

General Services Administration  
Federal Supply Schedule Solicitation Information;  
OMB Control Number, 3090-0303  
Justification – Part A Supporting Statement

Overview of Information Collection:

This is a request for approval of a revision to an existing information collection.

This information collection applies to offerors submitting an offer in response to the General Services Administration's (GSA) Multiple Award Schedule (MAS) (also known as Federal Supply Schedule (FSS) solicitation. The following are the General Services Administration Acquisition Regulation (GSAR) clauses and provisions covered by this information collection:

552.238-84, Discounts for Prompt Payment  
552.238-87, Delivery Prices  
552.238-95, Separate Charge for Performance Oriented Packaging (POP)  
552.238-96, Separate Charge for Delivery within Consignee's Premises  
552.238-97, Parts and Service  
552.238-99, Delivery Prices Overseas  
552.238-111, Environmental Protection Agency Registration Requirement  
552.238-118 Single-use Plastic (SUP) Free Packaging Identification.  
552.238-119 Single-use Plastic (SUP) Free Packaging Availability.

The following are changes of importance that have occurred since the last extension approval:

- The GSAR clauses affected by this information collection have been updated to add GSAR provision 552.238-118 Single-use Plastic (SUP) Free Packaging Identification, and GSAR clause 552.238-119 Single-use Plastic (SUP) Free Packaging Availability. These two requirements were added to this ICR as part of a Final Rule (see 89 FR 48330) that went into effect July 8, 2024.
- The total estimated response per year decreased due to the use of updated data. The total estimated responses changed-
  - From: 3,051
  - To: 1,590
- The total estimated annual public time burden (hours) increased due to the use of updated data and the addition of 552.238-118 and 552.238-119. The total estimated annual public time burden (hours) changed-
  - From: 12,207
  - To: 41,658

- The total estimated annual time burden (hours) to the Government increased due to the use of updated data and the addition of two new requirements. The total estimated annual cost to the Government changed-
  - From: 1,526
  - To: 3,180

# 1. Need & Method for the Information Collection.

The information being collected is tied to the aforementioned GSAR clauses and provisions. These clauses/provisions apply to offerors submitting an offer in response to GSA's MAS solicitation. These clauses/provisions request offerors to submit information, as applicable, as part of their offer. The following is the information requested per clause:

- GSAR clause 552.238-84, Discounts for Prompt Payment. This clause requests an offeror to identify in their offer any discounts for early payment. If no discount is being offered, an offeror may include a statement in their offer that no discounts are being offered.
- GSAR clause 552.238-87, Delivery Prices. This clause requests an offeror to identify in their offer whether or not prices submitted cover delivery f.o.b. destination in Alaska, Hawaii, and the Commonwealth of Puerto Rico. If the prices submitted do not cover these areas, an offeror may include a statement in their offer indicating this.
- GSAR clause 552.238-95, Separate Charge for Performance Oriented Packaging (POP).<sup>1</sup> This clause requests an applicable offeror to identify any hazardous material item (i.e., SIN or Descriptive Name of Article) being offered and the separate charge that applies. If no hazardous material items and/or such separate charges are being offered, an offeror may include a statement in their offer that this clause does not apply.
- GSAR clause 552.238-96, Separate Charge for Delivery within Consignee's Premises.<sup>2</sup> This clause requests an applicable offeror to identify any separate charge(s) for shipping when the delivery is within the consignee's premises (inclusive of items that are comparable in size and weight). If no such separate charges are being offered, an offeror may include a statement in their offer that this clause does not apply.
- GSAR clause 552.238-97, Parts and Service. This clause requests an offeror to include in their offer the names and addresses of all supply and service points maintained in the geographic area in which the offeror would perform under the GSA FSS contract (if awarded one). Additionally, requests an offeror to indicate whether or not a complete stock of repair parts for the items being offered is carried at that point, and whether or not mechanical service is available. If this clause does not apply (e.g., the offeror is proposing services not products), an offeror may include a statement in their offer that this clause does not apply.

---

<sup>1</sup>This clause applies only to the following GSA FSS Solicitation Large Categories: Office Management, Furniture & Furnishings, Miscellaneous, Industrial Products, Transportation and Logistics Services, Security and Protection.

<sup>2</sup>This clause applies only to the following GSA FSS Solicitation Large Categories: Office Management, Furniture & Furnishings, Miscellaneous, Industrial Products, Transportation and Logistics Services.

