

**SUPPORTING STATEMENT
FOR INFORMATION COLLECTION SUBMISSION
9000-0043, DELIVERY SCHEDULES**

A. Justification.

1. **Circumstances that make the collection of information necessary.** The time of delivery or performance is an essential contract element and must be clearly stated in solicitations and contracts. The contracting officer may set forth a required delivery schedule or may allow an offeror to propose an alternate delivery schedule, for other than those for construction and architect-engineering, by inserting in solicitations and contracts a clause substantially the same as either FAR 52.211-8, Time of Delivery, or FAR 52.211-9, Desired and Required Time of Delivery. The information is needed to assure supplies or services are obtained in a timely manner.
2. **Uses of information.** The information is needed to assure supplies or services are obtained in a timely manner.
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.
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 is consistent with guidelines in 5 CFR 1320.6.
8. **Efforts to consult with persons outside the agency.** A 60-day notice published in the *Federal Register* at 83 FR 15571 on April 11, 2018. No comments were received.
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 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 hour and cost burden.** Time required to read and prepare information is estimated at 10 minutes per completion. The clauses associated with this information collection only relate to the delivery of products (not services). I requested from the Federal Procurement Data System – Next Generation (FPDS-NG) the number of contracts awarded over the simplified acquisition threshold (SAT) for fiscal year 2018, for products, and then drilled that number down to the unique number of vendors to get the new number for estimated respondents, which is 21,410. This new number will be used as the baseline going forward.

Annual Burden and Cost to Public

Total annual responses.....	21,410
Preparation time per response.....	x .167
Total burden/hrs.....	3,575
Average wages (\$34/hr + 100% OH).....	x \$68
Estimated cost to public.....	\$243,100

Estimated cost to the Government. Time required for Governmentwide review is estimated at 10 minutes per response.

Annual Burden and Cost to Government

Total annual responses.....	21,410
Review time per response.....	x .167
Total burden hours.....	3,575
Average wages + overhead (\$34/hr + 100% OH).....	x \$68
Total Government cost.....	\$243,100

15. **Explain reasons for program changes or adjustments reported in Item 13 or 14.** This submission requests an extension of OMB approval of an information collection requirement in the FAR. The information collection requirement in the FAR remains unchanged except hourly rates and overhead which are supported by the following discussion. The base wage hourly rate of \$34 per hour is a GS11 Step 5 in the Washington area. A 100% overhead rate is applied to the wage rate. For the government, this is comprised of a 32.85% fringe benefit rate recommended by OMB in their August 8, 2006 memorandum *Cost Saving Achieved Through E-Government and Line of Business Initiatives* (M-06-22) and an estimated 67.15% overhead rate. This overhead rate compares to audited and federally approved overhead rates at leading universities. It is estimated these overhead rates are similar for the Federal Government.

For this analysis, the public wages for this task are assumed to be the same. This is a base wage hourly rate of \$34 per hour or a GS11 Step 5 in the Washington area. A 100% overhead rate is applied to the wage rate. Overhead rates of federal private contractors are also estimated at 100%. This is comprised of a fringe benefit rate of 32.85%, profit of 7%, and overhead rate of 60.15%. This estimate is supported by the history of relative closeness of A-76 competitions.

The total annual responses number has also been updated to reflect current information from FPDS-NG.

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.