

Attachment I

**Sample Satisfaction Survey for Vendors/Purchasers
and Evaluation Sheet for Volunteers and Guests**

VENDOR/PURCHASER SATISFACTION SURVEY



Caltrans Business Procurement Fair
October 26, 2006

Circle the rating that best describes your experience at today's procurement fair.

1 = Poor Rating 10 = Outstanding Rating

- 1. My overall experience with today's procurement fair was a positive one. 1 2 3 4 5 6 7 8 9 10
- 2. My expectations prior to participating in today's procurement fair have been met. 1 2 3 4 5 6 7 8 9 10
- 3. When comparing with other procurement fair experience(s) I would give today's experience a comparison rating of: 1 2 3 4 5 6 7 8 9 10
- 4. Caltrans staff provided assistance when needed. 1 2 3 4 5 6 7 8 9 10
- 5. Caltrans staff conducted themselves in a professional and courteous manner throughout today's event. Yes _____ No _____
- 6. How did you learn about today's event? _____
- 7. I would like to be invited to participate in future Caltrans procurement fairs. Yes _____ No _____

Your comments and suggestions are important to us, as we work towards meeting vendor/purchasers' needs:

Company Name: _____ Phone _____ Zip Code: _____

Name of contact, if you wish to participate in future procurement fair events: _____

WE THANK YOU FOR TODAY'S PARTICIPATION and WE THANK YOU FOR COMPLETING THIS SURVEY!



2007 PROCUREMENT FAIR EVALUATION



March 6, 2007

1. How did you learn about the Procurement Fair?

2. On a scale of 1 – 5 (5 being the highest rating), how would you rate the Fair?

- a.) Commitment to Small Business Enterprise/DVBE? _____
- b.) Opportunity to sell goods or services? _____
- c.) Networking opportunities for business? _____
- d.) Ease of identifying prospective purchasers? _____
- e.) Location of event? _____

3. What aspect of the Procurement Fair would you like to see improved or expanded?

4. This is an annual event, will you attend again? Please circle one: Yes or No

5. Who else would you recommend be invited to future Procurement Fairs?

ADDITIONAL COMMENTS/SUGGESTIONS:

District 11's Small Business Council (SBC) and the San Diego Public Agency Consortium (PAC) thank you for participating and completing this evaluation. We appreciate your feedback.