- GSAR clause 552.238-99, Delivery Prices Overseas. This clause requests an offeror to identify the intended geographic area(s)/countries/zones which are covered by their offer.
- GSAR clause 552.238-111, Environmental Protection Agency Registration Requirement.<sup>3</sup> This clause requests offerors to identify the manufacturer's and/or distributor's name and EPA Registration Number for each item offered that requires registration with the EPA. If no such items are being offered, an offeror may include a statement in their offer that this clause does not apply.
- GSAR provision 552.238-118 Single-use Plastic (SUP) Free Packaging Identification. This provision allows offerors to identify SUP free packaging supplies and products they are offering.
- GSAR clause 552.238-119 Single-use Plastic (SUP) Free Packaging Availability. This clause allows offerors/contractors to identify SUP free packaging supplies and products they are offering as well as identify any type of price premiums and discounts within their price list.

The information collected is submitted electronically (to the maximum extent possible) and is included within an offer.

## 2. Use of the Information.

The information collected is used by contracting officers in the review and evaluation of offers received in response to GSA's MAS solicitation.

Some of the information collected is used by other Federal agencies as it is information that becomes a part of a contractor's contract price list and product/service offering (e.g., price premium for SUP Free packaging, discounts, etc.).

## 3. Use of Information Technology.

The Government uses information technology to the maximum extent practicable.

## 4. Non-Duplication.

GSA did not identify any duplication of information being collected under this information collection. The information collected is specific and unique to an offeror's response and applies only to offerors submitting an offer. An offeror/contractor determines what information, if any, they want or need to submit in response to these GSAR clause/provision requirements. For example, GSAR clause 552.238-95, Separate Charge for Performance Oriented Packaging (POP) requests an offeror to identify any hazardous material item (i.e., SIN or Descriptive Name of Article) being offered and the separate charge that applies. If there are no hazardous materials and/or separate charges then the clause does not apply.

---

<sup>3</sup>This clause applies only to the following GSA FSS Solicitation Large Categories: Office Management, Furniture & Furnishings, Miscellaneous.

This information is not collected elsewhere and could not otherwise be obtained. The information collected is provided by an offeror/contractor for purposes of supporting their offer/contract. The information provided by an offeror/contractor is specific to their organization and offer/contract.

Any similar information that may already be available to GSA cannot be used or modified to be used for the purposes described. As only an offeror/contractor knows the information that applies to their offer/contract, specifically the information sought/needed by this information collection.

5. Burden on Small Business.

The burden applies equally to both other than small businesses and small businesses that are seeking to obtain a MAS contract. The submission of this information is provided with an offer and is based upon decisions made by the offeror not the Government. An offeror/contractor submits the information requested, if applicable, for the GSAR clauses/provisions covered by this information collection. The information requested is the minimum necessary to support the objectives of each of the clauses/provisions covered by this information collection.

6. Less Frequent Collection.

The frequency of collection is limited to the extent necessary to support the needs of the Government. The information is provided by an offeror/contractor as part of their offer/contract. For example, a contractor may have to provide the same or similar information as part of request for contract modification to add an item. Requests to modify the contract to add an item are covered by GSAR clause 552.238-111 and the information provided is covered by information collection 3090-0302.

Not collecting this information or collecting this information less frequently would impede the MAS program's ability to effectively award new MAS contracts. MAS contracts support both Federal and Non-Federal customers. The lack of obtaining such information or less frequent collection would result in downstream impacts at the order level as well. For example, if GSA did not obtain this information when it currently does, contractors would have to provide the same or similar information at the order level for each and every order where such clauses apply. Having to provide the same or similar information at the order level significantly increases duplication and burden to both the Government and public.

7. Paperwork Reduction Act Guidelines.

Not applicable, no special circumstances exist for this information collection.

8. Consultation and Public Comments.

A 60-day notice was published in the *Federal Register* at 90 FR 21929 on May 22, 2025. No comments were received.

A 30-day notice was published in the *Federal Register* at 90 FR 35301 on July 25, 2025.

9. Gifts or Payment.

Not applicable, GSA makes no such payments or gifts to respondents under this information collection.

10. Privacy & Confidentiality.

Not applicable, GSA makes no additional assurances under this information collection beyond what is already applicable to contract information (i.e., information collected is disclosed only to the extent consistent with prudent business practices, agency regulations, and applicable statutes).

