

## RIC OMB ICR – Appendix D-1 Evaluation Announcement to Cluster Administrators

OMB Approval Number:

Expiration Date:

### Evaluation Announcement to Cluster Administrators

Dear [cluster administrator name],

The SBA has hired a small business research organization Optimal Solutions Group, LLC (Optimal) to conduct the evaluation of the Regional Innovation Clusters (RIC) Initiative. The objective of this evaluation is to determine if the RIC is meeting its intended business growth outcomes. The results are expected to provide suggestions for improvements to this valuable small business program.

Attached please find a memorandum that details the evaluation implementation protocols for this year. Below are the important dates for this year's data collection period:

- o **[insert date]:** Optimal will send each cluster the cluster administrator the Microsoft Excel spreadsheet to obtain the lists of small business and large organization participants.
- o **[insert date]:** Cluster administrators will provide Optimal the completed Excel file with rosters of large organizations (in the Large Organization Info tab) and small businesses (in the portion of the Small Business Info tab). These rosters will constitute the basis upon which two participant surveys will be deployed by Optimal.
- o Cluster administrators will also submit:
  - 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
  - the cluster logo.
- o Cluster administrators will send a pre-notification e-mail to their participants about the forthcoming survey and its purpose. The email will be provided by Optimal.
- o **[Insert date] to [Insert date]:** Optimal will conduct brief survey data collection with small business and large organizations participants in the cluster via the online survey portal.
- o **[Insert date] to [Insert date]:** Optimal will conduct individual webinar interviews with all cluster administrators.
- o **[Insert date] to [Insert date]:** Optimal will conduct brief survey data collection with all cluster administrators via the online survey portal.

Best regards,

Oswaldo Urdapilleta  
Project Director  
Optimal Solutions Group, LLC