

**SUPPORTING STATEMENT
FOR PAPERWORK REDUCTION ACT SUBMISSION
9000-0142, PAST PERFORMANCE INFORMATION**

A. Justification

1. **Administrative requirements.** This is a request for revision of a currently approved information collection requirement under OMB Control Number 9000-0142 for Past Performance Information, Federal Acquisition Regulation (FAR) 15.304 and 42.15.

Past performance information is relevant information regarding a contractor's actions under previously awarded contracts or orders, for future source selection purposes. Source selection officials may obtain past performance information from a variety of sources, to include the Past Performance Information Retrieval System (PPIRS). This information contained in PPIRS is automatically transmitted from the Contractor Performance Assessment Reporting System (CPARS), a Government-wide evaluation reporting tool. Past performance evaluation reports are required to be entered prepared in CPARS at least annually and at the time the work under a contract or order for the covered contracts at FAR 42.1502.

Agency evaluations of contractor performance, including both negative and positive evaluations, prepared under subpart 42.15 shall be provided to the contractor as soon as practicable after completion of the evaluation. The contractor will receive a CPARS system-generated notification when an evaluation is ready for comment. Contractors shall be afforded up to 14 calendar days from the date of notification of availability of the past performance evaluation to submit comments, rebutting statements, or additional information.

When past performance is to be evaluated during source selection, the FAR specifies that the solicitation shall describe the approach for evaluating past performance information and provide offerors an opportunity to identify past or current contracts (including Federal, State and local government, and private) for efforts similar to the Government requirement. The solicitation shall also authorize offerors to provide information on problems encountered on the identified contracts and the offeror's corrective actions. The Government shall consider this past

performance information, as well as information obtained from any other sources, when evaluating the offeror's past performance. The content and format of past performance evaluation shall be established in accordance with agency procedures and should be tailored to the size, content, and complexity of the contractual requirements.

2. Uses of information. Past performance information provided by contractors is used to support future award decisions.

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 issued under the Federal Acquisition Regulation (FAR) which has been developed to standardize Federal procurement practices and eliminate unnecessary duplication.

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. Collection of information on a basis other than solicitation-by-solicitation is not practical.

7. Special circumstances for collection. Collection of information is consistent with the 5 CFR 1320.6 guidelines.

8. Efforts to consult with persons outside the agency. A public notice published in the *Federal Register* at 82 FR 57270 on December 4, 2017. No comments were received. A 30-day notice was published in the *Federal Register* at 83 FR 7184 on February 20, 2018.

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.** This information will be 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.**

a. **Responses during Source Selection:** According to FPDS, 7,055 competitive awards (excluding task orders/delivery orders/calls) in excess of the Simplified Acquisition Threshold were made in FY 2017. Subject matter experts estimate two hours as the average time required to read and prepare information for this collection. It is also estimated that the average number of offerors per solicitation would be four.

Number of solicitations	7,055
Number of responses per solicitation. . . x	<u>4</u>
Total annual responses.	28,220
Estimated hours per response. x	<u>2</u>
Response burden hours	56,440

b. **Responses in CPARS:** According to the CPARS quarterly metrics, from the first through the fourth quarter of FY 2017, 63,444 contracts were registered in CPARS. Subject matter experts estimate two hours is the average amount of time to read and prepare information for this collection, considering that contractors generally do not comment on past performance evaluations, unless negative information is reported.

Estimated number of respondents	63,444
Number of responses per respondent. x	<u>1</u>
Total annual responses.	63,444
Estimated hours per response. x	<u>2</u>
Response burden hours	126,888

c. **Total Annual Burden Estimate:** The total estimated burden is based on the sum of burden hours for responses provided during source selection and in CPARS. The average cost per hour is based on the OPM GS-11/step 5 salary (\$28.42 an hour) plus 36.25 percent burden, rounded to the

nearest dollar, or \$39 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 2014-GS, effective January 2014, found at www.opm.gov)

Total annual burden hours	183,328
Average cost per hour	x \$39
Cost to respondents	\$7,149,792

14. **Estimated annual cost to the Government.** The time required for Government review is approximately 1 hour per response.

Total annual responses	91,664
Review time per response	x 1
Total burden hours	91,664
Average cost per hour	x \$39
Total Government cost	\$3,574,896

* Based on the OPM GS-11/step 5 salary (\$28.42 an hour) plus 36.25 percent burden, rounded to the nearest dollar, or \$39 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 2017-GS, Effective January 2017, found at www.opm.gov)

15. **Explain reasons for program changes or adjustments reported in Item 13 or 14.** The public burden has been adjusted downward based on the total annual responses. The estimated responses used to calculate the burden is based on the availability of data on FY 2017 awards from existing systems (FPDS and CPARS).

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. Results of this information collection will not be published for statistical use.