**Subject: Acquisition 360 – Second Phase**

In March 2015, the Office of Federal Procurement Policy (OFPP) released “Acquisition 360 – Improving the Acquisition Process through Timely Feedback from External and Internal Stakeholders.” The memo directed the 24 Chief Financial Officers (CFO) Act agencies to implement the first-ever standardized, transactional procurement survey designed to provide government managers with a 360 degree view of their procurement operations based on vendor and internal team feedback.

The first phase was very limited – the surveys were only to be sent out for “complex IT” new awards.  For this second phase, the surveys can be sent out for **any new** award no matter the dollar value or item procured.  All CFO Act agencies are required to send out surveys for a minimum of 65 new awards.  The surveys can now be sent via e-mail with a link attached that the vendor can access to then answer the questions voluntarily.

**Procedure**

Please send the below sample e-mail to each vendor (in separate e-mails) who submitted a proposal or quote.  As a reminder, below is the list with the number of contract awards that each Bureau was assigned to survey:

* Bureau of Land Management: 8 Awards
* Bureau of Indian Affairs : 9 Awards
* Bureau of Safety & Environmental Enforcement/Bureau of Ocean Energy Management : 1 Award
* Bureau of Reclamation: 5 Awards
* US Geological Survey: 4 Awards
* National Park Service: 17 Awards, 3 Information Technology Awards
* Acquisition Services Directorate: 11 Information Technology Awards
* Office of Surface Mining: 1 Award
* US Fish & Wildlife Service: 9 Awards, 1 Information Technology Award

Each e-mail will have to include the following information, since the vendor will need this to answer the survey questions:

* Procurement Instrument Identifier (PIID)
* Predominant Product Service Code (PSC)
* Contracting office Activity Address Code (AAC)

After you send out the survey e-mails, please let me know so that progress can be monitored.

Thanks