Robinson Associates, Inc.
Driving Exceptional Results

October 2026

Consultancy Services: Supporting the Children's Trust of Alachua County to Identify Needs and Enhance Access to Quality Programming for Children and Youth with Special Needs – Part II

ABOUT OUR FIRM

C Robinson Associates, Inc. (CRA) is a performance improvement firm with offices in Florida, Georgia, and Ohio. We specialize in developing and delivering customized consulting services in the areas of Strategic Planning, Organizational Assessment, Program Development, Outreach and Stakeholder Engagement, Organizational Effectiveness, Program and Project Management, and Transformational Leadership.

The Team is committed to being your partner of choice by maintaining an elevated level of focus, diligence, and a purposeful approach to deliver high-quality results. This document outlines our scope for collaborating with the Children's Trust of Alachua County's (CTAC) leadership and staff to work on the initial tasks required to build the foundation needed for "Goal 1" of the most recent Strategic Plan: Children and youth with special needs have access to quality programming.

SCOPE OF SERVICES

CRA will plan, facilitate, document, and analyze a coordinated series of focus groups, and community meetings centered on the experiences of families raising children with special needs in Alachua County. This work will build upon the partner and provider sessions already completed while expanding participation among parents, educators, school administrators, and community members. C Robinson Associates will complete the following tasks during the months of October 2026 through March 2027:

Individual Interviews

- Additional individual interviews

Community Meetings

- One community meeting in eastern Alachua County
- One community meeting in western Alachua County
- One community meeting at a location to be determined in consultation with CTAC's leadership.

Parent Focus Groups

CRA proposes one additional opportunity for parent participation through a virtual focus group. The virtual session will provide a renewed opportunity for meaningful participation following technical difficulties during the previous session.

School District Focus Groups

CRA will conduct two focus groups with school district educators and leaders:

- Teachers: October 19, 2026
- School administrators: October 22, 2026

Staff Review and Data Analysis

- Review and synthesize feedback from completed and proposed partner, provider, parent, educator, and community engagement activities.
- Identify recurring needs, service gaps, priorities, and cross-cutting themes.
- Develop actionable staff recommendations grounded in the findings.
- Facilitate an initial staff review before the first community meeting in January 2027.
- Facilitate a final staff review in February 2027 in preparation for the Board Workshop.
- Ongoing "Status and Next Steps" meetings with leadership and staff.
- Present findings and recommendations at the March 8, 2027 Board Workshop

PROFESSIONAL SERVICES FEE

The total fixed fee for these Professional Services is $40,000 and covers planning and coordination activities, document design and creation, printing services, focus group facilitation, Community and Board Meeting preparation and participation, as well as all travel-related expenses.

The Children's Trust of Alachua County will provide facilities for working sessions and meetings, as well as audio-visual equipment and support.