

## **Agency- wide survey to Contract Managers:**

### **Survey Distribution Instructions**

#### **Survey Links**

The Contract Monitoring Team has forwarded each agency its individual survey link. Before distributing the link, please identify all contract managers that you want to respond to the survey. The designated contact for the Inspector General's office will distribute the survey to those managers via the agency's address book.

We have included sample language below for the email to your contract managers. Please be sure to insert your agency-specific information in the **gray areas**.

#### **Sample e-mail verbiage:**

Pursuant to Section 14.32, Florida Statutes, the Executive Office of the Governor, Office of Chief Inspector General, is conducting an enterprise audit of Contract Monitoring.

As part of this audit we are requesting your participation in a short survey. The survey should be completed using the link below:

**INSERT LINK HERE**

We request that you complete the survey by **INSERT DATE [NO LATER THAN December 1, 2011]**.

We sincerely appreciate your assistance. If you have any questions or concerns regarding this survey, please contact **INSERT AGENCY CONTACT**.

#### **Interim Reports on Survey Participation**

Please provide the number of potential respondents to Karen Calhoun ([karen.calhoun@dot.state.fl.us](mailto:karen.calhoun@dot.state.fl.us)) so the team can monitor participation. The team will update the agency's contact if a reminder e-mail is needed.

#### **Agency Distribution**

At the conclusion of the survey deadline, the team will compile and provide results to each agency.