

## **Sample e-mail message**

[*Name Salutation*],

Your organization participated in Solicitation [*Insert Contract Number*]. In accordance with OMB guidance, the Department of Interior is seeking feedback on this award. We would appreciate your organization completing a brief survey. The survey is entirely voluntary and should take no longer than 10 minutes to complete. Individual results will not be disclosed and will be aggregated for reporting purposes.

To access the survey, please click on this link:

<https://www.acquisition.gov/360>

You will need the following information for the survey:

- Procurement Instrument Identifier (PIID): [*Enter Relevant Code*]
- Predominate Product Service Code (PSC): [*Enter Relevant Code*]
- Contracting Office Activity Address Code (AAC): [*Enter Relevant Code IAW 4.605(e)*]

Should you have any questions regarding the survey please contact Waleska Pierantoni at 202-513-0719 or [waleska\\_pierantoni@ios.doi.gov](mailto:waleska_pierantoni@ios.doi.gov)

Please complete the survey no later than [*Insert Date No Later Than 30 Days After Survey Request Date*]. The Department thanks you for both your time and efforts.