

# Supporting Statement for Request for Approval under the Paperwork Reduction Act

## Section A. JUSTIFICATION

1. The United States Agency for International Development (USAID) is required to collect information for reporting purposes to Congress and the Office of Acquisition and Assistance (OAA) Contract Administration. USAID's statutory and regulatory authority to enter into personal services contracts is contained in the Foreign Assistance Act, Pub. L. 87-195 (Section 621), as amended; the Annual Foreign Operations Appropriations; 48 CFR 37.104, Personal Services Contracts; 48 CFR Ch. 7, Appendix D, Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad; and 48 CFR Ch. 7, Appendix J, Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad. Information is being collected in this manner due to concerns regarding the traditional method of solicitation via the OF 612 and SF 171. Prior to 2009, complaints were made to USAID's General Counsel (GC) and Equal Opportunity Office (EEO) regarding age, gender, and other information categories required on other forms. These issues were addressed and resolved with AID Form 302-3, which was subsequently revised and renumbered to AID Form 309-2 to correspond to applicable ADS chapter 309.

2. USAID uses this form to collect information from offerors applying for personal services contractor (PSC) opportunities and to determine the most qualified offeror for award of a PSC contract. Previous collection was approved under OMB control number 0412-0579. However, this form expired on May 31, 2021. This is a request for reinstatement, without change, of a previously approved collection for which approval has expired.

3. USAID encourages the use of facsimiles, internet, or other electronic technology and has converted most of its forms to electronic format; this form is available through the USAID internet website. 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 - this information collection does not impact small businesses or other small entities.

6. The consequences of not collecting this information via the proposed form would be mismanagement of U.S. Government personnel and funds. In order to solicit information and ensure equitable treatment of all offerors, the information on the form must be collected and maintained in a database. Failure to capture

and store this information could result in perceived or actual unfair evaluation of offerors' qualifications and related allegations of discrimination. It is not possible to reduce or eliminate this information collection as this information is critical to determining the most qualified offeror for any given PSC contract. Additionally, failure to capture and utilize this information to award PSC contracts in a timely fashion could delay or lead to the cancellation of agency programs or internal activities.

7. This is the offeror information form providing compensation, contact, education, work experience, and other qualifications information relevant to a PSC contract opportunity. Offerors are often required to submit a written response to PSC contract solicitations and submit this form in fewer than 30 days to meet Agency staffing needs.

8. Notice of this information collection was published in the Federal Register on June 24, 2021, Volume 86, Page 33206. USAID received no comments in response to this previous notice.

9. Not applicable - no payments or gifts are offered or provided 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 12,600. We estimate it takes one hour to complete the form, for an annual burden of 12,600 hours. The hour burden estimate is based on the average number of PSC awards made over the past three years, which is 600. The average number of offers received for each solicitation is 21. Therefore, the total number of offers received is  $600 \times 21 = 12,600$ . Most respondents are individuals from various sources submitting offers for positions that have an average salary equivalent to a GS 13, step 5, which currently equals \$56.31/hr. Therefore, the total annual cost to respondents averages \$709,506.

The average salary of an offeror is:

Salary per hour (GS 13, step 5, DC locality)	\$56.31
Hours to prepare 12,600 forms at one hour each	x <u>12,600</u>
Est. cost for preparation by offerors:	\$709,506

There are no additional mailing costs for these forms; they are submitted

electronically.

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

14. We estimate the annual cost to the Federal Government to be approximately \$149,153 per year based on the following breakdowns:

Review the application and ensure it has been signed	
GS 12, step 5 hourly rate (DC locality)	\$47.35
Hours to review 12,600 forms	
at 15 minutes each	x <u>3,150</u>
Total for the Federal Government:	\$149,153

15. The hourly burden and cost estimates for offerors and for the Federal Government have been adjusted based on: (a) minimal changes to the average number of PSC offerors responding to solicitations over the past three years and (b) hourly rates that have been adjusted for inflation based on the current GS schedule.

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

17. Not applicable - we are not seeking approval to not display the expiration date on the form.

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