

## Appendix C-1 Participant Survey Announcement to Cluster Administrators

Dear [cluster administrator],

Thank you again for taking the time to speak to us about the work your cluster accomplished during the first three quarters of [year]. As mentioned during these calls, the Contractor is finalizing this year's survey deployment process, which is very similar to the one implemented last year. Attached please find a memorandum that details the survey implementation protocols for this year. Below are the important dates for this year's data collection period:

- **[insert date]:** Contractor will send each cluster the cluster administrator survey in the format of a Microsoft Excel spreadsheet.
- **[insert date]:**
  - Cluster administrators will provide Contractor a partially complete version of the cluster administrator survey that contains a roster of large organizations (in the Large Organization Info tab) and small businesses (in the portion of the Small Business Info tab with blue headers) in the cluster. These rosters will constitute the basis upon which two participant surveys will be deployed. ***Please note that the remainder of the cluster administrator survey does not need to be completed and returned to Contractor until [insert date].***
  - Cluster administrators will also submit:
    - (1) Introduction letters for the large organization survey (Appendix C-4) and the small business survey (Appendix C-2), which are completed by replacing empty data fields with the organizations specific information.;
    - (2) the full name and e-mail address of the cluster administrator or staff member who is easily recognized by the cluster participants as a cluster representative. The Contractor will use this information to deploy the surveys to participants; ; and
    - (3) an updated cluster logo to be used on online surveys. ***Templates for the survey setup documents are attached to this e-mail.***
  - Cluster administrators will send a pre-notification e-mail to their participants about the forthcoming survey and its purpose.
- **[Insert date]:** Contractor will send the appropriate survey to active small business participants and large organizations in the cluster via the online survey portal.
- **[Insert date]:** Contractor will make available the PDF smart forms of the small business survey and large organization survey to those clusters that expressed interest in deploying them.
- **[Insert date]:** Optimal will close the online surveys; cluster administrators will be responsible for submitting all completed PDF smart forms of the small business survey and large organization survey they have deployed.
- **[Insert date]:** Cluster administrators will submit their completed cluster administrator survey to Contractor.

Best regards,