

**Supporting Statement for Request for Approval under the Paperwork  
Reduction Act  
Section A. JUSTIFICATION**

1. United States Agency for International Development must collect information for reporting purposes to Congress and OAA Contract Administration. This collection is to gather information from applicants applying for personal services contractor positions. This form will be utilized to collect information to determine the most qualified person for a position without gathering information which may lead to discrimination or bias information towards or gathered from applicant. This information is being gathered in this fashion due to complaints regarding the traditional method of solicitation via the OF 612 and SF 171. Prior to 2009, there were complaints made to the agency's General Counsel and Equal Opportunity Office about the age, gender, etc., information gathered on other forms. These issues were addressed and resolved with AIDForm 302-3. We are revising this form with administrative changes and changing the form number to correspond to applicable ADS chapter 309. The new form number will be AIDForm 309-2.
2. This is a revision of a currently approved collection.
3. USAID encourages the use of facsimiles, internet or other electronic technology. USAID has converted most of its forms to electronic format; this form is available through the USAID internet website. An individual can complete the form electronically but must print it in order to sign it; the form can then be submitted electronically, although typically the offeror or contractor must submit a paper copy in order to verify the signature. We must still obtain this form, as well as the other information collections that require an actual signature, in hardcopy until USAID's information systems have an approved safe and secure electronic signature technology. Most of the AIDAR information collections can be and are handled electronically, either through electronic mail or by facsimile. We are continually reviewing the AIDAR to simplify the submission requirements wherever possible.
4. This information is not collected anywhere else in the information process. While applicants do have to certify that they are not on The List of Parties Excluded from Federal Procurement and Non-procurement Programs, not all of the individuals and organizations identified by Executive Order 13224 have been specifically included on the list.
5. Not applicable.
6. The consequence to the U.S. Government would be mismanagement of personnel and funds if the information is not collected from proposed form. In order to provide the best customer service to all offerors, the information on the form must be collected and maintained in a data base to ensure a level playing field for all involved parties. As a result if this information is not collected, involved parties may determine unfair handling of offeror information and discrimination. In addition, if this information is not collected, implementation of programs may be delayed or cancelled. This information is collected for accuracy and transparency regarding all matters.

7. This is the offeror form for each individual making an offer for a personal service contract.

8. Notice of this information collection was published in the Federal Register on October 31, 2008, Volume 73, Page 64907. USAID received no comment in response to this previous notice.

9. Not applicable: there were no decisions to provide any payments or gifts to respondents.

10. There is no assurance of confidentiality.

11. There are no questions of a sensitive nature.

12. The estimated number of respondents per year is 12,684. We estimate the annual burden to be 12,684 hours, based on 60 minutes for each form. The burden estimate is based on the average number of PSC awards made over the past three years, which is 604. The average number of offers received is 604. The average number of offers received for each solicitation is 21. Therefore, the total number of offers received is  $604 \times 21 = 12,684$ . The estimated time is based on the amount of time needed to read, provide employment information and experience needed to apply for a position. We estimate the annual cost to respondents to be about \$652,942. The respondents are mostly individuals of various sources submitting offers for a position that average the salary of a GS13 step 5.

The average salary of an offeror is :

Salary per hour (GS 13 step 5)	\$51.48
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Hours to prepare 12,684 forms at 60 minutes each	x <u>12,684</u>
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Est. cost for preparation by an offerors:	\$652,972
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There are no additional mailing costs for these forms.

13. There are no start-up or maintenance costs.

14. We estimate the annual cost to the Federal Government to be approximately \$108,004 per year based on the following breakdowns:

Review that the application and ensure it has been signed	
GS 12, step 5 hourly rate	\$34.06

Hours to review 12684 forms  
at 15 minutes each                      x 3,171                      \$108,004

Total for the Federal Government :                      \$108,004

15. M/OAA is requesting the use of AIDForm 309-2 for all personal services contract offerors. Prior to 2009, M/OAA was using OPM forms SF 171 and OF 612 for Personal Service Contract Offerors. In accordance with the agency's GC and EEO offices, the use of these forms were out of order. Personal service contract offerors are not federal government applicants. In addition, OPM has determined that the SF 171 and OF 612 forms are obsolete in their form library. As a result, AIDForm 302-3 was created by USAID and approved by OMB for the use of USAID Personal Service Contract Offerors. USAID is changing the form number to AIDForm 309-2 to correspond with the current ADS chapter related to Personal Services Contracts.

16. The results of this information collection requirement will not be published.

17. Not applicable

18. No exceptions are taken to the provisions of item 19 of OMB Form 83-1

B. Collections of Information Employing Statistical Methods

This collection of information does not employ statistical methods.