



## SOCIAL SECURITY

October 15, 2010

Contractor Contact Name  
XYZ Company  
4252 Eighth Street  
Baltimore Maryland 21207

**Subject:** Contractor Survey

Dear Colleague,

The Social Security Administration, Office of Acquisition and Grants (OAG), regularly assesses the effectiveness of its acquisition operations. An important part of the assessment is OAG's quality and professionalism in dealing with our contractors. We value your ideas and opinions about how well we are meeting the needs of those with whom we do business.

Our records indicate we awarded your firm at least one contract during the period October 1, 2009 through September 30, 2010. Please assess our services during this period by completing the attached survey and returning it in the enclosed envelope. If you have any questions about completing the survey, please contact Bob Wilson, of my staff, at 410-966-6702. When completing the survey, please follow these directions:

- Place an X in the appropriate box.
- Base your responses on experiences with OAG during the above-specified period. Give an overall assessment of OAG's performance if we awarded you several acquisitions during the period.
- Answer both the "Agreement" and "Importance" sections of each statement, unless you check the N/A block. Do not complete these sections if N/A is checked.
- Use the N/A block only if the statement does not apply to you or if you cannot decide if you agree or disagree with the statement.
- Add comments, suggestions, or recommendations in the comments section.
- Do not include your firm's name, as responses are anonymous (we will report only aggregate survey results). The number at the bottom of the survey is for tracking purposes, and we will not use it to associate responses with your firm. We will use it only to follow-up with companies who do not return the survey.
- Complete questions 15-17, as this information is essential for sorting and analyzing survey data.

Thank you for participating in this survey. We look forward to working with you in the future.

Dianne L. Rose  
Associate Commissioner for Acquisition and Grants