

Supporting Statement for Request for Approval under the Paperwork Reduction Act
Section A. JUSTIFICATION

1. United States Agency for International Development must collect information for reporting purposes to Congress and OAA Contract Administration. This collection is to document the offer and acceptance of the personal services contract and obtain the required signatures. This information collection will serve as the cover page for the contract. This form will be utilized to collect information regarding the type of personal services contract, the salary, the position, accounting and classification codes as well as the signature of the contractor and contracting officer. This information is being gathered to maintain a standardized form as the cover page of a binding contract between the government and the personal service contractor. A cover page form for personal services contractors was previously approved in the AIDAR. Previous form numbers were AID1420-36A and AID1420-36B.
2. Existing collection in use without OMB control number. This is a cover sheet for a personal service contract.
3. At this time, USAID does use electronic signatures or other automated techniques for contract awards..
4. This information is needed to execute a contract. The contractor's signature is required to document acceptance of the award.
5. Not applicable.
6. The consequence to the U.S. Government is that it will not have a fully authorized and valid contract without completion of this cover page.
7. This is the contract cover page for each personal service contractor awarded a contract by the agency and the process to obtain their signature in agreement.
8. This contract cover page will be completed upon execution of new awards.
9. Not applicable: there were no decisions to provide any payments or gifts to respondents.
10. There is no assurance of confidentiality.
11. There are no questions of a sensitive nature.
12. The estimated number of respondents per year is 550, and the average frequency of response time is twice a year. We estimate the annual burden to be 137.50 hours, based on 15 minutes for each form. The estimated time is based on the amount of time needed to read and review the certification. We estimate the annual cost to respondents to be about \$8,244.50. The respondents do not include local hires overseas.

(1) Preparation by respondents :

Average salary per hour	\$58.00
Based on a GS 13/10 equivalent	
550 forms at 15 min. each	x <u>137.50 hrs.</u>
Preparation cost for respondent:	\$7,975

(2) Additional mailing costs for these forms totals - \$269.50

TOTAL COST for Respondents:	\$8,244.50
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13. There are no start-up or maintenance costs.

14. We estimate the annual cost to the Federal Government to be approximately \$12,182.50 per year based on the following breakdowns:

(1) Prepare the form and Review that the certification and acceptance of the contract has been signed

GS 13, step 1 per hour	\$44.30
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Hours to review 550 forms at 30 min. each	x <u>275 hrs.</u>
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TOTAL Cost to the Government:	\$12,182.50
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15. USAID is requesting the use of AID Form 309-1 as the award cover page for all personal services contract awards.

16. The results of this information collection requirement will not be published.

17. Not applicable

18. No exceptions are taken to the provisions of item 19 of OMB Form 83-1

B. Collections of Information Employing Statistical Methods

This collection of information does not employ statistical methods.