This information collection does not require collection of “personally identifiable information”.

GSA uses information technology to the maximum extent practicable.

11. Sensitive Questions.

Not applicable, no sensitive questions are involved under this information collection.

12. Burden Estimate.

The annual estimated total cost burden to the public resulting from this information collection is \$2,731,812. This is based on the following:

Total estimated response burden hours*	41,658
Estimated cost per hour**	x <u>\$65.58</u>
Estimated total cost burden to the public	<u>\$2,731,812</u>

\*This number is calculated by adding up the total burden hours for each of the following GSAR clauses: 552.238-84, 552.238-87, 552.238-95, 552.238-96, 552.238-97, 552.238-99, 552.238-111, 552.238-118, and 552.238-119.

\*\*The estimated cost per hour is based on the Office of Personnel Management (OPM) GS-12, Step 5 salary of \$48.13 per hour (see OPM Salary Table 2025-RUS, Effective January 2025), plus a fringe factor of 36.25% (\$17.45) (see OMB Memo M-08-13 for use in public-private competition), which results in an hourly rate of \$65.58.

● Changes Due to Adjustment in Agency Estimate:

An updated estimated # of respondents per year was used for the GSAR clauses/provisions covered by this information collection. The change in this number can be attributed to GSA using updated data. For this renewal data from fiscal years 2022, 2023, and 2024 was used

whereas the prior renewal used data from fiscal years 2019, 2020, and 2021.<sup>4</sup>

	<b>Requested</b>	<b>Program Change Due to New Statute</b>	<b>Program Change Due to Agency Discretion</b>	<b>Change Due to Adjustment in Agency Estimate</b>	<b>Change Due to Potential Violation of the PRA</b>	<b>Previously Approved</b>
Annual Number of Responses for this IC	1,590	N/A	N/A	(1,461)	N/A	3,051
Annual IC Time Burden (Hour)	41,658	N/A	N/A	29,451	N/A	12,207
Annual IC Cost Burden (Dollars)	\$2,731,812	N/A	N/A	\$2,015,017	N/A	\$716,795

**Burden per Response:**

	<b>Time Per Response (Hours)</b>	<b>Cost Per Response (Dollars)</b>
Reporting	varies*	\$1,758
Record Keeping	N/A	N/A
Third Party Disclosure	N/A	N/A
Total	varies*	\$1,758

\* GSAR clause 52.238-111 has an estimated 1-hour time per response, 552.238-118 has an estimated 2.1-hour time per response, and 552.238-119 has an estimated 20.1-hour time per response. All other clauses/provisions have an estimated half hour time per response.

**Annual Burden:**

	<b>Annual Time Burden (Hours)</b>	<b>Annual Cost Burden (Dollars)</b>
Reporting	41,658	\$2,731,812

<sup>4</sup>It is likely the numbers used for GSAR clauses 552.238-95, 552.238-96, 552.238-111, 552.238-118, and 552.238-119 is higher than the actual number as these clauses only apply to certain offers/contractors (see footnotes 1 through 3 of this document). At this point in time, GSA is not able to obtain data to accurately identify the number of actual offers submitted under each of these clauses.

Record Keeping	N/A	N/A
Third Party Disclosure	N/A	N/A
Total	41,658	\$2,731,812

The estimated total annual public hour burden resulting from this information collection is 41,658 hours. This is based on the following:

GSAR clause 552.238-84, Discounts for Prompt Payment. The following is the estimated burden associated with this clause.

Estimated # of respondents per year:	1,590
Estimated responses per respondent:	<u>x 1</u>
Total annual responses:	1,590
Estimated preparation hours per response:	<u>x .50 (30 minutes)</u>
Total response burden hours:	795

GSAR clause 552.238-87, Delivery Prices. The following is the estimated burden associated with this clause.

Estimated # of respondents per year:	1,590
Estimated responses per respondent:	<u>x 1</u>
Total annual responses:	1,590
Estimated preparation hours per response:	<u>x .50 (30 minutes)</u>
Total response burden hours:	795

GSAR clause 552.238-95, Separate Charge for Performance Oriented Packaging (POP). The following is the estimated burden associated with this clause.

