

IRS OCPO Industry Partners Survey

EMAIL COMMUNICATION – FIRST INSTANCE

Subject: Your Experience with IRS Office of the Chief Procurement Officer

Body: The Internal Revenue Service (IRS) Office of the Chief Procurement Officer (OCPO) is looking for opportunities to enhance the procurement experience for its industry partners. OCPO refers to any part of the IRS Procurement organization, including operational Contracting Officers/Specialists, Small Business Specialists, policy personnel, managers, etc.

You have been selected to participate in a brief survey, which will take approximately 15 minutes to complete. The objective of the survey is to understand your past interactions, current experience, and future opportunities. The survey is voluntary, and results will not be attributable to specific individuals.

The Paperwork Reduction Act requires that the IRS display an OMB control number on all public information requests along with the address where you can send comments regarding the study. You are not required to respond unless a currently valid OMB approval number is displayed. The OMB number for this study is 1545-1432. If you have any comments regarding this study, please write to: IRS, Special Services Committee, SE:W:CAR:MP:T:M:S – Room 6129, 1111 Constitution Avenue, NW, Washington, DC 20224.

To assist in these efforts, please complete the survey by <INSERT DATE>.

To start the survey:

Click on the link below or copy and paste the survey link into your browser to access the survey:

<LINK TO BE ADDED>

If you have any questions about the survey or encounter any technical difficulties, please contact:

****Insert OCPO Contact phone/email**

Thank you in advance for your participation.

**** Insert Signature**

EMAIL COMMUNICATION – REMINDER **Aim to send 1 week after initial email**

Subject: Your Experience with IRS Office of the Chief Procurement Officer

Body: Last week you received a survey regarding your past interactions, current experience, and future opportunities with the Internal Revenue Service (IRS) Office of the Chief Procurement Officer (OCPO).

The Paperwork Reduction Act requires that the IRS display an OMB control number on all public information requests along with the address where you can send comments regarding the study. You are not required to respond unless a currently valid OMB approval number is displayed. The OMB number for this study is 1545-1432. If you have any comments regarding this study, please write to: IRS, Special Services Committee, SE:W:CAR:MP:T:M:S – Room 6129, 1111 Constitution Avenue, NW, Washington, DC 20224.

If you have not already shared your feedback, please make sure to complete the survey by <INSERT DATE>. As a reminder, the survey is voluntary, and results will not be attributable to specific individuals.

To start the survey:

Click on the link below or copy and paste the survey link into your browser to access the survey:

<LINK TO BE ADDED>

Thank you for your participation and we look forward to hearing from you.

**** Insert Signature**