



UNITED STATES DEPARTMENT OF COMMERCE  
Bureau of Industry and Security  
Washington, D.C. 20230

Date

Dear POC's Name,

The U.S. Department of Commerce's Bureau of Industry and Security (BIS), Office of Technology Evaluation (OTE), in partnership with the Department of Health and Human Services' Biomedical Advanced Research and Development Authority (BARDA), is conducting a comprehensive assessment of the U.S. Influenza Vaccine Industrial Base (IVIB).

Your location has been identified as a participant in the multi-tiered influenza vaccine supply chain network. This network includes influenza vaccine manufacturers and the suppliers of raw or starting materials, active pharmaceutical ingredients, or other consumables required to manufacture the influenza vaccine and related products. Your organization's participation is vital to ensure a comprehensive dataset for the assessment.

The principal goal of this survey is to better understand the domestic IVIB supply chain network. The data collected will help identify the structure and interdependencies of organizations that participate in the IVIB. This effort will enable BARDA to understand and respond to supply chain deficiencies and disruptions related to production capabilities, transportation and logistics, research and development, foreign sourcing and dependencies, cyber security incidents, critical materials, and other challenges. The resulting data and subsequent analysis will allow industry representatives and government policy officials to better monitor trends, benchmark industry performance, and raise awareness of potential issues of concern.

Your organization is required by federal law (50 USC § 4555) to complete the Influenza Vaccine Industrial Base survey within 30 days of receipt of this letter. All information submitted to BIS is protected as Business Confidential under provisions of the Defense Production Act (DPA) of 1950, as amended, and will not be published or publicly disclosed, other than in aggregate form. At no time will such reporting identify your specific organization. Such information is also protected from disclosure from Freedom of Information Act (FOIA) requests.

To begin, download the Microsoft Excel-formatted survey and corresponding instructions at <https://bis.doc.gov/dib>. For internal data collection purposes, a PDF version of the survey containing callout boxes which display the dropdown menu selections can also be downloaded at this website. OTE will only accept Excel survey submissions through the Census web portal at <https://respond.census.gov/xxxx>. The survey and instructions are also available at this website.

If you have any questions regarding the survey, OTE support staff are available to assist you by e-mail at [xxxx@bis.doc.gov](mailto:xxxx@bis.doc.gov) or by phone at (202) 482-7808. **E-mail is preferred** and will permit a more thorough understanding of, and response to, any queries. Thank you for your cooperation.

OTE has worked in close partnership with industry for decades on assessments concerning a variety of U.S. industrial base sectors. We anticipate similar support from your organization on this effort. We look forward to working with you.

Sincerely,

*Jason D. Bolton*

Jason D. Bolton  
Director, Defense Industrial Base Division  
BIS/Export Administration/Office of Technology Evaluation

