

Procedures for Anonymous Collection of Vendor Survey

Overview

This document outlines the procedures for the anonymous collection, tracking, and analysis of vendor surveys. These guidelines are designed to ensure confidentiality, accuracy in tracking, and efficient data collection.

Step-by-Step Procedures

1. Survey and Return Envelope Numbering

- Each survey and its corresponding return envelope will be assigned a unique identification number.

2. Vendor Identification

- A master list of vendor addresses will be maintained, with each vendor assigned a unique number.
- The number on the survey and envelope will match the vendor's assigned number on the address list.

3. Tracking Survey Returns

- As surveys are received, their corresponding numbers will be checked off on the master list.
- For each returned survey, record whether the vendor has expressed interest in participating in a focus group.

4. Compilation and Analysis

- All returned surveys will be compiled into a central repository.
- Data from the surveys will be organized and prepared for analysis.

5. Follow-Up on Unreturned Surveys

- Surveys not received within 1-2 weeks after the due date will be flagged for follow-up.
- Potential follow-up actions may include:
 - Sending reminder emails or making phone calls.
 - Discussing further actions with the board and committee.

- **Note:** Due to budget constraints, mailed reminder notices are not recommended.
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Glossary

- **Anonymous Collection:** A method of gathering information where respondents' identities are not disclosed.
 - **Master List:** A comprehensive list of all vendors and their corresponding details, used for tracking purposes.
 - **Identification Number:** A unique number assigned to each survey and return envelope to ensure confidentiality and proper tracking.
 - **Focus Group:** A small group discussion aimed at gathering detailed feedback or opinions on specific topics.
 - **Flagged for Follow-Up:** Identifying surveys that have not been returned by the deadline for additional actions.
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This document can serve as a reference for coordinating the survey process and ensuring a systematic approach to data collection.