

**Justification for Nonmaterial/Nonsubstantive Change for  
OMB Control Number 0412-0520**

**Contractor Employee Biographical Data Sheet**

This Justification for a Nonmaterial/Nonsubstantive Change is to request the Office of Management and Budget's (OMB) approval for nonsubstantive changes to the AIDForm 1420-17 information collection (IC), OMB control number 0412-0520. This IC currently contains information collection requirements for Offerors (at the pre-award stage) and contractors (during contract administration) complete this form for employees and consultants who will work on the contract and whose salaries are reimbursable under the contract. The biographical data collected includes the individual's professional experience and education, which are an integral part of the technical evaluation to determine the offeror's capability to provide the services USAID requires. The Contracting Officer uses the salary history information provided to determine if the individual meets the contract requirements and to determine if the proposed salary/rate is reasonable for the work to be performed.

USAID received comments on the previous Federal Register Notice of Public Information Collections published on February 6, 2018 (83 FR 5235 document number 2018-02336) from four respondents. USAID responded to all comments and decided to research the use of the bio-data form for potential revisions prior to the next renewal. The public comments received stated the use of the form inhibits individuals from being paid the market value for a position because Contracting Officers over rely on salary history rather than the market rate and the individual's qualifications and experience for the position. In addition, some respondents stated that the form perpetuates the salary disparity between men and women. USAID completed the research on the use of the bio-data form, and based on the results of that research, USAID has revised the form to delete the requirement for individuals to provide their salary history. Instead, the contractor's will provide the basis and market research to support the proposed salary. This revision of the form was approved by the Agency Administrator on May 3, 2019.

These changes do not affect the data collection burden for these forms.