
Date: September 16, 2024
To: Redding Consortium for Educational Equity
From: Trent Sharp, Ph.D.
American Institutes for Research (AIR)
Re: Responses to follow-up questions about proposed scope of work

Responses to Follow-Up Questions

- 1. The scope of the Redding Consortium’s work, per Senate Bill 448, states that the focus is on Pre-K to Grade 12 students in the city of Wilmington and Northern New Castle County. Can we amend the description of services to include Pre-K?** Yes, and we apologize for the oversight. We have revised the proposed scope of work to focus on students from Pre-K to 12th grade.
 - 2. There is no reference to criminal justice (e.g. rate of incarceration by gender, by neighborhood, recidivism, etc.) in the descriptors. Is this housed under health?** AIR is flexible about which data to include in the landscape analysis and typically base these decisions on your priorities and needs. In the earliest days of the discovery phase, AIR will meet with Consortium members familiar with data and priorities to explore the insights from the landscape analysis.. AIR agrees that neighborhood-level criminal justice data is a powerful addition to the landscape analysis. However, the utility of these data will be dependent on the grain-size and type of data we available. For example, in our experience, crime and recidivism statistics are typically only available at higher levels of aggregation (e.g. city, county, state), rather than neighborhood. Additionally, it is sometimes the case that incarcerated populations are counted where they are incarcerated rather than the neighborhood they lived in prior to the incarceration. This said, if the Coalition (1) already has access to neighborhood-level criminal justice indicators, (2) knows of local, publicly available criminal justice databases, or (3) can make the necessary introductions to appropriate agencies (e.g. departments of correction) AIR is eager to include this data in the analysis.
 - 3. Will data-sharing agreements be necessary if data doesn’t risk the identification of individuals due to the small sample size? If data-sharing agreements are anticipated, please assess any potential impact on the timeline.** AIR does not expect to use student-level data for this analysis, and so, data-sharing agreements will not be needed.
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4. **Referenced on page 6 – the mixed methodology and values/protocols guiding qualitative data collection and interpretation lends itself to PAR (participatory action methods). What is necessary to integrate PAR into the landscape analysis?**

AIR believes that the landscape analysis will benefit from the addition of up to 15 community ambassadors (community members with lived experiences and deep knowledge of the assets and challenges within their communities) to support data collection, interpretation, and prioritization. AIR assumes that we will co-design the overarching structure of the participatory process alongside key Consortia members (e.g. the Community Engagement Subcommittee) and will further refine the approach once the ambassadors are identified. In addition, we will allot resources and staffing for the following supports.

- a. **Compensation.** AIR suggests and has budgeted for \$500 honoraria for each of the 15 community ambassadors.
- b. **Selection.** AIR will collaborate with key Consortia members to identify groups of community members who are potential candidates to serve as ambassadors. For example, public housing residents, high school seniors, community elders, or mothers of students in Pre-K through 12th grade. AIR assumes that the selection process will require several discussions with Consortia members and community partners to identify a mix of ambassadors that best fits the local context.
- c. **Role definition.** AIR will collaborate with Consortia members and community partners to define a scope of work for ambassadors that is fair and feasible.
- d. **Recruitment.** AIR will prepare all the necessary recruitment materials and will coordinate with Consortia members and community partners to host a series of information sessions to support recruitment.
- e. **Definition and Training.** Participatory research demands flexibility. AIR assumes that the overarching focus of the ambassadors' work will be to highlight the assets and challenges in their community; however, we know that how ambassadors go about investigating these issues and sharing what they have learned will vary. To support both a shared focus and methodological flexibility AIR will host a virtual kick-off training followed by a full day in person training to support ambassadors as they design and prepare to implement their field work. We anticipate that some ambassadors will likely need help with virtual engagement, and we will collaborate with Consortia members and community partners to identify accommodations.
- f. **On-going support.** AIR anticipates that the ambassadors' fieldwork will last approximately four to six weeks. During this time, AIR staff will schedule check-ins with ambassadors to address challenges and discuss early findings.
- g. **Sharing Findings.** AIR assumes that the ambassadors' findings will be integrated as a component of the co-interpretation in Phase Three and that the ambassadors will participate in the co-interpretation process. AIR staff will support ambassadors in compiling findings and determining their preferred way to share what they have learned.
- h. **Attribution.** Ambassadors will be listed as co-authors on the final report.

5. **Does the addendum related to PAR alter the firm fixed price? If yes, by how much?**
Yes. The firm fixed price budget for the original scope of work described in the memo with a period of performance from October 1, 2024, to October 31, 2025, is **\$334,936**. Integrating the participatory research activities described in question 4 will increase the firm fixed price budget to **\$410,081**. This memo is predicated upon current information about the project requirements and AIR’s technical approach and assumptions to fulfill these requirements. The proposed price will remain valid for 30 days from the date of submittal of this memo, September 16, 2024. AIR reserves the right to negotiate the final scope of work, period of performance, and price, and to review its pricing to determine additional period(s) necessary for extension of the offered pricing or to revise its price quote after expiration of 30 days or any subsequent offered validity period(s). Any resulting contract award is subject to negotiations of the final price and will be based upon mutually agreed-to terms and conditions between the parties, including a payment schedule.
6. **Does the fixed budget account for compensation to community participants beyond \$50 focus group gift cards? Does this also include compensation for community participants attending more than one focus group or if they are involved in several meetings/events throughout this landscape analysis process?** AIR will seek to gather as many perspectives as possible during the qualitative portion of the landscape analysis and assumes that community participants will not participate in more than one focus group. Typically, we have not budgeted incentives for participation in the co-interpretation process. If the Consortia would like to provide incentives for certain constituents to participate in the co-interpretation, AIR is glad to amend the budget as needed.
7. **Can you define “region” geographically?** Yes, we mean the City of Wilmington and northern New Castle County. We have included a note to clarify our meaning in the revised statement of work.
8. **For the Phase Two Report, how will the quantitative research (neighborhood-level and school-level analysis) use a comparative lens to situate and contextualize data findings across Wilmington and New Castle County?** Where appropriate and feasible, AIR will compare findings with local, state, and federal averages.
9. **For the landscape analysis work plan, how will the AIR team collaboratively work with the Redding Consortium’s three subcommittees throughout this redistricting planning process? The goal of the landscape analysis will be to help inform the work of the three subcommittees, which include the Operational Impacts, Fiscal Impacts, and Community Engagement Subcommittees.** AIR views answering this question as one of the key outcomes of the discovery phase of the project. The examples the Consortia has offered in the Follow-Up Questions document exemplify the kind of collaborations we feel are vital to the success of the project. However, there are more. For example, we assume that the operations and fiscal subcommittees will have specific data we will want to incorporate into the analysis to support their goals. Also, we would hope

that the Community Engagement Subcommittee will play an active role in co-designing the co-interpretation event and helping us to ensure that the materials are accessible for all constituents. AIR recognizes that subcommittee members are extremely busy and will coordinate with Subcommittee Co-Chairs to ensure that our work together is efficient and aligned to the times and meetings they already have in place.

Thank you again for this opportunity. For any questions, please don't hesitate to contact Trent Sharp via email at tsharp@air.org.