

Attachment C – Evaluation of the Program Office’s Participation in the Procurement

As you recently worked with the _____ program office on solicitation # _____, 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	
Planning – How satisfied were you:						
1. That the program office conducted meaningful market research?	5	4	3	2	1	N/A
2. With the program office’s ability to provide any necessary documents allowing for the timely completion of the acquisition package?	5	4	3	2	1	N/A
3. That the program office allotted adequate time for a successful procurement?	5	4	3	2	1	N/A
4. That the program office allotted adequate resources for a successful procurement?						
Communication – How satisfied were you:						
5. With the clarity and effectiveness of the program office’s communication of their needs and time constraints?	5	4	3	2	1	N/A
6. With the program office’s responsiveness to your questions (communicating in a clear, courteous, timely and professional manner)?	5	4	3	2	1	N/A
7. With your understanding on how – and to whom- you should elevate problems for resolution in the program	5	4	3	2	1	N/A

office?						
8. With the program office's technical expertise in evaluating proposals?	5	4	3	2	1	N/A
9. How satisfied were you with the overall support provided by the program office in the acquisition process?	5	4	3	2	1	N/A
10. Please provide any additional comments:						
Reminder: After one year, or completion of performance, work with your Contracting Officer's Representative (COR) to evaluate the contract awardee's performance in CPARS						

For awards made using Government-wide Acquisition Contracts (GWACs) or GSA Schedules	Very Satisfied				Very Dissatisfied	
1. Please rate your overall satisfaction with contract vehicle based upon the outcomes you have experienced so far.	5	4	3	2	1	N/A
2. Which of the following criteria played a role in your selection of this contract vehicle (check all that apply)	<input type="checkbox"/> Saves Time <input type="checkbox"/> Flexibility <input type="checkbox"/> Ease of Use <input type="checkbox"/> Familiarity <input type="checkbox"/> Vendor Access <input type="checkbox"/> Ability to meet small business goals <input type="checkbox"/> Ability to meet sustainability goals <input type="checkbox"/> Complies with agency policy					