

OMB Approval number: 3245-0392

Expiration Date: 04/30/2026

Small Business and Partner Organization Interview Invitation E-mail

Dear [first name] [last name], participant of the [cluster name],

The U.S. Small Business Administration (SBA), via the Regional Innovation Clusters (RIC) Initiative, is investing in regional clusters throughout the United States. [cluster name] ([cluster acronym]) is the regional SBA RIC cluster in your area.

The SBA has hired Optimal Solutions Group, LLC (Optimal) to conduct the evaluation of the RIC Initiative. The objective of this evaluation is to determine if the RIC Initiative is meeting its intended outcomes.

To assist us in this process, we invite you to participate in a brief virtual interview to learn about your experiences with the {cluster name} ([cluster acronym]) and/or {cluster name}-organized training, events, activities, or services.

The interview is expected to take approximately 30 minutes to complete and your participation is completely voluntary. If you would like to participate, you may use the link below to access the interview scheduling portal in which you may select one of the available interview times (note, all times are EST):

[\[Scheduling Link\]](#)

- If you have questions about your cluster, please contact [cluster point of contact] at [cluster POC email].
- If you have questions about your participation in this study, please contact Optimal at clusters@optimalsolutionsgroup.com or 301-306-1170.

Thank you. We look forward to hearing from you.

Sincerely,

Oswaldo Urdapilleta
Project Director
Optimal Solutions Group, LLC