

## **SUPPORTING STATEMENT FOR PAPERWORK REDUCTION SUBMISSION**

### **Office of Small and Disadvantaged Business Utilization Vendor Information Form**

#### **A. JUSTIFICATION**

##### **1. CIRCUMSTANCES MAKING COLLECTION OF INFORMATION NECESSARY**

Collecting this information supports the roles and responsibilities of the National Science Foundation's Office of Small and Disadvantaged Business Utilization (OSDBU), as outlined in Section 15(k) of the Small Business Act. Collecting this information ensures that small businesses can participate in NSF acquisitions to the maximum extent practicable. In addition, the Biden Administration has made it a priority to ensure equity in federal contracting via Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government, and implemented in OMB M-22-03, Advancing Equity in Federal Procurement. The President directed federal agencies to make Federal contracting and procurement opportunities more readily available to all eligible vendors and charged every agency to assess available tools to increase opportunities for small businesses and underserved entrepreneurs to compete for Federal contracts. By collecting this information, it will allow the NSF to reach vendors at a greater extent possible, through our external website and participation in various conferences and conventions and tailor specific communication to target audiences.

##### **2. HOW, BY WHOM, AND PURPOSE FOR WHICH INFORMATION IS TO BE USED**

The information will be for internal use only. The OSDBU staff will have full use of the information. The NSF procurement office may also have a need to access the information. The information will be used as vendor outreach to cast a wide diverse, pool of potential small

businesses that can do business with NSF. Information will be used to send communications to vendors regarding potential contract opportunities, Industry Days, Meet and Greets, and other vendor outreach initiatives sponsored by the OSDBU in partnership with the procurement office.

### **3. USE OF AUTOMATION**

The form will be submitted electronically via the external OSDBU website. In the future, we hope to include this form as part of the OSDBU customer experience portal, which will also be accessed via the OSDBU external website.

### **4. EFFORTS TO IDENTIFY DUPLICATION**

No other organization within NSF collects this data. However, there is a possibility that other federal agencies collect this information.

### **5. SMALL BUSINESS CONSIDERATIONS**

N/A

### **6. CONSEQUENCES OF LESS FREQUENT COLLECTION**

Less frequent collection will limit opportunities for small business to engage with NSF.

### **7. SPECIAL CIRCUMSTANCES FOR COLLECTION**

N/A

**8. FEDERAL REGISTER NOTICE.** The agency's notice, as required by 5 CFR 1320.8(d), was published in the Federal Register on February 11, 2022, at 87 FR 7880, and no comments were received.

### **OUTSIDE CONSULTATION**

### **9. GIFTS OR REMUNERATION**

N/A

**10. CONFIDENTIALITY PROVIDED TO RESPONDENTS**

Any information provided will be kept within NSF or held by the office.

**11. QUESTIONS OF A SENSITIVE NATURE**

No questions of a sensitive nature are used.

**12. ESTIMATE OF BURDEN**

Estimated 500 respondents, annually and about 15 minutes to complete the form, total estimated burden time 125 hours.

**ANNUALIZED COST TO RESPONDENTS**

The cost burden to respondents is \$595,600 and was calculated using the May 2021 U.S Bureau of Labor Statistics National Occupational Employment and Wage Estimates ([https://www.bls.gov/oes/current/oes\\_nat.htm](https://www.bls.gov/oes/current/oes_nat.htm)). According to this source, the mean hourly wage to General and Operations Managers (Occupation Code 11-1021) is \$55.41. This salary, times 125 annual burden hours, equals \$6,925 per year.

**13. CAPITAL/STARTUP COSTS**

N/A

**14. ANNUALIZED COST TO THE FEDERAL GOVERNMENT**

N/A, this is part of the roles and requirements of the OSDBU.

**15. CHANGES IN BURDEN**

N/A, this is a new request.

**16. PUBLICATION OF COLLECTION**

N/A

**17. SEEKING APPROVAL TO NOT DISPLAY OMB EXPIRATION DATE**

N/A

**18. EXCEPTION(S) TO THE CERTIFICATION STATEMENT (19) ON OMB 83-I**

N/A

**B. STATISTICAL METHODS**

N/A

Attachments

- Office of Small and Disadvantaged Business Utilization Form
- Small Business Act (Pub. L. 85-536)
- E.O. 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government
- OMB M-22-03, Advancing Equity in Federal Procurement