

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 3090-0297)**

Req-12

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**TITLE OF INFORMATION COLLECTION:** GSA FAST2020 Training Conference Exhibitor Survey

**PURPOSE:** The purpose of the survey is to gather feedback from exhibitors about their experience participating in the GSA FAST2020 Training Conference in order to better serve them in the future.

**DESCRIPTION OF RESPONDENTS:** Exhibitors that hold existing GSA Schedule Contracts in the areas of acquisition and procurement that can help government and military with fast access to products and services needed to support government agencies and the military’s mission.

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

- |  |  |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group                  |
| <input type="checkbox"/> Focus Group                                   | <input type="checkbox"/> Other: _____                            |

**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.

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

**Personally Identifiable Information:**

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

**Gifts or Payments:**

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

## BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
GSA Schedule Contract Holders	400	6 minutes	40 hours
<b>Totals</b>	400	6 minutes	40 hours

**FEDERAL COST:** The estimated annual cost to the Federal government is \$148.

**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?  
[X] Yes [ ] 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?

Target respondents are GSA Schedule contract holders who have purchased exhibit booth space at the training conference to meet with government and military personnel in hopes of educating them on their acquisition solutions. The survey will be sent to GSA Schedule contract holders within 1 week following the conference

### **Administration of the Instrument**

1. How will you collect the information? (Check all that apply)  
[X] **Web-based** or other forms of Social Media (**via Qualtrics Survey Software**)  
[ ] Telephone  
[ ] In-person  
[ ] Mail  
[ ] Other, Explain
2. Will interviewers or facilitators be used? [ ] Yes [X] No