

**Request for Approval under the “Fast Track Generic Clearance for the
Collection of Qualitative Feedback on Agency Service Delivery”
(OMB Control Number: 0704-0553)**

TITLE OF INFORMATION COLLECTION: Marine Corps Systems Command
(MARCORSYSCOM) Vendor Survey

PURPOSE: The purpose of this survey is to better understand industry’s perspective and gain feedback on Marine Corps Systems Command (MARCORSYSCOM) contracting process. The results of this survey will be used to make improvements to MARCORSYSCOM’s contracting process. MARCORSYSCOM Contracts will retain control over the information and safeguard it from improper access, modification, and destruction.

This survey aims to solicit vendor feedback to meet the intent of Secretary of Navy Instruction 4200.37A and Deputy Assistant Secretary of the Navy for Procurement’s Procurement Performance Management Assessment Program (PPMAP) Internal Operating Procedures as required by Navy Marine Corps Acquisition Regulation Supplement part 5201.691.

DESCRIPTION OF RESPONDENTS: Respondents will be active contract holders with MARCORSYSCOM who voluntarily complete the survey to provide feedback on the contracting process. MARCORSYSCOM will contact prospective respondents via email and follow up with respondents by sending weekly reminders for completion.

TYPE OF COLLECTION: (Check one)

<input type="checkbox"/> Customer Comment Card/Complaint Form	<input checked="" type="checkbox"/> Customer Satisfaction Survey
<input type="checkbox"/> Usability Testing (e.g., Website or Software)	<input type="checkbox"/> Small Discussion Group
<input type="checkbox"/> Focus Group	<input type="checkbox"/> Other:_____

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are **not** intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Hector J. Hernandez.

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? ☐ Yes ☒ No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? ☐ Yes ☐ No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? ☐ Yes ☐ No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? ☐ Yes ☒ No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Contracted Vendors	100	20 minutes	33 hours
Totals	100		33 hours

PUBLIC COST: The estimated annual cost to the public is \$5,967

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?

☒ Yes ☐ No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

Respondents will be identified and contacted using data from active contracts with MARCORSYSCOM.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

☒ Web-based or other forms of Social Media (Qualtrics)
☐ Telephone
☐ In-person
☐ Mail
☐ Other, Explain
2. Will interviewers or facilitators be used? ☐ Yes ☒ No