

**SUPPORTING STATEMENT**  
**HOMELAND SECURITY ACQUISITION REGULATION (HSAR)**  
**Regulation on Agency Protests**  
**(OMB No. 1600-0004)**

**A. JUSTIFICATION.**

**1. Circumstances Making the Collection of Information Necessary**

The Federal Acquisition Regulation (FAR) and 48 CFR Chapter 1 provide general procedures on handling protests submitted by contractors to Federal agencies. FAR Part 33, Protests, Disputes and Appeals, prescribes policies and procedures for filing protests and for processing contract disputes and appeals. While the FAR prescribes the procedures to be followed for protests to the agency, it allows agencies to determine the method of receipt. DHS will utilize electronic mediums (email or facsimile) for collection of information and will not prescribe a format or require more information than what is already required in the FAR. If DHS determines there is a need to collect additional information outside of what is required in the FAR, DHS will submit a request to the Office of Management and Budget (OMB) for approval.

The prior information collection request for OMB No. 1600-0004 was approved through November 30, 2024, by OMB in a Notice of OMB Action. This justification supports a request for an extension of the approval.

**2. Purpose of Use of the Information Collection**

The information being collected will be obtained from contractors as part of their submissions whenever they file a bid protest to the agency. The information will be used by DHS officials in deciding how the protest should be resolved. Failure to collect this information would result in delayed resolution of protests.

**3. Use of Improved Information Technology and Burden Reduction**

Agency protest information is contained in each individual solicitation document, and provides the specified contracting officer's name, email, and mailing address that the contractors would use to submit its response. The FAR does not specify the format in which the contractor should submit protest information. However, most contractors use computers to prepare protest materials and submit time sensitive responses electronically (email or facsimile) to the specified Government point of contact. Since the responses must meet specific timeframes, a centralized mailbox or website would not be a practical method of submission. Submission of protest information through contracting officers' email or through facsimile are the best methods to use to document receipt of protest information, and are the methods most commonly used in the Government protest process.

Usability testing is inapplicable as this collection does not have a form or instrument. Contractors, who choose to file a protest, are required to follow the guidelines and procedures of the FAR and solicitation. Contractors will utilize their own computers to

provide the required protest information to Government point of contact. As such, usability testing cannot be implemented.

#### **4. Efforts to Identify Duplication and Use of Similar Information**

The information to be included in a contractor's submission of a protest to the agency is specified in the FAR Part 33, which standardizes Federal procurement practices and eliminates unnecessary duplication. Information to be provided by contractors is the same whether the protest is to Government Accountability Office (GAO) (see 4 CFR 21.1) or to the agency. There will be no duplication of information.

#### **5. Impact on Small Business or Other Small Entities**

This information collection may involve small business contractors, depending on the particular transaction. The burden applied to small businesses is minimal and consistent with the goals of achieving timely resolution of agency protests.

#### **6. Consequences of Collection the Information Less Frequently**

This information is collected only when contractors choose to file a protest to the agency. The information is requested from contractors so that the Government will be able to evaluate protests effectively and provide prompt resolution of issues in dispute when contractors file such claims.

#### **7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

There are no special circumstances that would cause this information collection to be conducted in a manner outside the procedures in the FAR and the GAO's Bid Protest Rules.

#### **8. Efforts to Consult Outside the Agency**

60 Day Federal Register Notice requesting public comments was published at 88 FR 57126 on August 22, 2023. No comments were received.

30-Day Federal Register Notice requesting public comments was published at 88 FR 74502 on Tuesday October 31, 2023. No comments were received.

#### **9. Explanation of Payments and Gifts to Respondents**

There will be no payments or gifts made to respondents for this information collection.

#### **10. Assurance of Confidentiality Provided to Respondents**

DHS/ALL/PIA-006 General Contact Lists covers the basic contact information that must be collected for DHS to address these protests. The other information collected will typically pertain to the contract itself, and not individuals. However, all information for this information collection is submitted voluntarily. Technically, because this information is not retrieved by personal identifier, no SORN is required. However, DHS/ALL-021 DHS Contractors and Consultants provides coverage for the collection of records on DHS contractors and consultants, to include resume and qualifying

employment information. There is no assurance of confidentiality provided to the respondents.