Estimated # of respondents per year:	1,590
Estimated responses per respondent:	<u>x 1</u>
Total annual responses:	1,590
Estimated preparation hours per response:	<u>x .50 (30 minutes)</u>
Total response burden hours:	795

GSAR clause 552.238-96, Separate Charge for Delivery within Consignee's Premises. The following is the estimated burden associated with this clause.

Estimated # of respondents per year:	1,590
Estimated responses per respondent:	<u>x 1</u>
Total annual responses:	1,590
Estimated preparation hours per response:	<u>x .50 (30 minutes)</u>
Total response burden hours:	795

GSAR clause 552.238-97, Parts and Service. The following is the estimated burden associated with this clause.

Estimated respondents per year:	1,590
Estimated responses per respondent:	<u>x 1</u>
Total annual responses:	1,590
Estimated preparation hours per response:	<u>x .50 (30 minutes)</u>
Total response burden hours:	795

GSAR clause 552.238-99, Delivery Prices Overseas. The following is the estimated burden associated with this clause.

Estimated # of respondents per year:	1,590
Estimated responses per respondent:	<u>x 1</u>
Total annual responses:	1,590
Estimated preparation hours per response:	<u>x .50 (30 minutes)</u>
Total response burden hours:	795

GSAR clause 552.238-111, Environmental Protection Agency Registration Requirement. The following is the estimated burden associated with this clause.

Estimated # of respondents per year:	1,590
Estimated responses per respondent:	<u>x 1</u>
Total annual responses:	1,590
Estimated preparation hours per response:	<u>x 1</u>
Total response burden hours:	1,590

GSAR provision 552.238-118, Single-use Plastic Free Packaging Identification. The following is the estimated burden associated with this provision.

Estimated # of respondents per year:	1,590
Estimated responses per respondent:	<u>x 1</u>
Total annual responses:	1,590
Estimated preparation hours per response:	<u>x 2.1</u>
Total response burden hours:	3,339

GSAR clause 552.238-119, Single-use Plastic Free Packaging Availability. The following is the estimated burden associated with this clause.

Estimated # of respondents per year:	1,590
Estimated responses per respondent:	<u>x 1</u>
Total annual responses:	1,590
Estimated preparation hours per response:	<u>x 20.1</u>
Total response burden hours:	31,959

### 13. Estimated nonrecurring costs.



Not applicable to this information collection.

14. Estimated cost to the Government.

The estimated total annual cost to the Government is \$208,535.

This estimate is based on the following:

Estimated # of responses per year	1,590
Estimated review time per response (hours)	<u>x .50 (30 minutes)</u>
Total review time per year (hours)	3,180
Estimated cost per hour*	<u>x \$65.58</u>
Total estimated annual cost to the Government	\$208,535

\*The estimated cost per hour is based on the Office of Personnel Management (OPM) GS-12, Step 5 salary of \$48.13 per hour (see OPM Salary Table 2025-RUS, Effective January 2025), plus a fringe factor of 36.25% (\$17.45) (see OMB Memo M-08-13 for use in public-private competition), which results in an hourly rate of \$65.58.

15. Reasons for changes.

For Item 12, an updated estimated # of respondents per year was used. This number was calculated by adding the total number of offers received over a three fiscal year span and then dividing that number by 3 (if necessary, the number was then rounded to the nearest whole number). The change in this number can be attributed to being able to obtain updated data. Specifically, the update data reflects fiscal years 2022, 2023, and 2024, whereas the prior data reflected fiscal years 2019, 2020, and 2021.

For Items 12 & 14, an updated estimated cost per hour was used. This number is based on the Office of Personnel Management (OPM) GS-12, Step 5 salary of \$48.13 per hour (see OPM Salary Table 2025-RUS, Effective January 2025), plus a fringe factor of 36.25% (\$17.45) (see OMB Memo M-08-13 for use in public-private competition). The change can be attributed to using current data (i.e., the previous extension used OPM salary data from 2022).

For Item 14, an updated estimated # of respondents (year) was used. This number is calculated by using the same method used to determine the estimated # of submission per year for Item 12.

16. Publicizing Results.

Not applicable, results of this information collection will not be published. Information collected is used for internal purposes only.

17. OMB Not to Display Approval.

Not applicable, GSA is not seeking such approval for this information collection.

18. Exceptions to "Certification for Paperwork Reduction Submissions."

Not applicable, GSA has no exceptions to the certification statement.

19. Surveys, Censuses, and Other Collections that Employ Statistical Methods.

Statistical methods are not used for this information collection.