

## INITIAL CONTACT EMAIL – PRE-AWARD SURVEY

Over the past several years, the acquisition community has worked hard to increase communication between the Federal Government and our industry partners. The Office of Federal Procurement Policy is exploring ways for vendors to provide feedback to agencies about the procurement process.

The National Park Service is conducting the attached survey to assess our performance and help identify our strengths and weaknesses. The survey focuses on vendors' experiences during the pre-award phase of the procurement process. The results from the surveys will be used as an internal management tool to help us improve vendor engagement during the pre-award process. Results will be anonymous and will not be made public.

We value your opinions. Please take a few moments to complete and return the survey as an attachment via email to [NPS\\_BPC@nps.gov](mailto:NPS_BPC@nps.gov) by [Insert date]. If you have any questions, please contact \_\_\_\_\_.

**Paperwork Reduction Act Statement:** We estimate the survey will take you 10 minutes to complete, including time to read instructions, gather information, and complete and submit the survey. We will use the information to assess our performance and identify our strengths and weaknesses. Your response is voluntary and results will be anonymous. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB Control Number. OMB has reviewed and approved this survey and assigned OMB Control Number 1090-0011, which expires XX/XX/2018. You may submit comments on any aspect of this information collection to the Information Collection Clearance Officer, National Park Service, 12201 Sunrise Valley Drive (Room 2C114, Mail Stop 242), Reston, VA 20192.