

**Department of Transportation**  
**Office of the Secretary**

SUPPORTING STATEMENT – PART B

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

If the collection of information employs statistical methods, it should be indicated in Item 17 of OMB Form 83-I, and the following information should be provided in this Supporting Statement:

1. Description of the Activity

Describe the potential respondent universe and any sampling or other method used to select respondents. Data on the number of entities covered in the collection should be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate the expected response rates for the collection as a whole, as well as the actual response rates achieved during the last collection, if previously conducted.

*The Department's Office of Small and Disadvantaged Business Utilization will host a IT Industry Day and Matchmaking event. The Department will conduct a post-event customer satisfaction survey to gather event attendees feedback to assist the Department plan future small business outreach events. The potential respondent universe would be all IT related businesses and Matchmaking event attendees. The post-award survey shall be voluntary and confidential for the respondents.*

2. Procedures for the Collection of Information

Describe any of the following if they are used in the collection of information:

- a. Statistical methodologies for stratification and sample selection; --

*Statistical rigor is not required. No sampling will be used for this information collection.*

- b. Estimation procedures; *N/A. Please see 2.a above.*

- c. Degree of accuracy needed for the Purpose discussed in the justification; *N/A. Please see 2.a above.*

d. Unusual problems requiring specialized sampling procedures; -- ***There are no special circumstances. The information collected will be voluntary and will not be used for statistical purposes.***

and

e. Use of periodic or cyclical data collections to reduce respondent burden. ***N/A. Please see 2.a above.***

3. Maximization of Response Rates, Non-response, and Reliability

Discuss methods used to maximize response rates and to deal with instances of non-response. Describe any techniques used to ensure the accuracy and reliability of responses is adequate for intended purposes. Additionally, if the collection is based on sampling, ensure that the data can be generalized to the universe under study. If not, provide special justification. ***The information collected will be voluntary and will not be used for statistical purposes. No sampling will be used for this information collection.***

4. Tests of Procedures

Describe any tests of procedures or methods to be undertaken. Testing of potential respondents (9 or fewer) is encouraged as a means of refining proposed collections to reduce respondent burden, as well as to improve the collection instrument utility. These tests check for internal consistency and the effectiveness of previous similar collection activities. ***N/A. Please see 2.a above.***

5. Statistical Consultation and Information Analysis

a. Provide names and telephone number of individual(s) consulted on statistical aspects of the design. ***The information collected will not be used for statistical purposes.***

b. Provide name and organization of person(s) who will actually collect and analyze the collected information.

***Brittany Young, OST, Office of Small and Disadvantaged Business Utilization***