

U.S. Department of Transportation Office of the Secretary

Attachment A – “Rate the Agency” Survey

Pre-Award & Debriefing Satisfaction Survey

Please provide us with your feedback on the acquisition process. Your answers will help us assess our performance and identify our strengths and weaknesses. The survey should take no more than 10 minutes to complete. **The results from the survey will not be published or made publicly available.**

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	
Requirements Development Process - How satisfied were you:						
1. With the agency’s vendor engagement methods (e.g., RFIs, draft RFP, pre-award conferences) in fostering early communication and exchange before receipt of proposals?	5	4	3	2	1	N/A
2. That the exchange offered by any industry day(s) offered valuable information that improved your understanding of the agency’s requirements?	5	4	3	2	1	N/A
3. With the agency’s understanding of your firm’s marketplace?	5	4	3	2	1	N/A

	Very Satisfied				Very Dissatisfied	
4. With the clarity of the final requirements?	5	4	3	2	1	N/A
Solicitation Phase - How satisfied were you:						
5. That the agency kept vendors informed about any delays in the solicitation process (considering both the initial release and any subsequent delays)?	5	4	3	2	1	N/A
6. That 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
7. That the government chose an appropriate contract type?	5	4	3	2	1	N/A
8. That the government chose an appropriate source selection methodology?	5	4	3	2	1	N/A
9. That the agency answered questions regarding the solicitation in such a way that it helped you to prepare the proposal?	5	4	3	2	1	N/A
10. With the opportunity to propose unique and innovative solutions (i.e., the solicitation promoted innovation)?	5	4	3	2	1	N/A
11. With the clarity of the solicitation's evaluation criteria?	5	4	3	2	1	N/A
12. With the amount of time the agency gave to submit a proposal?	5	4	3	2	1	N/A

	Very Satisfied				Very Dissatisfied	
13. That the solicitation's evaluation criteria allowed for the best selection among competing proposals?	5	4	3	2	1	N/A
Award Execution and Debriefings- How satisfied were you:						
14. With the agency's resolution of issues/concerns related to the contracting process?	5	4	3	2	1	N/A
15. With the robustness of the agency's debriefing (i.e., it allowed you to understand how to improve on similar efforts in the future)?	5	4	3	2	1	N/A
16. How satisfied were you with your overall experience on this acquisition?	5	4	3	2	1	N/A
17. Please provide any additional comments:						
18. Are you a small business?	Yes			No		

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