

Month Day, Year

Name
Title
Organization Name
Address Line 1
Address Line 2

Dear _____:

The Bureau of Industry and Security, Office of Technology Evaluation (OTE), is conducting a survey and assessment of U.S. information communication technology (ICT) software manufacturers and resellers. This assessment has been requested by the U.S. Department of Homeland Security's National Protection and Programs Directorate (NPPD) and the U.S. Department of Defense's Deputy Chief Information Officer for Resources and Analysis (DCIO R&A). The principal goal of this survey is to gain a comprehensive understanding of the ICT supply chain and its use of select software in private, public, and federal information networks.

The survey covers a range of topics, such as technology sharing, information network devices incorporating software, software design and manufacturing, and related supply chain issues. The resulting aggregate data and subsequent analysis will allow industry representatives and government policy officials to monitor trends, benchmark industry performance, and raise awareness of potential issues of concern.

Your organization has been identified as participating in ICT manufacturing or reselling at one or more facilities in the United States. Your participation is vital to ensure a comprehensive dataset for the assessment. BIS has worked in successful partnership with other U.S. industry sectors and we anticipate similar cooperation from your organization on this effort.

To begin, download the Microsoft Excel formatted survey and corresponding instructions at <http://bis.doc.gov/software survey>. For internal data collection purposes, a PDF version of the survey can also be downloaded at this website. As per instructions contained in the survey, BIS will only accept survey submissions via the Census Bureau web portal.

Your company is required by federal law (50 U.S.C. App. Sec. 2155) to complete the survey within 30 days of receipt of this letter. All information submitted to BIS is protected as Business Confidential under provisions of the Defense Production Act (DPA) of 1950, as amended, and will not be published or disclosed, other than in aggregate form. At no time will such reporting identify your specific organization. Such information is also protected from disclosure from Freedom of Information Act (FOIA) requests.

If you have any questions regarding the survey, e-mail, or contact BIS staff at (202) 482-7808. E-mail is the preferred method of contact and will allow for a detailed response to your organization's questions and queries. Please contact me at (202) 482-7808 if you have any questions regarding the overall Software Integration in Infrastructure Network Systems and ICT assessment.

Thank you for your cooperation. We look forward to working with you.

Sincerely,



Brad Botwin
Director, Industrial Studies
Office of Technology Evaluation