

**Federal Acquisition Regulation (FAR)**  
**Contractor Use of Interagency Fleet Management System Vehicles**  
**OMB Control No. 9000-0032**  
**Justification - Part A Supporting Statement**

**FAR sections affected:** 51.202, 51.203

Overview of Information Collection:

- This justification supports clearance of an extension of the collection.

There are no program changes. The FAR requirements remain the same. This extension includes adjustments to the burden due to use of the calendar year 2025 OPM GS wage rates for the rest of the United States as explained in item 15.

1. Need & Method for the Information Collection. This clearance covers the information that contractors must submit to comply with the following FAR requirements:

- a. **FAR 51.202** - For the contracting officer to authorize a contractor's use of Interagency Fleet Management System (IFMS) vehicles, this FAR section requires contractors to submit the following information:

- (1) A written statement that the contractor will assume, without the right of reimbursement from the Government, the cost or expense of any use of the IFMS vehicles and services not related to the performance of the contract;
- (2) Evidence that the contractor has obtained motor vehicle liability insurance covering bodily injury and property damage, with limits of liability as required or approved by the agency, protecting the contractor and the Government against third-party claims arising from the ownership, maintenance, or use of an IFMS vehicle; and
- (3) Any recommendations.

- b. **FAR 51.203** - Once authorized by the contracting officer, this FAR section requires contractors to submit their request for IFMS vehicles and related services in writing to the appropriate General Services Administration' (GSA) point of contact and include the following information:

- (1) Two copies of the agency authorization;
- (2) The number of vehicles and related services required and period of use;

- (3) A list of employees who are authorized to request the vehicles or related services;
- (4) A listing of equipment authorized to be serviced; and
- (5) Billing instructions and address.

0. Use of the Information. The contracting officer will use the information to determine the contractor's eligibility to obtain IFMS vehicles and related services, and to authorize this use. The GSA will also use this information to determine whether appropriate authorization has been granted by the contracting officer.

0. Use of Information Technology. Federal agencies use information technology to the maximum extent practicable. Where both the Government agency and contractors are capable of electronic interchange, the contractors may submit this information collection requirement electronically. There is currently no centralized site to gather this information.

0. Non-duplication. These requirements are issued under the FAR, which has been developed to standardize Federal procurement practices and eliminate unnecessary duplication.

0. Burden on Small Business. The burden applied to small businesses is the minimum consistent with applicable laws, Executive orders, regulations, and prudent business practices.

0. Less Frequent Collection. Collection of information on a basis other than contract-by-contract is not practical.

7. Paperwork Reduction Act Guidelines. Collection is consistent with guidelines in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments.

A. A 60-day notice was published in the *Federal Register* at 90 FR 14446, on April 2, 2025. A comment was received; however, it did not change the estimate of the burden.

Comment: The respondent recommended no private contractor be allowed to operate government fleet vehicles because of concerns of potential abuse or misconduct.

Response: The respondents' input is appreciated. Any changes to the collection of information on the use of fleet vehicles by contractors will require rulemaking.

B. A 30-day notice was published in the *Federal Register* at 90 FR 29546, on July 3, 2025.

- 0. Gifts or Payment. This collection does not provide any payment or gift to respondents, other than remuneration of contractors.
- 0. Privacy & Confidentiality. This information is disclosed only to the extent consistent with prudent business practices, current regulations, and statutory requirements.
- 0. Sensitive Questions. No sensitive questions are involved.
- 0. Burden Estimate.

To determine the number of contractors that use IFMS vehicles, data was obtained from the GSA Office of Motor Vehicle Management. Currently there are 94 accounts assigned to contractors and that office receives approximately 10 to 20 new requests annually. Accordingly, it is estimated that the total number of respondents per year is 20. It is also estimated that only one response would be submitted annually per respondent. The amount of time required to prepare the information is estimated at one hour (30 minutes to submit the information to the contracting officer per FAR 51.202 and 30 minutes to submit the information to GSA per FAR 51.203) per response.

Estimated number of respondents/yr.....	20
Responses per respondent.....	<u>x 1</u>
Total annual responses.....	20
Estimated hrs/response.....	<u>x 1</u>
Estimated annual burden hours.....	20
Hourly rate*.....	<u>x \$71</u>
Estimated annual cost to the public.....	\$ 1,420

The hourly rate is calculated by applying a 36.25 percent fringe factor and a 12 percent overhead factor to a base hourly rate and then rounding to the nearest whole dollar. The base hourly rate is derived from the Office of Personnel Management (OPM) 2025 General Schedule (GS) Locality Pay Table for the rest of the United States ("Salary Table 2025-RUS"). The fringe factor is derived from OMB memorandum M-08-13. The overhead

factor is derived from the OMB Circular No. A-76 Revised Supplemental Handbook.

\* For a GS-12/step 5, the base hourly rate is \$48.13 and loaded rounding to the nearest whole dollar is \$71.

**Notes:**

1. The clause at FAR 52.251-2, Interagency Fleet Management System Vehicles and Related Services, does not directly contain a paperwork burden. If the solicitation or contract contains the clause at FAR 52.251-2, then contractors interested in obtaining IFMS vehicles must prepare a written statement to determine eligibility per FAR 51.202 and a written request to obtain IFMS vehicles and related services per FAR 51.203.

2. Per FAR 51.204, contractors authorized to use IFMS vehicles and related services shall comply with the requirements of 41 CFR 101-39 and 41 CFR 101-38.301-1. 41 CFR 101-38.301-1 (cross referenced at 41 CFR 102-34) and 41 CFR 101-39 do not create any additional paperwork burdens already covered by this justification.

0. Estimated nonrecurring costs. Not applicable.

14. Estimated cost to the Government.

Estimated responses/yr..... 20  
 Reviewing time (hr)/response.....x 1  
 Review time/yr..... 20  
 Hourly rate\* .....x \$71  
 Estimated cost to the Government..... \$ 1,420

0. Reasons for changes. There are no program changes. The FAR requirements remain the same. Adjustments are made to the public and Government burden estimates based on the following:

- The estimated cost to the public and to the Government was updated based on use of calendar year 2025 OPM GS wage rates for the rest of the United States.

Reporting Public Burden	2023	2025	Change
Responses	20	20	0
Hours	20	20	0

<b>Cost</b>	\$1,180	\$1,420	+\$240
-------------	---------	---------	--------

- 0. Publicizing Results. Results will not be tabulated or published.
- 0. OMB Not to Display Approval. Approval to not display the expiration date for OMB approval of the information collection is not sought.
- 0. Exceptions to "Certification for Paperwork Reduction Submissions." There is no exception to the certification statement.
- 0. Surveys, Censuses, and Other Collections that Employ Statistical Methods. Statistical methods are not used in this information collection. A Part B supporting statement is not needed, or required, and therefore was not completed.