

**SUPPORTING STATEMENT
FOR PAPERWORK REDUCTION ACT SUBMISSION
OMB CONTROL NO.9000-0113
Acquisition of Helium**

FAR Section Affected: FAR 52.208-8

A. Justification.

1. Administrative requirements.

This clearance covers the information that contractors must submit to comply with the following Federal Acquisition Regulation (FAR) requirement:

- FAR 52.208-8(b)(2). This clause requires that contractors who make acquisitions of helium from Federal helium suppliers must submit (within 10 days of such acquisition) the following information to their contracting officer: (1) the name of the supplier; (2) the amount of helium purchased; (3) the delivery date(s); and (4) the location where the helium was used.

2. Uses of information. The contracting officer will use the information to ensure compliance with contract clauses and will forward the information to the Department of the Interior, Bureau of Land Management. Without the information, the required use of Government helium cannot be monitored effectively.

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. These requirements are issued under the 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 contract-by-contract 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. A 60-day notice was published in the *Federal Register* at 85 FR 26690, on May 05, 2020. No comments were received.

A. A 30-day notice was published in the *Federal Register* at 85 FR 41984, on July 13, 2020.

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, current regulations, and statutory requirements.

11. Additional justification for questions of a sensitive nature. No sensitive questions are involved.

12 & 13. Estimated total annual public hour and cost burden.

In consultation with subject matter experts at the Department of the Interior, Bureau of Land Management, Helium Operations, in April 2020, the estimated number of respondents per year, was estimated at one respondent per response. The estimated number of responses per year was verified as being within an acceptable range, as was the average time required to read and prepare information which was estimated at 1 hour per response.

Estimated respondents/yr.....	26
Responses annually.....	x 1

Total annual responses.....	26
Estimated hrs/response.....	x 1
Estimated total burden hrs.....	26
Hourly rate*.....	x \$47
Estimated cost to the public.....	\$1,222.00

*Based on the OPM GS-11/step 5 salary (\$34.76 an hour) plus 36.25% burden, rounded to the nearest dollar, or \$47.00 an hour. Reference Salary Table 2020-RUS, Effective January 2020, found at www.opm.gov.

14. Estimated cost to the Government.

Time required for Government-wide review is estimated at 0.5 hours per response.

Total annual responses.....	26
Review Time per response (hours).....	x 0.5
Review time per year (hours).....	13
Hourly rate*.....	x \$47
Estimated cost to the Government.....	\$611.00

15. Explain reasons for program changes or adjustments reported in Item 13 or 14. There are no changes. Only costs are updated in accordance with FY 2020 salaries as referenced in the asterisks above.

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.