

Preaward Phase Satisfaction Survey

OMB Control No: 3090-0297
Expires: 06/30/2016

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3090-0297. We estimate that it will take 10 minutes to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: General Services Administration, Regulatory Secretariat (MVCB), ATTN: IC 3090-0297, 1800 F Street, NW, Washington, DC 20405.

Your firm submitted an offer for (*insert Solicitation Number and RFP Name here*). Please provide us with your feedback on the preaward phase of the acquisition process. Your answers will help us assess our performance and identify our strengths and weaknesses. We believe the survey should take no more than 10 minutes to complete. The survey is anonymous, so your answers will not be connected with your firm's name or your offer. The results from the survey will not be published or made publicly available.

Please rate the following statements using a scale where 5 means "strongly agree" and 1 means "strongly disagree."

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	N/A
1. The agency understands my firm's marketplace and appears to have conducted effective market research.	5	4	3	2	1	N/A
2. The agency effectively used one or more methods to engage with the vendor community about the acquisition and receive feedback (e.g., issued an RFI or draft RFP, or held a preaward conference or industry day) to foster early communication and exchange before receipt of proposals.	5	4	3	2	1	N/A
3. If the agency held an industry day, the exchange offered valuable information that improved our understanding of the agency's requirements.	5	4	3	2	1	N/A
4. The solicitation included clear proposal submission instructions that sufficiently guided offerors or respondents in preparing proposals or responses to requests for information	5	4	3	2	1	N/A
5. The solicitation described the requirements clearly.	5	4	3	2	1	N/A
6. The solicitation's requirements included a general description of capabilities that permitted my firm to respond with a unique and innovative solution.	5	4	3	2	1	N/A
7. The solicitation included specific evaluation criteria, tailored to the acquisition, which would contribute to a meaningful discrimination and comparison between and among competing proposals.	5	4	3	2	1	N/A
8. The agency answered questions regarding the solicitation in such a way that it helped me to prepare my proposal.	5	4	3	2	1	N/A
9. The agency allowed sufficient time to submit a proposal.	5	4	3	2	1	N/A

10. The agency kept vendors informed about any delays in its initial schedule for the solicitation.	5	4	3	2	1	N/A
11. The contracting officer provided a preaward debriefing that let me clearly know why my firm did or did not get the award.	5	4	3	2	1	N/A
12. The agency resolved issues/concerns related to the solicitation and acquisition process in a timely manner.	5	4	3	2	1	N/A
13. For any questions that you assigned a high rating, please provide feedback on what, specifically, went well:						
14. For any questions that you assigned a low rating, please provide feedback on what improvements we can make:						
15. This survey asks the right questions.	5	4	3	2	1	N/A