

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

**Collection Title:** USAID/MEXICO-RFI 2023-003, Local Partner and Sub-Partner Outreach

**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.**

Federal Acquisition Regulation (FAR) Part 10.001 mandates that Agencies shall conduct market research, 1) before developing new requirements documents for an acquisition by that agency, and before soliciting offers for acquisitions in excess of \$250,000, among others. Market research is used to “determine if sources capable of satisfying the agency’s requirements exist.” As we would like to survey the market to see what new entrants can meet USAID/Mexico’s needs for the purpose of developing new requirements and soliciting acquisitions above \$250,000, USAID/Mexico must conduct the appropriate research. This survey is the means to achieve this objective.

Similarly for assistance awards, 2 Code of Federal Regulations (CFR) mandates program planning and design. It requires that a program “be designed with clear goals and objectives that facilitate the delivery of meaningful results consistent with the Federal authorizing legislation of the program.” The market research undertaken through the use of this RFI and survey collection will allow USAID/Mexico to engage in this program planning and design.

- 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 is a new collection. It is being collected through the use of a Request for Information, which will be published on [www.Sam.gov](http://www.Sam.gov), [www.grants.gov](http://www.grants.gov), and through other channels, including social media, the U.S. Embassy in Mexico website, and private email. USAID/Mexico will use this information to survey the market to determine how many and what type of organizations exist in the Mexican context that could partner or sub-partner with USAID. The data will allow us to seek out new and underutilized partners and diversify our partner base. It will also hopefully identify other partners that could be used as subawardees and indirect recipients of USG funding. The information will also provide

points of contact with distinct organizations that USAID can conduct outreach with and capacity strengthening for.

- 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.**

This collection utilizes automated collection through the Google Forms application. This is being collected in this way so that the data can be aggregated and utilized more effectively. There will be no additional burden of entering the data into a repository as Google Forms automatically transfers the information into a database that is filterable and immediately usable. Additionally, the Google Form is meant to reduce the burden on respondents as they do not have to generate their own documents, and worry about format and design, and their answers will be immediately focused based on the fields requested. We estimate that this will greatly reduce the burden involved in preparing responses to USAID in the traditional sense, with individual emails.

- 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.**

The drafter has discussed this with all offices at USAID/Mexico and we do not have any of the information requested here. All of our information is anecdotal and was not collected systematically, which means it is not proper market research. All of our information is also only collected on current partners, a group of approximately 35 organizations but does not encompass the full environment of organizations in Mexico. The U.S. Embassy in Mexico also does not have any information that could be used for this purpose.

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

As discussed previously, the Google Form is meant to reduce the burden on respondents as they do not have to generate their own documents, and worry about format and design, and their answers will be immediately focused based on the fields requested. We estimate that this will greatly reduce the burden involved in preparing responses to USAID in the traditional sense, with individual emails.

- 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.**

USAID/Mexico will not be able to adhere to the Federal Acquisition Regulations or the Code

of Federal Regulations if it is not permitted to conduct this collection. Additionally, USAID will not be able to conduct efforts to diversify its partner base, expand its sub awardees, nor make informed decisions on the capacities of local organizations for its activities.

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

This is part of the localization strategy for USAID/Mexico and is aligned with the Agency's Localization Initiative, to do more locally-led development, and its aims related to DEIA, to be more inclusive of new and distinct organizations.

**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.**

Federal Register Document Number: 2023-18762, FR Citation Number 88 FR 59864 found at <https://www.federalregister.gov/documents/2023/08/30/2023-18762/usaidmexico-rfi-2023-003-local-partner-and-sub-partner-outreach>. Published on August 30, 2023. No comments were received.

Federal Register Document Number 2023-24286, 88 FR 75537 found at <https://www.federalregister.gov/documents/2023/11/03/2023-24286/usaidmexico-rfi-2023-003-local-partner-and-sub-partner-outreach>. Published on November 3, 2023. No substantive comments have been received.

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

There will be no payment or gift to respondents.

**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.**

The Privacy Office cleared the survey. The document includes a privacy notice as follows: "PRIVACY NOTICE: The survey is administered by the USAID/Mexico Office of Acquisition and Assistance.

The information provided will be used to enhance USAID's development approach and understand local organizations' priority topic areas and capacities. The results of the

survey, including aggregated information, may be shared with our partners, sub-partners, and in internal reports. Completion of this survey is voluntary. You may choose to respond to all or any of the questions. Your participation will help ensure shape the methodology for our ongoing development assistance in Mexico. If you agree to participate, you may withdraw your participation in the survey at any time by emailing [mexicoaa@usaid.gov](mailto:mexicoaa@usaid.gov) and we will remove your information. You may also contact [mexicoaa@usaid.gov](mailto:mexicoaa@usaid.gov) with any questions or concerns.”

It also includes the following: “Please do not enter any unsolicited personally identifying (PII) information for yourself or others in your responses. The results may be shared with USAID partner organizations. Participation in this RFI is voluntary.”

**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.**

This survey does not request any sensitive information.

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

Category of Respondent	# Of Respondents	# Of Responses Per Year	Participation Time	Burden Hours
Civil Society Organizations	150	1	.3 hours	45
Private Sector Organizations	150	1	.3 hours	45
Totals	300			90

**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).**

Only costs are reflected in the hour burden. There is no additional cost to record keepers because of the automated nature of the survey.

**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.**

There is no cost to the federal government given that we are using the google form.

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

N/A

**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.**

No results will be published, all results will be used internally.

**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.**

N/A

**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)**

N/A