



Community Consolidated School District 181 (Burr Ridge, IL)
Community Research and Engagement Services
Budget Authorization
October 23, 2014

Includes:

- Seven on-site meetings and/or engagement events; currently scheduled as planning meeting (one), engagement events (four), research results presentation meeting (one), final project report presentation meeting (one).
 - Planning meeting: An on-site meeting of no less than three hours during which a group of no more than 50 select stakeholders (i.e. administrators, Board members, staff, community members) will join together to discuss information, review anticipated strategies, and plan for future action, among other business.
 - Engagement Event: An event welcoming community members and/or pre-determined attendees for a presentation, and/or Q&A session, and/or workshop and/or town hall meeting, to last for no less than 90 minutes. On the same day as one of the Engagement Events, a planning session will be conducted with district leadership and others they deem appropriate for the telephone and online research.
 - Research Results Presentation: A presentation to the Board of Education during a currently scheduled Board of Education meeting during which Patron Insight will provide an overview of the results from any/all completed research initiatives included as part of this process.
 - Final Project Report Presentation: A presentation to the Board of Education during a currently scheduled Board of Education meeting during which Patron Insight will provide an overview of the engagement and research process, any/all completed research results, engagement event analysis, and recommended next steps.
- E-mail exchanges and phone conferences as needed during the engagement process at mutually agreed upon times (for the phone conferences; e-mail exchanges will be conducted as needed).
- Telephone research with 400 randomly selected, head-of-household registered voter residents, with matching online surveys for the community and for staff. District will be responsible for placing online survey on its website (for the community) and e-mailing link to the staff.
- A complete analysis of the findings from all survey groups, and preparation of a detailed report, using mutually agreed upon parameters, for the total survey audience and for key demographic and geographic subgroups.
- Presentation of the final research report, along with 15 bound copies and one electronic copy.
- Work with district leadership to plan and execute four community engagement events. Attend all events (as stated above) and assist with facilitation and other event-related details.
- Prepare a final report for the Board of Education and present that report in person, if desired (one visit, specified in first bullet point above), or provide report for district leadership to present.

- Fees include all out-of-pocket and travel expenses for the seven on-site meetings described above.

Total Budget:

\$38,400

(If paid no more than 10 days after November 10, 2014 project launch on-site visit -- \$36,120, which is a 7.5% discount on staff fees. Hard costs – phone interviews – are billed at cost and not subject to discount)

Focus Group Addition:

- If focus groups are desired, fees would include facilitator and audio-recording of groups for later review and analysis, and preparation of a theme-focused report with key verbatims. District would be responsible for all arrangements related to the groups.

Total Budget for Focus Group addition:

\$1,400 per group for up to 3 groups

\$1,200 per group for 4 or more groups

(7.5% discount if all scheduled groups are paid before first group)

Key Opinion Leader Interviews Addition:

- One-on-one, on-site interviews with Key Opinion Leaders in the community. Interviews would last up to one hour and would be conducted at a site convenient for the Key Opinion Leader. District would be responsible for coordinating schedules.

Total Budget:

\$150 per interview, plus travel expenses

(unless coordinated with previously scheduled visit)

(7.5% discount if all scheduled interviews are paid before first interview)

- If district prefers to conduct interviews instead of Patron Insight, preliminary counsel on the content of those interviews (via phone and or e-mail) will be provided at no fee. Additional involvement will be at a fee agreed to by both parties.
- ◆ If work is not pre-paid, invoices will be submitted monthly for work completed in the previous month on all but the telephone and online research. A separate invoice will be sent once the telephone survey is approved and data collection commences, and an additional separate invoice will be sent once the telephone and online research report has been completed and delivered.
- ◆ Signature on this form does NOT obligate the district to proceed with focus groups or Key Opinion Leader interview additions. Signature does signify the district's acknowledgement of the fees for those two additions, if they are deemed necessary.
- ◆ District will make a reasonable effort to coordinate focus groups and Key Opinion Leader interviews to maximize on-site time.
- ◆ Change of project scope may alter this budget.

- ◆ The contract may be terminated as follows:
 - ◆ Termination due to loss of funding: In the event the funding is reduced or not available, the District will give the Contractor written notice which sets forth the effective date of the termination and explains the reasons for the termination. The notice shall also describe the conditions for any reimbursement for any work completed.
 - ◆ Termination for convenience: The District may terminate the contract in whole, or in part, for the convenience of the District when both parties agree that the continuation of the Contract is not in the best interest of both parties and that further expenditure of funds will not produce any results. The parties shall agree in writing upon the conditions, effective date, and fair and reasonable payment for work completed.
 - ◆ Termination for cause: If the Contractor fails to comply with any of the terms and conditions of this Contract, the District may give notice, in writing, to the Contractor of any or all deficiencies claimed. The notice will be sufficient for all purposes if it describes the default in general terms. If all defaults are not cured and corrected within a reasonable period as specified in the notice, the District may, with no further notice, declare this Contract to be terminated. The Contractor will thereafter be entitled to receive payment for those services reasonably performed to the date of termination, less the amount of reasonable damages suffered by the District by reason of the Contractor's failure to comply with this Contract.

Accepted:

Signed

Date

Print name

Title