

## Attachment B – Evaluation of the Contracting Operation

As you recently worked with the \_\_\_\_\_ procurement office on solicitation # \_\_\_\_\_ in making an award, please evaluate your experience.

Please rate your level of satisfaction on a scale of 1 to 5, with 5 being “Very Satisfied” and 1 being “Very Dissatisfied”.

	Very Satisfied				Very Dissatisfied	
<b>Planning – How satisfied were you:</b>						
1. With the acquisition milestone schedule?	5	4	3	2	1	N/A
2. With the procurement office’s ability to keep you informed of any changes to the acquisition milestone schedule?	5	4	3	2	1	N/A
3. With the procurement office’s assistance in the Acquisition Plan process, which allowed you to better understand and participate in the procurement?	5	4	3	2	1	N/A
<b>Communication – How satisfied were you:</b>						
5. With the procurement office’s responsiveness to your questions (communicating in a clear, courteous, timely and professional manner)?	5	4	3	2	1	N/A
6. With the procurement office’s effectiveness in resolving any issues or delays encountered during the acquisition process?	5	4	3	2	1	N/A
7. With your understanding on how – and to whom- you should elevate problems for resolution?	5	4	3	2	1	N/A
8. With early communications describing the roles and responsibilities of the	5	4	3	2	1	N/A

procurement office and of your office (program office)?						
<b>9. How satisfied were you with the overall support provided by the procurement office in the acquisition process?</b>	5	4	3	2	1	N/A
10. Please provide any additional comments:						
11. Were you part of an IPT (Integrated Procurement Team)	Yes			No		
Reminder: After one year, or completion of performance, work with your Contracting Officer (CO) to evaluate the contract awardee's performance in CPARS						