**RFI (Request for Intelligence) from your department in the past [duration]:**

-RFI [tracking number] [Title] Requested: [date requested] Responded: [date responded]

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Thank you for taking the time to provide feedback on the intelligence response you received. Your insights are invaluable in enhancing the quality and relevance of our intelligence efforts. Please complete the following questions regarding the RFI responses above.

**Respondent Information:**

**Name/Position: (Optional)**

**Department/Unit:**

**Date of Feedback:**

**RFI Response Evaluation:**

**Relevance:**

1. How relevant was the intelligence provided in response to the RFI?
2. Did the response adequately address the specific questions or areas of interest outlined in the RFI?

**Timeliness:**

1. Was the response delivered in a timely manner?
2. Did the timing of the response meet your operational or strategic needs?

**Accuracy:**

1. How would you rate the accuracy of the information provided?
2. Were there any inaccuracies or errors? If yes, please specify.

**Completeness:**

1. Did the response provide a comprehensive analysis of the subject matter?
2. Were there any aspects of the RFI that were not addressed or only partially covered?

**Usability**:

1. Can you provide the decision or follow up action that was taken as a request of the RFI response? (Link to a ticket with documentation is sufficient.)
2. How usable was the intelligence provided for your needs?
3. Were there any aspects of the presentation or format that hindered the effective use of the intelligence?

**Source Quality and Reliability:**

1. How do you assess the quality and reliability of the sources used in the intelligence response?
2. Were source limitations or uncertainties adequately communicated?

**Analytical Rigor:**

1. How would you evaluate the analytical rigor of the response?
2. Were assumptions, methodologies, and analytical processes clearly articulated and sound?
3. Improvement and Additional Needs:

**Areas for Improvement:**

1. What areas of the RFI process or response could be improved?
2. Are there any specific suggestions for enhancing the relevance, accuracy, or utility of future intelligence products?

**Unmet Needs:**

1. Were there any information or analysis needs that were not met by this RFI response?
2. Are there any emerging topics or areas of interest that you believe should be prioritized in future RFIs?

**General Feedback:**

**Overall Satisfaction:**

1. How satisfied were you with the overall response to your RFI?
2. Would you like to acknowledge any particular strengths or contributions?

**Additional Comments:**

Please provide any additional comments or feedback that could help improve our intelligence support services.

**Conclusion**

Thank you for your feedback. It is crucial for us to continuously improve our processes and outputs to better serve your intelligence needs. We appreciate your time and insights.