

SUPPORTING STATEMENT

Paperwork Reduction Act Information Collection 3090-0319: CDP Supply Chain Climate Change Information Request

PART B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

The potential respondent universe includes approximately 1000 major contractors to the Federal government. Collection will be voluntary. Based on response rates achieved by CDP during past collection efforts (see methodology descriptions in part A), GSA anticipates that 320 responses will be received for a total response rate of 32%.

2. Describe the procedures for the collection of information, including:

This collection will not use statistical sampling methods. As described in part A, GSA will use information from individual responses for the purposes of market research into the risk mitigation practices of individual respondents. Based on the nature of the information gathered, GSA does not believe it is appropriate or practicable to use statistical methods to infer characteristics of non-respondents based on responses received, and will not attempt to do so.

3. Describe methods to maximize response rates and to deal with issues of nonresponse. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

Because statistical methods will not be used, methods to encourage responses are not relevant to statistical characteristics of the respondent universe. Because each individual response is useful to GSA's market research on risk mitigation practices of individual companies, GSA will use a pre-notification letter (email) prior to the actual collection attempt and follow-up emails approximately monthly during the collection period to encourage responses. Follow-up notices will be limited to those who have not yet responded. GSA's selection of CDP to collect this information is also a means of encouraging response rate, as CDP's methodology and instrument are already well-known and well-regarded by the respondent universe and many respondents have already responded to CDP's information collections in prior years.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.

No testing will be undertaken.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractors, grantees, or other person(s) who will actually collect or analyze the information for the agency.

Statistical methods will not be used.