimated annual cost to the Government.** Time required for Governmentwide review is estimated at 1 hour in receiving, reviewing, and analyzing the information submitted by the respondents.

Annual Reporting Burden and Cost

Respondents/yr	110,350
Reviewing time/hr	<u>x 1</u>
Review time/yr	110,350
Average wages + overhead	<u>x \$38*</u>
Estimated cost to the Government	\$4,193,300

\* Based on the salary table for GS-11/step 5 salary (\$28.14 an hour for base salary) plus 36.25 percent burden, rounded to the nearest dollar, or \$38 an hour. The burden rate used is that mandated by OMB memorandum M-08-13 for use in public-private competition, as updated by OMB for the current year. Reference Salary Table 2016-GS, Effective January 2016, found at [www.opm.gov](http://www.opm.gov)).

**15. Explain reasons for program changes or adjustments reported in Item 13 or 14.** The decrease in the annual reporting burden is due to a change in the reporting size of the Federal Government vendor base which was called the Central Contractor Registration in FY 2011.

**16. Outline plans for published results of information collections.** Results will not be tabulated or published.

**17. Approval not to display expiration date.** Not applicable.

**18. Explanation of exception to certification statement.** Not applicable.

**B. Collections of Information Employing Statistical Methods.**

Statistical methods are not used in this information collection.