

**Request for New Survey Submission under the “Generic Clearance for the Collection of Qualitative Feedback on Agency Services Delivery” (OMB Control Number: 1103-0117)**

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**TITLE OF INFORMATION COLLECTION:** Doing Business with the FBI “Submit your Idea” Form

Description: The FBI is standing up a website with a form to intake ideas from businesses, academic institutions, research and development firms, and the general public about how to solve technology gaps within the Bureau. This process would happen before the typical acquisition process.

**PURPOSE:**

This website and survey will allow businesses (large and small), academic institutions, R&D firms, and the general public to submit ideas in response to generic FBI needs in targeted areas (ITB, Cyber and OTD). This will allow the FBI to vet the submittals, have discussions with the company/person submitting the idea, and see if it might solve a technology gap for the Bureau.

**DESCRIPTION OF RESPONDENTS:**

Any company, academic institution, R&D firm, or general public that has an idea in response to specific FBI needs. This is not intended to be a huge intake site with no content control. Instead, the FBI would have targeted areas of interest and submitters would only submit white papers/information for that specific area.

**TYPE OF COLLECTION:** (Check one)

- Customer Comment Card/Complaint Form
- Usability Testing (e.g., Website or Software)
- Focus Group

- Customer Satisfaction Survey
- Small Discussion Group
- Other: Contact and company information

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Krista Castor, Procurement Section

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

- 1. Is personally identifiable information (PII) collected? [ X ] Yes [ ] No
- 2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? [X ] Yes [ ] No
- 3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [ X ] Yes [ ] No

**Note: for any privacy related questions regarding your collection, please contact your component’s Senior Component Official for Privacy or the Office of Privacy and Civil Liberties.**

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [ X] No

If answering yes, you will also need to describe the incentive and provide a justification for the amount.

**BURDEN HOURS:**

In the provided table, list the following information in each row for the type or respondent for the collection and provide total figures at the bottom for the number of respondents, participation time, and burden.

- Category of respondent – Provide the type or category of individual who will respond to your collection from the following list:
  - o Individuals or Household
  - o Private Sector
  - o State, Local, or Tribal Governments
  - o Federal Government
- Number of Respondents – Estimate of the total number of respondents by type/category.
- Participation Time – Estimate of the total amount of time (in minutes) required for participation in a collection by type/category of respondents (e.g. fill out a survey or participate in a focus group).
- Burden – Estimate of the annual burden hours by type/category or respondents.
  - o To determine this estimate, multiply the number of respondents by the participation time and divide that figure by 60.

Category of Respondent	No. of Respondents	Participation Time	Burden
Private Sector	25	5 minutes	2.08 hours
General Public	10	5 minutes	.83 hours
Academic Institution	20	5 minutes	1.67 hours
<b>Totals</b>	<b>55</b>	<b>15 minutes</b>	<b>4.58 hours</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \_\_\_\_\$0\_\_\_\_

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  
[ ] Yes [X ] No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)  
[X ] Web-based or other forms of Social Media  
[ ] Telephone  
[ ] In-person  
[ ] Mail  
[ ] Other, Explain

2. Will interviewers or facilitators be used? [ ] Yes [ X] No  
Interviewers step in only **after** the form has been used. After the FBI’s receipt of a submitted white paper/information package, the content will be vetted to verify it is a legitimate submission and then will be forwarded to the appropriate POC within the requesting Division (OTD, Cyber, ITB). Once the Division receives the submission, they will review the submission and, if appropriate, will make contact with the vendor/person to discuss their idea in more detail, request a meeting or demonstration, etc.

**Submit all instruments, instructions, and scripts with the request.**