

**SUPPORTING STATEMENT  
FOR PAPERWORK REDUCTION ACT SUBMISSION  
3090-0250, Zero Burden Information Collection Reports**

**A. Justification.**

1. **Administrative requirements.** Frequently, the General Services Administration (GSA) needs to collect information from the private sector that is readily available to the public at large. This information is often exchanged by private business firms during the normal course of business. These types of information collections impose no additional reporting burdens upon the respondents, as the collection requires no expenditure of resources to gather the information for submission.

Use of this general control number reduces OMB and GSA administrative workload with no loss of oversight protection for the public.

2. **Uses of information.** The Government will use the information to identify for customers ordering from GSA's Multiple Award Schedule Program office equipment, including any special peripheral that will facilitate electronic office equipment accessibility for handicapped individuals.

3. **Consideration of information technology.** Information technology is used 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.** We did not identify any duplication of information being collected. Our review did not identify any similar data.

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. The effect of business should be minimal, since the information requested is readily available, and does not differ from that necessary to conduct business in the commercial marketplace under the same circumstances. Under clause 552.238-73, "Identification of Electronic Office Equipment Providing Accessibility for the Handicapped," (previous clause number 552.238-70) the offeror is encouraged to identify office equipment, including any special peripheral that will facilitate electronic office equipment accessibility for handicapped individuals in its commercial catalogs and pricelists accepted by the Government.

**6. Describe consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently.** Similar information is not already available to the contracting officer. Collection of information on a basis other than solicitation-by-solicitation is not practical.

**7. Special circumstances for collection.** Collection of information on a basis other than by individual contractors is not practical. The contractor is the only one who has the records necessary for the collection. Collection is consistent with guidelines in 5 CFR 1320.6.

**8. Describe efforts to consult with persons outside the agency.** A 60-day notice was published in the *Federal Register* at 85 FR 53003 on August 27, 2020. No comments were received. A 30-day notice published in the *Federal Register* at 85 FR 71078 on November 6, 2020.

In addition, GSA works very closely with its MAS vendor partners, and interacts regularly in forums designed specifically; to foster open discussion of issues of concern and a collaborative means for identifying solutions to those issues. Industry has never been hesitant to voice their concerns in these forums. There has never been any concern expressed about the cited clause.

**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 and current regulations. No assurance of confidentiality is provided to respondents.

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

**12 & 13. Estimated total annual public hour and cost burden.** Zero burden hours. Reports covered under this collection will impose no reporting burden upon the public. The information collected is that which is normally collect and exchanged during the normal course of business.

**14. Estimated cost to the Government.** None.

**15. Explain reasons for program changes or adjustments reported in Item 13 or 14.** This submission requests an extension of OMB approval of an information collection requirement in the General Services Administration Acquisition Manual (GSAM). The information collection requirement in the GSAM remains unchanged.

**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.