Email Template

Hi [Insert Vendor Name],

General Services Administration (GSA) is beginning the process of updating the Statement of Work (SOW) for Vehicle Auction and Marshalling Support Services. Your firm has shown interest and/or under contract for these services under the current SOW. GSA Office of Fleet Management (GSA Fleet) is interested in your experience with or review of the SOW and would like your firm's feedback as we prepare to update it.

GSA Fleet values your opinion on how we are doing, how the SOW is working and if there are any concerns or suggested improvements based on industry "best practices" that should be incorporated into the next Auction and Marshalling procurement. We are asking that you take this opportunity to provide your input for consideration.

Please fill out this survey and try to submit by [insert date two weeks from sent date].

Thank you for your time and feedback.

Survey Screenshots









