Appendix C4.d. Participant Confirmation Email (In-Depth Interview)

XX/XX/20XX

To: **[SELECTED SFA DIRECTORS]**

Subject: Confirmation of In-Depth Interview for the Study of School Food Authority (SFA) Procurement Practices

Dear **[FIRST NAME] [LAST NAME]:**

This email is to confirm your In-Depth Interview (IDI) for the Study of School Food Authority (SFA) Procurement Practices, scheduled for **(DATE)** at **(TIME)**. As a reminder, the IDI is scheduled to take approximately 90 minutes. (**IF THIS IS A GROUP INTERVIEW**: As we discussed on the phone, the following people will be on the call to help answer interview questions: **[LIST PEOPLE]**)

Interview topics include: your SFA's procurement approach; your solicitation process and the contract types you use; working with food service management companies and cooperative purchasing arrangements, if applicable; and SFA training and technical assistance resources and needs. With these topics in mind, if you think other individuals should participate in the IDI, please let me know as soon as possible and we will try to accommodate them.

Please call the toll-free number found in the meeting invitation for the IDI to join the call. Thank you so much for your participation. If you have any questions, please contact us anytime by calling (toll-free) **[MATHEMATICA TELEPHONE NUMBER]** or emailing **[MATHEMATICA EMAIL ADDRESS]** (or simply reply to this email).

I look forward to talking with you on [xxx day].

Sincerely,

(Mathematica [INTERVIEWER NAME])