**11. Justification for Sensitive Questions**

Questions of a personal or private nature are not asked in agency protests.

**12. Estimates of Annualized Burden Hours and Costs**

The annualized burden hours and costs to respondents is outlined in the below table. The annual estimated burden is 252 hours and the costs is \$14,603.40

Table A: Estimated Annualized Burden Hours and Costs

Type of Respondent	Form Name / Form Number	No. of Respondents	No. of Responses per Respondent	Avg. Burden per Response (in hours)	Total Annual Burden (in hours)	Avg. Hourly Wage Rate	Total Annual Respondent Cost
Contractor		126	1	2	252	\$57.95	\$14,603.40
<b>Totals</b>		<b>126</b>			<b>252</b>		<b>\$14,603.40</b>

- The burden hour estimate is based upon DHS’s FY 2022 Procurement Line of Business, Operational Status Report, that outlines the number of protests to the agency received in FY2 2022; an estimated average of 1 response per respondent; and an estimated burden of 2 hours for the development of each response/report.
- The average hourly earnings are based upon the U.S. Department of Labor, Bureau of Labor Statistics’ website ([www.bls.gov](http://www.bls.gov)). The wage rate category selected is for [Business and Financial Operations Occupations in 2022](#). The rate is estimated to be \$57.95 (\$41.39 x 1.4), which includes the wage rate multiplier.

**13. Estimates of annualized capital and start-up costs.**

DHS does not require contractors to purchase software to access any specific system. Information submitted requires the use of basic systems such as Microsoft Office suite. For these reasons, DHS believes there will be no costs associated with annualized capital and start-up costs.

**14. Annualized Cost to the Federal Government**

The annualized cost to the Federal Government for reviewing all forms submitted by respondents is outlined in the below table. These reviews are conducted by acquisition personnel including contracting officers and technical and legal staff. The annual estimated cost is \$2,090,640.

Table B: Estimated Annualized Hours and Costs to the Federal Government

Type of Respondent	Form Name / Form Number	No. of Respondents	Responses per Respondent Annually	Total Annual Responses	Avg. Burden per Response (in hours)	Total Annual Burden (in hours)	Avg. Hourly Wage Rate	Annual Government Costs
Contractor		126	1	126	300	37,800	\$55.30	\$2,090,340
<b>Totals</b>		<b>126</b>		<b>126</b>		<b>37,800</b>		<b>\$2,090,340</b>

- The average burden to the Federal Government to review responses received depends upon the size and complexity of each agency protest and can vary. The average burden is an estimate based on information received from contracting activities.
- The annual cost estimate is based upon DHS’s FY 2022 Procurement Line of Business, Operational Status Report, that outlines the number of protests to the agency received in FY 2022; an estimated combined total of 300 hours for contracting officers and technical and legal staff to review each response and decide the disposition of a claim; and the approximate hourly rate for a GS-11, Step 4, federal employee located in the District of Columbia, as provided by OPM.gov for 2022, \$55.30, which includes the wage rate multiplier (\$39.50 X 1.4).

**15. Explanation of Program Changes or Adjustments**

The burden estimates provided in response to Item 12 above are based upon the Department’s findings in its FY 2022 Procurement Line of Business, Operational Status Report. No program changes have occurred or changes to the information being collected, however, the burden was adjusted to reflect an agency adjustment increase of 33 respondents within DHS for Fiscal Year 2022, as well as an increase in the average hourly wage rate.

**16. Plans for Tabulation and Publication**

There is no planned publication of information for statistical use.

**17. Reason(s) Display of OMB Expiration Date is Inappropriate**

There are no DHS instruments associated with this collection. There are (3) primary FAR Part 33 clauses that address protests, 52.233-1, 52.233-2, and 52.233-3. DHS Component contracting activities may have templates or local clauses that are used in conjunction with the FAR clauses within solicitations to provide interested parties with protest Agency instructions such as, points of contacts (emails, names & phone numbers.)

**18. Exceptions to the Certification of the Paperwork Reduction Act Submissions**

Not applicable. There are no exceptions to the certification statement.