

EMAIL TEXT THAT WILL BE SENT TO OFFERORS:

Dear _____

Your firm submitted an offer for Solicitation No. _____. Please provide us with your feedback on the pre-award phase of the acquisition process. Your answers will help us assess our performance and identify our strengths and weaknesses. The survey is voluntary, but your participation is important. Your answers will not be connected with your firm's name or your offer. Any information identifying you or your company will be removed and only aggregate data will be reported. The results from the survey will not be published or made publicly available. Please submit your response within the next thirty days to: [insert WHS/AD contact information here].

The survey is provided to all those firms submitting offers in response to specific RFPs greater than \$1M. The data and any electronic forms will be stored on a DoD SharePoint website that is CAC-enabled with user restrictions. The data will be de-identified and only aggregate data will be produced for internal use only. Hard copy forms will be shredded immediately after data entry.

If you have any questions or concerns, please contact [insert contracting officer POC name and number]

Any information identifying you or your company will be removed and only aggregate data will be reported.