SUPPORTING STATEMENT – Part A
REQUEST FOR APPROVAL UNDER THE PAPERWORK REDUCTION ACT AND 5 CFR 1320
OMB 0412-0602

Collection Title: AID 309-1 (Contract With An Individual For Personal Services)

PART A. JUSTIFICATION

1. **Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

United States Agency for International Development must collect information for reporting purposes to Congress and OAA Contract Administration. This collection is to document the offer and acceptance of the personal services contract and obtain the required signatures. This information collection will serve as the cover page for the contract. This form will be utilized to collect information regarding the type of personal services contract, the salary, the position, accounting and classification codes as well as the signature of the contractor and contracting officer. This information is being gathered to maintain a standardized form as the cover page of a binding contract between the government and the personal service contractor.

This form is currently in use as AID 309-1, and referenced as OMB Control No: 0412-0602.

2. **Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

This form collects personal information on individuals who are awarded USAID personal services contracts. This form serves as the cover sheet of the contract with the individual and the acceptance by the personal services contractor and the contracting officer to the terms of the contract.

3. **Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.**

In coordination with the Contracting Officer, the form can be submitted in hard copy, or electronically per FAR Part 4.5 Electronic Commerce.

4. **Describe efforts to identify duplication. Show specifically why any similar information**

already available cannot be used or modified for use for the purposes described in Item 2 above.

This information is being gathered to maintain a standardized cover page of a binding contract between the government and the personal service contractor. A cover page form for personal services contractors was previously approved in the AIDAR. Previous form numbers were AID1420-36A under AIDAR Appendix D, and AID1420-36B under AIDAR Appendix J. No other form currently in use can serve as, or be modified to serve as, a comprehensive cover page with details regarding the type of personal services contract, the salary, the position, accounting and classification codes as well as the signature of the contractor and contracting officer.

5. **If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.**

Not applicable.

6. **Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

The consequence to the U.S. Government is that it will not have a fully authorized and valid contract without completion of this cover page.

7. **Explain any special circumstances for the information collection.**

There are no special circumstances.

8. **If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

The 60-day Notice of Public Information Collection was published in the Federal Register on August 30,2023 – Document 2023-18763 (Document Citation: 88 FR 59864, Page: 59864 - 1 page). One inquiry was received requesting details regarding the revised form, which was provided and the interested party acknowledged receipt, with no further comment.

The 30-day notice was published in the Federal Register on 11/02/2023 – FR Doc. 2023-24209 (Document Citation: 88 FR 75263, Page: 75263 - 1 page). No comments were received; therefore, no further action was necessary.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

Not applicable.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy. If the collection requires a Systems of Records Notice (SORN) or Privacy Impact Assessment (PIA), those should be cited and described here.

There is no assurance of confidentiality.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

There are no questions of a sensitive nature.

12. Provide estimates of the hour burden of the collection of information.

The estimated number of respondents per year is 550, and the average frequency of response time is once a year. We estimate the annual burden to be 137.50 hours, based on 15 minutes for each form. The estimated time is based on the amount of time needed to read and review the certification. We estimate the annual cost to respondents to be about $9,956.38. The respondents do not include local hires overseas.

Collection Name	# Of Respondents	# Of Responses Per Year	Average Burden per Response (in hours)	Total Annual Burden (in hours)
AID 309-1	550	550	15 min (.25 hrs)	137.5
Totals	550	550	15 min (.25 hrs)	137.5

13. Provide an estimate for the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected on the burden worksheet).

(1) Preparation by respondents :

Average salary per hour: (Based on a GS 13/10 equivalent)	\$69.77
550 forms at 15 min. each	x 137.50 hrs.
Preparation cost for respondent:	\$9,593.38

(2) Additional mailing costs for these forms totals:	\$363.00
TOTAL COST for Respondents:	\$9,956.38

14. Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. If there will be no costs beyond the normal labor costs for staff, state that here.

We estimate the annual cost to the Federal Government to be approximately \$14,481.50 per year based on the following breakdowns:

Prepare the form and review that the certification and acceptance of the contract has been signed:

GS 13, step 1 per hour	\$52.66
Hours to review 550 forms at 30 min. each	x 275 hrs.
TOTAL Cost to the Government:	\$14,481.50

15. Explain the reasons for any program changes or adjustments reported on the burden worksheet.

USAID is requesting the use of AID Form 309-1 as the award cover page for all personal services contract awards.

16. **For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

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

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

Not applicable.

18. Explain each exception to the topics of the certification statement identified in "Certification for Paperwork Reduction Act Submissions." (See Pg. 2 of the OMB 83-I form)

No exceptions are taken to the provisions of item 19 of 0MB Form 83-1.

SUPPORTING STATEMENT – B
REQUEST FOR APPROVAL UNDER THE PAPERWORK REDUCTION ACT AND 5 CFR 1320
OMB 0412-*XXXX*

Collection Title:

PART B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS OR SURVEYS

No information is collected employing statistical methods or surveys.