

**THE NASA BUSINESS OPPORTUNITIES EXPO
SUPPORTING STATEMENT
OMB CONTROL NUMBER 2700-XXXX**

INFORMATION COLLECTION TYPE: New

A. JUSTIFICATION

1. NECESSITY FOR INFORMATION COLLECTION

The National Aeronautics and Space Administration (NASA) Business Opportunities Expo is an annual event sponsored by the NASA Kennedy Space Center (KSC) Prime Contractor Board, U.S. Air Force 45th Space Wing and Canaveral Port Authority. Attendees include small businesses who want to meet and network with NASA and KSC prime contractors, large contractors seeking teaming opportunities with small businesses, and construction companies interested in learning more about NASA contract opportunities.

Exhibitors include businesses offering a variety of products and services, representatives from each NASA center, the Patrick Air Force Base 45th Space Wing, prime contractors, and other government agencies.

2. USES OF INFORMATION

The information will be collected via an electronic process and reviewed by the NASA KSC Small Business Program Office. Attendee information is used for registration purposes only. Exhibitor information collected is published in the program.

3. CONSIDERATIONS OF USING IMPROVED TECHNOLOGY

Registration is completed electronically using the Eventbrite app. Eventbrite is a NASA approved third party registration tool.

In years past, event registrants submitted information by paper, with most respondents submitting registration entries via U.S. Mail. Small Business Program Office personnel had to manually develop and maintain the registration list.

4. EFFORTS TO IDENTIFY DUPLICATION

There is no duplication as there are no other sources available to collect this information. It is an annual public event. Anyone wishing to attend must register. Registration information is collected separately for attendees at each Expo.

5. EFFORTS TO MINIMIZE BURDEN ON SMALL BUSINESS

Minimal information is collected from small business attendees and exhibitors. Attendee information collected is name, company, address, email, and telephone number. Exhibitors are asked to provide the same information, plus company information that is published in the event program: Commercial and Government Entity (CAGE) Code, Primary North American Industry Classification System (NAICS) Code, Business Categories and Core company capabilities.

6. CONSEQUENCES OF LESS FREQUENT DATA COLLECTION

If the information is not collected, NASA cannot:

- Vet and identify registrants for the event.
- Provide exhibitor information to attendees.
- Prepare adequately for the event.

7. SPECIAL CIRCUMSTANCES

There are no special circumstances as identified above, associated with this information collection.

8. FEDERAL REGISTER ANNOUNCEMENT AND CONSULTATION OUTSIDE THE AGENCY

60-day FRN: Federal Register Volume 84, Number 29, on February 12, 2019 (<https://www.govinfo.gov/content/pkg/FR-2019-02-12/pdf/2019-02087.pdf>). No comments were received.

30-day FRN: Federal Register Volume 84, Number 74, on April 17, 2019 (<https://www.govinfo.gov/content/pkg/FR-2019-04-17/pdf/2019-07691.pdf>). No comments were received.

9. PAYMENT OR GIFTS TO RESPONDENTS

Respondents will not receive payment or gifts.

10. ASSURANCE OF CONFIDENTIALITY

The registration application is approved by NASA Office of Small Business Program (OSBP). Attendee registration is solely for the use of the Small Business Program Office. It is not

published. Exhibitor information is published in the program book distributed to all attendees. Exhibitors are informed that their information is to be published.

11. JUSTIFICATION FOR SENSITIVE QUESTIONS

No sensitive information is collected.

12. ESTIMATE OF RESPONDENT BURDEN

RESPONDENT CATEGORY	NUMBER OF RESPONDENTS	ESTIMATED COMPLETION TIME	ANNUAL BURDEN
Attendees	2100	1 minute	35 hours
Exhibitors	200	5 minutes	17 hours
TOTAL	2300		52 hours

13. COST BURDEN TO RESPONDENTS

The primary burden to the registrants is the time needed to complete the online registration as there is no charge to attend or exhibit at the Expo.

We estimate it will take attendees 1 minute to complete the registration form, or \$0.40 for the entire task per attendee. This cost is based on the national average wage index for 2017, which is \$50,321.89, ¹ or \$24.19 per hour, based on 2,080 hours per year. The total annual cost burden for 2100 attendee respondents will be $\$0.40 \times 2100 = \840.00 .

We estimate it will take exhibitors 5 minutes to complete the registration form, or \$2.00 for the entire task per exhibitor. This cost is based on the national average wage index for 2017, which is \$50,321.89, or \$24.19 per hour, based on 2,080 hours per year. The total annual cost burden for 200 exhibitor respondents will be $\$2.00 \times 200 = \400.00 .

The total estimated annualized cost burden for attendees and exhibitors to register for the Expo is approximately \$1,240.00

14. COST BURDEN TO FEDERAL GOVERNMENT

The estimated annualized cost burden to the government is approximately \$5,741.60. This represents approximately \$3,024.80 (80 hours x \$37.81/hr) for Small Business Contract Specialist and approximately \$2,716.80 (120 hours x \$22.64/hr) for an Administrative Assistant. This is based on approximately \$78,647/\$47,107 in salary costs for the efforts of the Contract Specialist and Administrative Assistant, respectively, to plan and execute the

¹ More information can be found at <https://www.ssa.gov/OACT/COLA/AWI.html>

NASA Business Opportunities Expo, including: Managing the registration process, vetting exhibitors, and preparing the program².

15. REASON FOR CHANGE IN BURDEN

This is a new collection; there have been no program changes.

16. SCHEDULE FOR INFORMATION COLLECTION AND PUBLICATION

Exhibitor information is published in the program book that is distributed to all attendees at the Expo.

17. DISPLAY OF OMB EXPIRATION DATE

The OMB Expiration Date will be displayed on every data collection instrument, as required.

18. EXCEPTION TO THE CERTIFICATE STATEMENT

NASA does not take exception to the certification statements.

Name, title, and organization of NASA Information Collection Sponsor certifying statements above:

NAME: Natalie B Colvin

TITLE: Small Business Support

ORG: OP

EMAIL: Natalie.B.Colvin@nasa.gov

² This pay scale corresponds to a GS-12 step 3 locality pay scale. More information can be found at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2019/PB.pdf>