

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

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 (Children's Trust) 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

Given that there is no coalition or coordinated effort in Alachua County focused on serving children with special needs, Children's Trust aims to learn more about the community needs in this area and convene partners to address them. C Robinson Associates will complete the following tasks during the months of July through September 2026:

- Given completion and Board approval of the new Strategic Plan, work with the Leadership Team to determine next steps.
- Review staff research results and proposed project timeline, discussing key milestones.
- Internal planning to lay out the best plan for completing needed interviews, surveys, focus group sessions and community meetings.
- Draft leadership communication to initiate the scheduling of interviews and focus group sessions.
- Prepare (1) materials needed to conduct interviews and (2) materials and activities needed to facilitate focus group sessions.
- Conduct up to fifty (50) interviews and facilitate four (4), two-hour focus group sessions.
- Review and consolidate data; work with leadership and staff to draft a "key findings and recommendations" document and PowerPoint presentation for use in Board and Community Meeting communications.
- Ongoing "Status and Next Steps" meetings with leadership and staff.

PROFESSIONAL SERVICES FEE

The total fixed fee for these Professional Services is \$53,200 and covers planning and coordination activities, document design and creation, printing services, interviews, focus group facilitation, community meeting preparation and 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.